

**ROCHESTER CITY RESIDENT  
FACILITY RESERVATION APPLICATION**

Today's Date \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Representative: Name \_\_\_\_\_ Position \_\_\_\_\_

Street Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Facility Requested (circle): Kiwanis Pavilion      Lion's Shelter      Other: \_\_\_\_\_

Hours of Use: Between \_\_\_\_\_ and \_\_\_\_\_ Date Requested: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Size of Group: \_\_\_\_\_ Approx. number of Rochester City Residents: \_\_\_\_\_

Will food be served? (circle) YES NO. Kiwanis serving room needed? YES NO

Remarks: \_\_\_\_\_

Applicant hereby agrees that the group or organization will comply with all rules and regulations concerning the use of City facilities. Applicant also agrees that they or the organization will reimburse the City for any repairs to the facilities or park equipment and for any extra or unusual custodial costs made necessary by the group or organization's activities.

*Please note that there is no vehicular access beyond the parking lots and neither alcoholic beverages nor sound amplification is permitted.*

*Applicant will be present at the facility during the hours listed above.*

Applicant's Signature \_\_\_\_\_

.....  
(office use below this line)

Non-refundable Application Fee: \_\_\_\_\_ User Fee: \_\_\_\_\_ Damage Deposit \_\_\_\_\_

Reservation Total: \$ \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(City Manager)

.....  
Condition of facility after use: \_\_\_\_\_

Recommendation on Deposit: \_\_\_\_\_ Supt. Initial \_\_\_\_\_



## ROCHESTER MUNICIPAL PARK FACILITIES

The Kiwanis Pavilion is available for reservation by City of Rochester residents. If a resident is reserving a facility for a group or organization, the resident must be an active member and be present during the group's activities at the facility.

The following rules apply to all City parks and facilities:

- 1) No alcoholic beverages are allowed in the parks.
- 2) No sound amplification.
- 3) No vehicular access beyond the parking lots.

Kiwanis Pavilion: The Kiwanis Pavilion is an open sided structure on a concrete slab that is located next to the south tot-lot, across the Paint Creek from the pond. There are 8 to 10 picnic tables in this area, and there is a drinking fountain nearby. Within the pavilion, there is a serving room which is available for public use. It has a flip-up window, counter space and electrical outlets. There are no kitchen facilities.

<u>Fees</u>	<u>Application Fee</u> ( <u>Non-Refundable</u> )	<u>User Fee</u>	<u>Damage Deposit</u>	<u>Total Fees</u>
Kiwanis Pavilion	\$50.00			\$50.00
Kiwanis with serving room	\$50.00	\$10.00	\$50.00	\$110.00

The initial application fee is non-refundable. The user fee is refundable up to 14 calendar days before the reservation date. If a reservation is made less than 14 days before the activity date, the user fee is non-refundable.

Reservation Procedure: The resident will be notified of the application approval, and all fees will be due at this time. Payment must be made by the resident by credit card, cash or personal check. (\*Please Note: No third-party checks can be accepted.) Upon payment, the resident will receive a copy of the approved application.

A key is available at City Hall on the day of the activity. If the event is on a weekend or holiday, the key will be available the day before the event.

If you have any questions or need further assistance, please contact City Hall at (248) 651-9061.