

City Park Rental Rules
2025 Rental Agreement
City of Lakefield

Please follow the listed rules for use of the North City Park shelter. A \$50 daily rental fee and a \$100 damage deposit is required for use of the kitchen and enclosed area of the North Park shelter.

- Remember to clean out the refrigerator and freezer. Take home what belongs to you, including leftover food.
- Turn off cooler and prop one door open.
- Unplug chest freezer and leave door open.
- Bring your own dish soap, towels, and cloths.
- All counters in the kitchen must be wiped off before leaving.
- Sweep the floor, as needed, and place tables and chairs neatly.
- If you put up decorations, make sure they are taken down, remove anything used for hanging the decorations, including tape, tacks, etc.
- Garbage is to be carried to the outside trash cans.
- Turn off all lights and ceiling fans.
- Lock all doors = kitchen and rolling (**NOT** Bathroom doors)
- The key may be picked up at City Hall before 4:30 pm the day before your event (or Friday, if your event is over the weekend or on a Monday holiday). Return the key to City Hall as soon as possible. You can use the night drop box on the left of the city hall door if that is convenient for you. Your damage deposit check will be returned to you after the condition of the shelter has been verified.
- There is no parking in the park. You may drive to the shelter (if weather conditions allow and NO damage will be done to the grass) to unload items for your event, but the vehicle must be moved to the street for parking.

PLEASE RETURN THE SHELTER TO THE CONDITION IT WAS IN WHEN YOU ARRIVED. THANK YOU!

I have read and understand the rules listed above.

Rental Date: _____ Rental begin time: _____ End time: _____

Name: _____

Address: _____

Phone: _____ email: _____

Signature: _____ Date: _____

City Signature: _____ Date: _____

Office Use Only:

Paid: \$ _____ (Check #: _____ Card Cash) Key Number: _____