



Rollingwood Rental Fees and Payment Agreement

Rental Terms and Conditions

The application incorporates the terms and conditions of this Agreement and any Amendments. Amendments or modifications to this Agreement shall be in writing and documented by both parties. Only the City of Rollingwood may approve an Amendment to this Agreement.

Rental Cost and Fees for Use of Facilities

- Applications must be filed no less than 5 days and no more than 365 days prior to the requested date(s) of use.
- Any use of Rollingwood facilities can be canceled at the discretion of the City of Rollingwood without advanced notice, if the activities are determined to be in conflict with Rollingwood residential activities. In the case of cancellations, Rollingwood assumes no liability other than the return of any previously paid fees for unused facilities. Rollingwood shall not be obligated to locate and/or provide substitute space should the space be required by an approved organization with higher priority.
- Payments can be made in person at Rollingwood City Hall or mailed to 403 Nixon Drive at least five (5) business days prior to the start of the event.
- Applicant/Lessee will be charged for all dates and times scheduled, unless a cancellation notice of at least five (5) working days is received. **A Change Fee of \$50 will be charged per event date for changes made after confirmation of the schedule.**
- The authorized representative who signs this application/agreement agrees to pay all rental fees within 30 days of the date of statement.

Upper Park Rates

Hatley Field Usage: Limited to 50 Participants

- Field 1 or 2: \$25/Hour
- Field 3, 4, and 5: \$50/Hour

Non-Field Park Usage: Limited to 20 Participants

- Field House Patio and Other Areas: \$10/Hour



Pavilion Rates

- **Rollingwood Residents:** The event rental rate for the Pavilion is \$100/event and \$250 refundable security deposit.
- **Non-Rollingwood Residents:** The event rental rate for the Pavilion is \$300/event and \$500 refundable security deposit.
- **Pavilion Security Deposit:** All security deposits will be returned to the applicant within 2-weeks after the conclusion of the event subject to the conditions found in the [Pavilion Reservation Requirements, Rules and Regulations](#).

Note: A one-time ten percent (10%) penalty will be added to the total rental cost statements that are 30 days past-due. Failure to pay all rental fees and penalties and to bring the rental account fully up to date by the 60th day shall result in the loss of rental privileges.