

# **CITY OF CENTER POINT**

## **Parks and Recreation Rental Policy**

**Subject:** Rental Policy

**Approved By:** City Council  
Resolution #2020-14

**Effective Date:** 02-11-2020

### **PURPOSE:**

The purpose of this policy is to establish a procedure to reserve and cancel all rentals through the City of Center Point.

### **POLICY:**

The City of Center Point has three (3) pavilions at Fross Park, one (1) lodge at Wakema Park, and one (1) Community Center available to rent.

### **Reservations:**

#### **Fross & Wakema Park:**

Reservations are on a first-come, first-serve basis and can be made no more than two years in advance of the current date. Deposits and/or rental fees and forms must be submitted to City Hall in order to make a reservation. City officials have the right to decline any rentals at their discretion. Date changes can be made at no cost as long as the new date is available.

#### **Andersen Community Center:**

Reservations are on a first-come, first-serve basis and can be made no more than two years in advance of the current date. The security deposit and contract must be submitted to City Hall in order to make a reservation. The rental fee is due 30 days prior to the date of reservation. A \$50.00 fee will be added to the rental fee if paid after the 30-day time frame. City officials have the right to decline any rentals at their discretion. Date changes can be made at no cost as long as the new date is available.

#### **Nonprofit Reservations for the Andersen Community Center:**

Nonprofits with a 501(c)(3) and a Center Point address will be allotted one community center rental per year (January - December) at 50% rental price. Nonprofit groups must provide proof 501(c)(3) at booking. All deposits must be paid in full.

### **Cancellations:**

#### **Fross & Wakema Park:**

Rental fees are refundable up to 10 days prior to the date booked minus a \$10.00 administration fee. After 10 days all rental fees will not be refunded. Rental fees are not refundable due to bad weather. Rentals are nontransferable to another renter.

**Andersen Community Center:**

Refunds may be issued for reservations only when cancellations are made 60 days prior to the date of reservation. There will be a \$10.00 administration fee for cancellations. Cancellations later than 60 days prior to the date of reservation will result in forfeiture of the full security deposit.