

**Parks and Recreation Department
Facility Rental Agreement
Aberdeen Lake Recreation Building**

The Recreational Building, located at Aberdeen Lake Park, can be leased by the hour for family or civic functions/meetings, parties, and reunions. This facility can be leased seven days a week from 7:00 a.m. to 11:00 p.m.

The facility provides approximately 900 square feet and can accommodate up to 100 people comfortably. The building has women's and men's restrooms, air conditioning/heat, and access to tables and chairs (50 chairs and 8 tables).

Payment Policy

A reservation is not made official until the Parks and Recreation Department has received a deposit check/cash and the completed Rental Agreement. The rental fee will be due 14 working days prior to the rental. The deposit, if all conditions and requirements listed below are met, will be mailed to you. **Deposit checks are prepared on the 10th and 25th of each month and then mailed to the address you provide below.**

Cancellation Policy

In order for the deposit to be returned in full amount, the Parks and Recreation Department must be notified of the cancellation a minimum of 10 working days prior to the rental. Failure to meet this requirement will result in the full forfeiture of the deposit.

Fees

Aberdeen Residents-----\$10.00/hour rental fee \$100.00 refundable deposit *Proof of residency required*

Non-Residents-----\$20.00/hour rental fee \$100.00 refundable deposit

Rules and Requirements

The following conditions must be met in order to receive your deposit in full:

1. All doors and deadbolts are locked upon departure.
2. All lights are turned off.
3. Recreation room is clean upon departure (vacuum will be provided).
4. Restrooms are clean.
5. All tables and chairs are clean and placed back in their designated areas.
6. The use of glitter, confetti, tacks, staples, and tape on walls, tables, or windows is prohibited.
7. The use of cutting utensils on tables is prohibited.
8. No alcohol on premises and no smoking inside the building.
9. All trash is emptied and taken to the dumpster.
10. Key for the building must be returned by 12:00 p.m. on the following work-day.
11. If rental is on the weekend, the key must be picked up from the Aberdeen Parks & Recreation Department by 3:00 pm on Friday

Please read carefully and sign: I understand that in order to receive my deposit in full that the above conditions must be met. If any damage to the facility occurs during the rental, the deposit will be forfeited in full. If any damages extend beyond the deposited amount, I the undersigned will be held responsible for the payment of these damages and will not hold the Town of Aberdeen responsible or liable for any injuries that occur during the rental of its facilities.

Signature _____

Type of Function _____

Print Name _____

Rental Date _____

Organization _____

Rental Time _____

Address _____

Home Phone _____

City, St. _____

Work or Cell Phone _____

Zip Code _____

Fees Paid (mm/dd/yy) _____