

City of Canby
Rental and Usage Policy for Picnic Tables

Policy Purpose:

The City of Canby owns and maintains picnic tables for use at parks and other City owned locations. The City of Canby wishes to make these picnic tables available to individuals and entities for private use. The purpose of this policy is to implement a user fee system to charge individuals and entities for said private use. The user fees are to help defray the cost of maintenance of the picnic tables.

Policy Conditions and Guidelines

- 1: Picnic tables are rented on a first come, first serve basis.
- 2: All individuals and entities must complete a rental agreement prior to authorized use of picnic tables.
- 3: The rental cost for picnic tables is \$10.00 per picnic table, per use. Rental cost will be paid at the time when picnic tables are requested.
- 4: Picnic tables not returned on agreed upon dates shall be subject to a \$10.00 late fee per picnic table, per day late.
- 5: Individuals or entities who fail to return all of the rented picnic tables after one week of the agreed upon due date will be charged the full replacement cost of any picnic tables not returned.
- 6: All individuals or entities renting picnic tables are responsible for pick up and return. Picnic tables will be returned to the location from which they were picked up from. Furthermore, picnic tables will be returned and placed at their location in a neat and orderly manner. Picnic tables returned will not be left strewn about or left in a disheveled fashion.
- 7: Picnic tables shall not leave city limits.
- 8: Non-profits, charitable organization, and the like will not be charged a fee for use.
- 9: The City of Canby reserves the right to recall any picnic tables rented out at any time for any reason.
- 10: Individuals or entities in violation of any of the conditions in this policy will be barred from renting picnic tables in the future.
- 11: Tables taken without permission will be considered theft of the City of Canby's property and prosecuted to the full extent of the law.
- 12: Picnic tables are to be used by the individual or entity requesting use. Picnic tables are not to be rented, sublet, or otherwise allowed to be used by anyone other than the individual or entity requesting use.
- 13: This policy shall and is made part of the rental agreement.

Picnic Table Rental
CITY OF CANBY
110 OSCAR AVENUE NORTH
CANBY, MN 56220

PHONE: 507-223-7295

FAX: 507-223-5170

Requester Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address _____

Date of Request: _____ 501c3: Yes _____ No _____

Location of Use: _____

Number of Tables Rented: _____ Total Rental Cost: \$ _____

Date to be Picked up: _____

Date to be Dropped off: _____

Picnic Table ID# Rented _____

Indemnification: _____

Renter shall indemnify and hold Owner harmless from and against all claims, actions, proceedings, costs, damages, and liabilities, including attorney's fees, arising out of or in connection with or resulting from the use of the property including, but not limited to, the manufacture, selection, delivery, possession, use, operation, or return of the property. Renter also agrees to defend Owner in any and all claims arising out of the performance of this agreement.

Acknowledgement: _____

By signing this agreement Renter acknowledges that they have read, understand, and agree to this agreement as well as all provisions in the Rental Usage Policy for Picnic Tables.

Requester Signature: _____ Date _____

FOR OFFICE USE ONLY

Approved: _____ Denied _____

Receipt: _____ Amount _____

Date Sign(s) were Installed _____

Signature of City Administrator _____