

# CITY OF RIVERSIDE

## STORM SHELTER

### RULES FOR RENTAL

1. You must reserve the facility at least two weeks prior to the date of your event by calling Riverside City Hall between the hours of 8:00am and 5:00pm, Monday thru Friday.
2. Your rental fee must be turned in with your completed reservation form in order to be put on the reservation calendar.
3. Reservations are only allowed for a maximum of 4 hour increments.
4. Your group will be restricted to the immediate area that has been rented.
5. You are responsible for leaving the facility as you found it. This includes cleaning up trash and spills from the floors and wiping tables and chairs.
6. Candles may be used, but only in wax catching containers. No glitter or confetti is allowed inside the premises. No nails, push pins, nor tape of any kind may be used on the walls of the premises.
7. You are responsible for the care of the facility and the carrying out of your program during the hours of your reservation. This facility is to be cleaned and cleared by the end of your reservation time.
8. Everything pertaining to the function must be removed from the building immediately following your event. Garbage must be taken to outside trash receptacles and new bags put in cans. All tables and chairs must be set-up in the manner they were found.
9. The person reserving the Shelter is responsible for any caterers and their clean-up and any damage they may have done to the facility.
10. The security deposit will be forfeited if the "Riverside Shelter Rental Guidelines" are not followed.
11. **No alcoholic beverages permitted on the premises. This is a smoke free facility.**
12. **The renter must cancel a reservation no later than 1 week in advance** to receive full rental refund. If the reservation is cancel after this time frame the renter will only be refunded the \$50 Cleaning Fee.
13. **In the event of a City emergency, the reservation will be deemed cancelled.** A City employee will make all effort to contact the renter of the cancellation as soon as possible. Upon cancellation of an event due to a City emergency, the entire rental amount of \$100 will be refunded to the renter.
14. \$50 Security deposit refunds are mailed out on the 20<sup>th</sup> of the month following your event.

**Riverside City Hall**  
**205.338.7692.**