

City of Edgewood Facilities Rental Policy

The City of Edgewood has made available to the members of the public, outside organizations and groups the ability to rent some of its facilities. The City encourages the use of these facilities by the community as long as the use is of lawful purpose and does not interfere with conducting its own business, programs or primary purpose for which the buildings and grounds are intended. Community use of the facilities is subject to the terms of the City's policies and procedures and the current schedule of user fees.

Purpose: The purpose of this policy is to provide direction regarding application submittal, fees, processing the application, and rental rules and regulations.

Process:

1. A completed Facility Use application must be submitted to the City. The application is reviewed for completeness upon receipt.
2. If the application is complete, City staff will confirm the availability of the facilities requested.
3. ½ the rental fee is required 3 weeks prior to the date booked. The remainder of the rental fee plus the deposit is due 5 business days before the event date.
4. The Facility Use application will be routed to the appropriate staff members for review and approval. The City will strive to process applications within 5 business days. Actual processing time could vary due to workloads and current staffing levels.
5. The applicant should receive notification from the City within 5 business days as to the status of their application.
6. If the applicant wishes to cancel a reservation, they must provide a notice of cancellation to the City within 5 business days prior to the date of the event. If this notice is not received, the applicant will forfeit ½ the rental fee.
7. Prior to the event, the City will provide a copy of the approved application to the applicant, which can be used as proof of their reservation.
8. If the event is being held at the Civic Center facilities, a security access card will be issued to the applicant, which will allow entry into the building, tracking the user and times used. After the event is over and clean up has been completed, this access card is to be deposited in the secure Drop Box outside in the circular drive way in front of City Hall. The City may provide feedback forms for applicants to provide the City with feedback regarding their experience with our process and facilities.
9. It is the applicant's responsibility to ensure that the building is secured.
10. City staff will inspect the facilities following the event to ensure that the area has been left in a condition as good as or better than when they arrived. The entire deposit will be refunded upon satisfactory inspection of the facilities. If there are damages, for example, additional cleaning required or other conditions resulting in a cost to the City, the fee to correct the deficiencies will be subtracted from the deposit. Should damages incurred result in a cost greater than the amount of the deposit, the applicant will be notified by telephone and in writing that they will be required to pay for the costs exceeding their deposit. After a final cost has been determined, an invoice will be sent to the applicant. Payment will be due within 15 business days after the date of the invoice for the charges.