

## Riverside Park Garden Center

3450 5<sup>th</sup> Avenue, Moline, IL

The Riverside Park Garden Center is a newly renovated meeting room and kitchen. The Garden Center is a popular rental facility for graduations, baby showers, open houses, family reunions, etc.

The Garden Center accommodates up to 50 people. The main room is approximately 924 square feet and the kitchen is approximately 100 square feet. It is equipped with 24 tables that measure 24"x60" and 52 chairs. You are welcome to bring in food and beverages. **\*Alcohol is prohibited on park property.** You will need to bring anything you need, such as a coffee maker, cups, dishware, utensils, napkins, basic cleaning supplies, etc.

Rental hours for the Garden Center are anytime between 10:00 a.m. and 10:00 p.m. The time you reserve is the time you are allowed to be in the Garden Center, if you need time to prep or decorate or to clean up you will need to schedule it.

There will be a door code on your reservation receipt that you will use to enter the facility. The door will automatically lock behind you, so if you need to step outside please remember to take the code with you. **Please do not prop the doors open.**

The cost to reserve the Garden Center is \$50.00 per hour with a 3-hour minimum and a \$100.00 damage deposit. **Payment and deposit are due in full when you make your reservation.**

If the facility is left in good condition your damage deposit will be refunded. Damage deposit returns are done automatically, you do not need to call the office. If you pay with cash or check the city will mail you a check, this takes 2-3 weeks. If you pay with a credit or debit card the deposit will be credited back to your card the Wednesday or Thursday following your reservation. If you will not be receiving any portion of your deposit back the office will call to let you know.

**Once your reservation is made you are locked in, it is non-transferrable and non-refundable.**

If you would like to check on a date or to reserve, please contact the park office at 309-524-2424, we accept credit or debit over the phone. You can also visit us at 3635 4<sup>th</sup> Avenue, Moline, IL, in the Public Works building. The park office accepts credit, debit, cash, or check.



**Table decorations may be used for decorating purposes. Decorations MAY NOT be attached to the walls, sound boards, or ceiling in any way. This includes tape, staples, tacks, nails, or any other fastening devices.**

## **GARDEN CENTER USAGE INFORMATION**

Thank you for reserving the Moline Garden Center. In order to ensure that your rental is satisfactory, all functions conducted at the Garden Center must be in accordance with the park rules listed above, Moline City Ordinance, and the following instruction/restrictions.

## **USAGE INSTRUCTIONS/RESTRICTIONS**

1. Table decorations may be used for decorating purposes. Decorations may not be attached to the walls or ceilings in any way. This includes tape, staples, tacks, nails, and any other fastening devices.
2. Do not mark on the walls, ceilings, tables, etc. with any type of marker or writing instrument. The renter will be held responsible for any markings, including those made by children in the rental party.
3. **Alcohol is not allowed in the Garden Center or any City facility or park.** This is a City Ordinance and violators of this ordinance are subject to arrest. The renter is responsible for ensuring that no alcohol is allowed in the facility.
4. The renter is responsible for the following before leaving the facility. 1) Sweep floors and clean up any spills; 2) Kitchen appliances must be left clean; 3) Trash must be bagged and placed in the container provided outside the facility; 4) Tables and chairs are to be cleared of any spills or crumbs; 5) Bathrooms must be tidy with no tissue paper left on the floor or fixtures. A broom, dust pan, paper towels and hand/dish soap are available at the facility for use by the renter. If you think you will need additional supplies to complete these responsibilities, you may bring them.

**REFUND POLICY:** No refunds will be issued for canceled or amended reservations

## **DAMAGE DEPOSIT**

Your Garden Center deposit refund will be mailed to you approximately 4 weeks after your scheduled rental. Deposits made by credit card will be refunded as a credit to the card. The following situations will result in a forfeiture of your deposit.

1. A code is provided at the time of rental payment. The code will allow access to the facility during the rental. It is your responsibility as the renter to keep the code on hand. If staff is called out to unlock the building because the code was not on hand or forgotten the damage deposit will be retained to cover costs incurred due to the call out.
2. The Garden Center temperature is pre-set to comfortable levels. Please remember that propping doors open, opening windows, having the door opened and closed repeatedly, etc. will affect the temperature in the facility. If a call-out is made due to temperature issues and the system is operating normally the damage deposit will be retained.
3. The entire damage deposit will be retained if any evidence of alcohol is reported or found in the facility.
4. The damage deposit will be retained in whole or part if there is a violation of any Park rules, the above Usage restrictions, or any City Ordinance.
5. Failure to leave the facility as described in #4 of the Usage Instruction/Restrictions or leaving the facility in a condition which requires more cleaning than the Parks Department deems normal and reasonable will result in the loss of a portion of or the entire damage deposit, depending on the condition of the facility.
6. Any physical damage to the Garden Center, other than normal wear and tear, as determined by the Parks Department will result in the forfeiture of the deposit.

7. Any damages or misuse exceeding the damage deposit will result in a charge for restoration and may also result in denial of future rental privileges.

**PARK RULES:**

1. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN CITY PARKS OR FACILITIES. THIS IS A CITY ORDINANCE.
2. The applicant/sponsoring party signed on the front hereof agrees to hold the City of Moline and the Moline Park and Recreation Board harmless for any liability resulting from the sponsoring party's activities or programs.
3. The sponsoring group or individual agrees to:
  - A. Comply with all City Ordinances.
  - B. Limit music or speakers to levels that do not disturb other park users or surrounding neighborhoods
  - C. Park vehicles only in existing surfaced parking areas
  - D. Conduct activities only during normal park hours as listed below (unless otherwise authorized)
4. Park and Recreation sponsored events take priority over all other reservation requests

**PARK HOURS:**

Riverside, Ben Butterworth Memorial Parkway, Prospect, Stephens and Greenvally:

6:00am - 11:00pm

All other parks: 6:00am - Sunset