



Riverdale City
Class/Program Application

Date: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip _____

Home Phone: _____ WK/Cell: _____

E-mail: _____

Classification of User:

- Resident
Approved nonprofit or civic group
Non-Resident

Meeting Room:

- Large (27' X 46', 1286 sq. ft.)
Small (26'X30', 893 sq. ft.)

Requested Date(s) of Use: _____

Requested Start Time: _____ Requested End Time: _____

QUESTIONS- Please fill out the attached questionnaire

Renter Signature _____

City Employee Signature _____

FEES

Available after completion of application and questions.

To be filled out by Riverdale City only

Date Paid: _____ Amount Paid: \$ _____ Receipt # _____

Deposit Return Approved: [] Yes [] No Date Deposit Return Approved: _____

City Employee Signature _____

Date _____



Riverdale City Class/Program Policies

1. All use must be scheduled through the Community Services Department a minimum of 10 days in advance.
2. Dates and time must be approved by the Community Services Director
3. Meeting Rooms will not be officially scheduled until all fees are paid and application signed.
4. The City may refuse class/program agreements to anyone. Reasons may include, but are not limited to: non-payment, abuse of facilities, sportsmanship issues, lack of supervision, disregarding policy.
5. The City of Riverdale is not responsible for any lost or stolen property.
6. Any activities deemed unsafe by the community services department are not permitted.
7. Renter shall be present during the period of the reservation.
8. The facility shall not be used for sales, or promotional purposes, or for monetary or pecuniary gain of any for or nature whatsoever.
9. Failure to comply with any of the policies shall cause the individual and/or groups to forfeit the privilege to use the facility.



Riverdale City
Class/Program Questionnaire

Please explain your class/program in detail: _____

How often are you interested in holding your class/program: _____

Does your class/program require equipment? If yes, do you own and bring your equipment? _____

Do you need storage at our facility for your equipment? _____

Does your company have insurance? _____

Do you have a client following? If yes, do you register your own clients including collecting payments?
