

Rochester Recreation & Arena Rental Rules and Expectations

Rental Process

- Any User seeking to utilize space managed by the Department of Recreation & Arena must submit their request via a Facility Request Form.
- Special events including, but not limited to, banquets, tournaments, birthday parties and community outreach events must be booked at least three weeks in advance of the event date.
- Primary mode of communication between Recreation Office and User will be email.
- User is responsible for maintaining accurate, up to date contact information with the Recreation Office.
- User will be notified within two business days of receipt of their Facility Request Form.
- If User does not receive notice of receipt, they are responsible for contacting the Recreation Office and must not assume space availability.
- Once request has been reviewed, User will be notified of decision. The length of the review process may vary depending on the event type.
- For approved rentals, User has 2 business days to pay rental deposit/rental fee. After this time, the facility may not be available.
- Facility user fees of \$100 or less must be paid in full at time of reservation confirmation.
- Facility user fees over \$100 must pay a 50% deposit at time of reservation.
- Remaining balance must be paid in full no later than one week prior to the event date.
- Reoccurring space usage (weekly, monthly rentals) must be renewed on an annual basis. Reoccurring rentals are subject to change based on Recreation Department scheduling and facility needs.
- Group 1 Users may host one special event per Recreation Program Season at no charge. After one special event in a season, Group 1 Users must pay the Group 2 User Rate. This does not apply to special events hosted by the Rochester School Department.

Cancellations

- Repetitive cancellations or “no shows” of low impact meetings will be documented and may hinder the group’s ability to utilize facility space in the future.
- Cancellation of a special event within less than three weeks of the event date will result in a cancellation fee. Group 1 Users will be charged a \$50 cancellation fee and Group 2/Group 3 Users will lose their 50% deposit.

Facility Use Expectations

- User is responsible for the conduct of all participants and irresponsible behavior by event/meeting participants may result in loss of future rental space.
- All city ordinances must be followed including but not limited to no use/possession of drugs or alcohol, including all tobacco products. City of Rochester General Ordinances can be found online at <http://www.ecode360.com/RO2619>.
- User is responsible for putting their utilized space back in order after use.
- Special events, including, but not limited to, banquets, tournaments, birthday parties and community outreach events are responsible for removing all trash and placing it in the building dumpster.
- Users who do not leave the space in the order it was found will be charged a \$25 cleaning fee.
- Users who are charged a cleaning fee will not be allowed future space usage until the cleaning fee is paid.
- Users who cause any damage to the facility or facility equipment will be held responsible for all repair costs.
- Due to the multi-use environment of the Rochester Community Center, the Recreation Department prefers not to schedule road races at this facility. If available, the Rochester Arena is a more suitable environment for such events.

Indemnification

Users shall fully defend, indemnify, and hold harmless the City of Rochester from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or other misconduct related to User's use of the City of Rochester's facilities. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to the City of Rochester for all legal fees, expenses, and costs incurred by it.

Rochester Recreation Community Center Rental Rules and Expectations are subject to change at the discretion of the Recreation Director.