



# Facility Reservation and Equipment Form

Parks, Recreation & Forestry Department  
340 N Friberg Avenue, Fergus Falls, MN 56537  
Phone 218-332-5806  
park.rec@fergusfallsmn.gov

Date Facility or Equipment is Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Facility or Equipment Requested: \_\_\_\_\_

Intended Use: \_\_\_\_\_  
*(EX: Athletic event, tournament, meeting, special event, etc.)*

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you covered by liability insurance?  Yes  No  N/A

I am renting the Riverfront Pavilion and have read the additional rules and regulations for this facility

Initial

<b>2025 Fee Schedule:</b> (subject to change)	
Picnic Shelters	\$50/day
Pebble Lake Picnic Shelter (PLPS)	\$175/day + \$25 deposit
Riverfront Pavilion	\$150/day + \$100 deposit
Picnic Tables (add'l)	\$35/day/table
Bleachers	\$75/day/set
<i>(Tables and Bleachers Delivered In-Town Only)</i>	
Disc Golf Tournament	\$50/day
Mobile Stage	\$500/day + \$250 per add'l day
Sound System	\$300/event + operator fee
<i>(must have a qualified operator prior to using)</i>	
Speakers Only	\$100/day
<b>Reservations accepted 12 months in advance</b>	

## Rules for use of a City Facility or City Equipment

- Cancellations made less than one week prior to the reserved date will result in forfeiture of the fee, the deposit will be returned. All other cancellations will be refunded less 20% administrative fee.
- Glass containers (bottles, drinking glasses etc.) are not permitted in parks.
- If selling alcohol, copies of the City license and liquor liability insurance must be submitted with Reservation Form.
- Each group assumes the responsibility for cleaning up the facility which includes picking up any garbage and placing in the garbage cans provided. NOTE: The Parks and Rec Dept. will inspect the facility area before and after use.
- The facility may only be used by the group requesting the reservation.
- Parks close at 10:30 pm. All city ordinances are to be followed during the use of city facilities.
- An event that has competition or is open for public attendance (athletic or special events) must obtain and provide a Certificate of Liability Insurance for a minimum of \$1,000,000 / \$2,000,000 aggregate general liability.
- Please inspect facility upon arrival and check all equipment upon delivery and report any issues or damages to us.
- Keys/fobs for park facilities must be picked up between 7:30 am-4:00 pm (Monday-Thursday) at the Parks and Recreation office Located at 340 N Friberg Avenue. Saturday or Sunday events should pick up the key by noon on Friday. Keys/fobs need to be returned on the next business day (unless prior arrangements are made).
- A replacement fee of \$50 will be charged for lost or unreturned keys/fobs.
- All vendors are required to obtain a permit from the City. Food vendors must also hold a current license from the MN Dept. of Health.

I hereby agree to reimburse the City of Fergus Falls for the cost of any damage occurring during the use of city facilities or equipment. I further understand the City will not be held liable for any accident or personal injury which may occur during the reserved use of the above mentioned facility or equipment. I, the undersigned, acknowledge and agree to abide by the rules listed above and posted at the facility.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Facility Fee: _____	# of Tables _____ x \$35= _____	PAID BY Cash _____
Equipment Fee: _____	# of Bleachers _____ x \$75= _____	Check _____
Deposit: _____		Credit Card _____
TOTAL DUE: _____		
PLPS / RIVERFRONT PAVILION ONLY: Key Picked Up _____ Key Returned _____ Deposit Refund requested _____		

**RESERVATIONS ACCEPTED 12 MONTHS IN ADVANCE**