

## **PROCEDURES FOR RENTING CITY FACILITIES:**

*Evans Pavilion – site of Goodview Days (\$100 deposit plus rental fee), Selke Pavilion – large side at LaCanne Park (\$100 deposit plus rental fee), and Lions Pavilion – small side at LaCanne Park (\$25 deposit plus rental fee if using electricity), if not using electricity then the Lions Pavilion is first come first serve*

### **EFFECTIVE AUGUST 1, 2009:**

- Create a waiting list for each facility as requests are received.
- When a facility is reserved, an entity must make the required deposit within 30 days from date of reservation. If the deposit isn't received within those 30 days, the entity forfeits their reservation.
- If an entity wishes to cancel their reservation they must do so before one month from the date they have reserved to use the facility. If this is the case, they will receive their entire deposit back, and the City will start calling those on the waiting list.
- If an entity reserves a facility, pays the required deposit, and then doesn't use the facility, they will forfeit their entire deposit.
- A cancellation less than one month from the date of potential use of the facility, the entity will forfeit their entire deposit.