



PARKS AND RECREATION DEPARTMENT
RIEKE PARK LODGE RESERVATION

Reservation date _____

Capacity 80

RIEKE PARK LODGE POLICIES

- 1) Reservations are accepted up to one year in advance for Rieke Park Lodge. All reservations and fees are paid through the Parks and Recreation Department. The Auburn Parks Department only accepts cash or check. A refundable key and damage deposit equal to the rental amount is due at time of the key pickup. Refund is contingent that no damage is done to the facility, not more than one hour cleanup is required and the key is returned. Refunds will be returned after the next scheduled Park Board Meeting
- 2) Rental fee must be paid in full 30 days prior to the reservation date. A down payment is required to hold your reservation date. No refunds will be issued for cancellations 30 days and less prior to the reservation date. A full refund will be issued for cancellations of 31 days or more.

Individuals reserving Rieke Lodge will need to provide proof of liability insurance if additional amenities are added to the property. It is strictly prohibited to put up any form of tent, awning, signs, have a D.J. or band without prior approval of the Auburn Parks and Recreation Board and proof of liability insurance, (see attached policy). No grills within 20 feet of the lodge or park facilities. If using a charcoal grill, you may not dispose of the charcoal on park grounds.

- 3) Reservation Fees:
 1. Weekdays, Monday through Friday: \$30.00 per hour / 2 hour minimum
 2. Saturdays, Sundays and Holidays: \$175.00 (9:00 a.m. – 9:00 p.m.)
 3. **Deposit Fees: \$20.00 within 5 days of the rental request, remainder of balance due 30 days prior to the rental date.**
 4. **Rental prices include sales tax.**
- 4) NO PARKING is allowed on unpaved areas.
- 5) City Ordinance strictly prohibits the use of Alcohol when on Auburn Parks and Recreation

property.

- 6) Indiana Smoking Ban Bill (HB1149) prohibits smoking in the following locations: public place, place of employment, areas within 8 feet of a public entrance.
- 7) It is strictly prohibited to affix any object to the windows, walls, floors or counter this includes using tape.
- 8) It is the responsibility of the renter to clean up all trash, leftover food, supplies and other material from the lodge and outside area surrounding the lodge before leaving the park. This includes removing all piles of sawdust and materials that may be used for games and entertainment by the group. All trash should be securely deposited in the park trash containers. The responsible party will be invoiced an amount equal to the current overtime rate if it is necessary for the parks maintenance crew to work beyond the allotted one hour clean up time.
- 9) The Auburn Parks and Recreation Department and its employees shall not be responsible for damage to or loss of personal property sustained by individuals or groups while upon City premises.

RIEKE PARK LODGE RESERVATION

The undersigned has read and understands the above and will comply with all rules and regulations of the Auburn Park and Recreation Department. **Please sign and return along with rental / down payment fee.**

Signature of Responsible Persons/Party

Authorized Park Personnel

Address

Today's Date

City State Zip

Receipt #

Phone Number

Damage Deposit Receipt #

Reservation Date**Email Address**

Make check payable to **Auburn Parks & Recreation Department**. Payment and registration forms can be mailed or dropped off at the Parks and Recreation Department office, located at **1500 S. Cedar St., P.O. Box 506, Auburn, IN 46706**.