

CITY OF ROBBINSDALE RECREATION SERVICES
4100 Lakeview Ave N, Robbinsdale, MN 55422. Phone: 763-531-1278
Robbinsdale Community Gyms and Fitness Center (RCGFC), 37th & Regent Ave N

RESERVATION REQUEST POLICIES AND FORM

For approval, completed form and any additional documents required must be returned at least one week in advance to City of Robbinsdale Recreation Services.

Use of city facilities is for the pleasure and enjoyment of community residents. Therefore all patrons must follow rules posted and use is under direction of the Recreation Services staff. The Building Supervisor on duty has the authority to limit or cancel use of the facilities if rules aren't followed. Additional services or equipment during the rental times may be requested from the Building Supervisor.

Also, please note that City and School District Ordinances prohibit some activities without written permission from the City and/or School District. If you are considering activities other than sport related, you must discuss these requests with the Recreation Supervisor prior to any permit being issued, or face cancelation of all future reservations and/or fines.

Fee Schedule:

Gym/Fitness Center: \$45.00 per gym per hour Resident of the City of Robbinsdale
\$55.00 per gym per hour Nonresident

Supervisor: \$25.00 additional fee per hour when RCGFC is closed to general public

Note:

- Set up and take down times must be included in time requested.
- No supervisor fee will be charged during normal building hours.
- Reduced rates available for over 10 rentals booked at the same time.
- Reduced rates available for Youth Associations serving City of Robbinsdale residents
- Deposit equal to at least one rental is due when rental is approved.
- For multiple rental dates, payment for at least the first and last rentals must be received in advance. Future payments then must be made at least one week in advance at the gyms or by calling Recreation Services at 763-531-1278 and using a major credit card.

Availability:

Availability of rental times depends on the day and the season. School year RCGFC hours are: Monday-Friday, 5:30-10:00 pm; Saturday, 9:00 am-5:00 pm; and Sunday, 12:30-5:00 pm. Hours are expanded during School Release Days and summer.

Policy Guidelines:

The following policy guidelines must be observed. The persons and/or organization stated on the permit will be held responsible for the care of the reserved facilities.

1. During facility use, adult supervision must be present at all times.
2. Alcoholic beverages are not permitted inside the building or on public grounds. Smoking is not permitted inside the building, on the grounds, or in the parking lot.
3. No food or beverages inside the gymnasium or fitness center. Water bottles are allowed.
4. No profanity or disruptive behavior.
5. Permit is issued for the dates, times, areas and equipment specified. Permit holder shall not transfer or sublet the permit to another organization without authorization from the City of Robbinsdale.
6. Tennis shoes must be worn in the gym at all times.
7. All permitted group members must stay in the area stated on the permit.
8. Only equipment listed on the permit will be available for group use. Equipment must be returned to original location by user group. Supervisor may approve use of other equipment at his/her discretion.
9. Groups must vacate the building at the time stated on permit. All groups must adhere to School District and City rules and regulations as enforced by the building supervisor.

Procedure:

Individuals and Organizations interested in renting the gyms or fitness center must complete, sign and return the application at least 7 days in advance. Form is at the end of this document.

Organizations must also attach the following:

- List of current Board members and the dates of their terms.
- Proof of liability insurance naming the City as additional covered party.
- Youth Serving Organizations must also include a letter stating the organization understands they are responsible for the following:
 - ✓ Annual background checks completed on all volunteers and any paid personnel that come in contact with youth during the season.
 - ✓ Concussion training has been completed by all volunteers and any paid personnel within the last three years.
 - ✓ Providing coach and parent orientations on safety and recognizing signs of child abuse.
 - ✓ Relaying all related use guidelines and policies to their staff and volunteers.
 - ✓ All Federal, State, City and School District laws, ordinances, guidelines and policies relating to youth sports will be followed.

Cancellation:

Any revisions or cancellations must be made at least 4 days in advance of the activity by calling Ryan Parks at 763-531-1272. Failure to do so will result in forfeit of payment.

RCGFC RESERVATION REQUEST FORM

MAIN CONTACT _____ ORGANIZATION _____

ADDRESS _____ CITY _____ ZIP _____

PHONE (H) _____ (W) _____ (CELL) _____

EMAIL ADDRESS: _____

ALTERNATE CONTACT: _____ PHONE: _____

EMAIL ADDRESS: _____

DATE(S) OF USE _____ TIME _____ TO _____

APPROXIMATE NUMBER IN ATTENDANCE: YOUTH _____ ADULTS _____

NUMBER OF RESIDENTS--ROBBINSDALE _____ ROBBINSDALE SCHOOL DISTRICT _____

ACTIVITY _____ EQUIPMENT REQUESTED _____

SPACE REQUEST (circle): ONE GYM BOTH GYMS FITNESS AREA

ACTIVITY RENTAL WAIVER

The persons and/or organization using the RCGFC facilities, by signing and accepting this permit, agrees to follow the rules and policies of the City of Robbinsdale and the Robbinsdale School District and agrees to indemnify and hold harmless the City of Robbinsdale for any damage to the facility/equipment and its property by any participant and public involved and agree to assume all liability for injury or death to any participant and public involved. Any damage to facilities or equipment shall be reported to the City of Robbinsdale and the Robbinsdale School District. Any costs not allocated by this permit shall be borne by the party incurring such costs. This permit may be terminated by the City of Robbinsdale at any time for any reason whatsoever.

User's Signature _____ Date _____

Send completed and signed application and additional documents listed for organizations to:

**Ryan Parks, Recreation Supervisor
City of Robbinsdale
4100 Lakeview Ave N
Robbinsdale, MN 55422
Or email: rparks@ci.robbinsdale.mn.us**

FOR STAFF USE ONLY:

Total Gym hours	_____	Total Supervisor hours	_____
Total Fee	_____	Discount Rate	_____
Deposit Paid	_____	Total Due	_____
Paperwork Submitted	_____	Permit Issued	_____

Approved by: _____ Date: _____