



PARKS & RECREATION DEPARTMENT

260.925.2997 phone | 260.920.3348 fax | PO Box 506, Auburn, IN 46706 | parks@ci.auburn.in.us

Name:
Rental Date:
Payment:
Key Pick Up:
Key Color:

Reservation: Rieke Park Lodge

Rieke Park Lodge Policies:

1. Reservations are accepted up to one year in advance for Rieke Park Lodge. The year is based on a calendar year of January 1st -December 31st. All reservations and fees are paid through the Parks and Recreation Department. The Auburn Parks Department accepts exact cash, check, or VISA/Mastercard/Discover credit cards. Damage fees will be assessed in cases of damage or non-cleaning of the Lodge after usage.
2. Reservations are to be made at <https://auburnin.recdesk.com/Community/Facility>. In cases of difficulty registering at Auburn RecDesk, assistance will be available through the Park Office.
3. Rental fee must be paid in full 30 days prior to the reservation date. No refunds will be issued for cancellations 30 days or less prior to the reservation date. A full refund will be issued for cancellations with advance notice of 31 days or more. A 7% or \$12.25 sales tax will be applied for the rental total of \$175.
4. Individuals reserving Rieke Lodge will need to provide proof of liability insurance if additional amenities are added to the property. It is strictly prohibited to put up any form of tent, awning, signs, have a D.J. or band without prior approval of the Auburn Parks and Recreation Board and proof of liability insurance. No grills within 20 feet of the lodge or park facilities. If using a charcoal grill, you may not dispose of the charcoal on park grounds.
5. NO PARKING is allowed on unpaved areas.
6. City Ordinance strictly prohibits the use of Alcohol when on Auburn Parks and Recreation property.
7. Indiana Smoking Ban Bill (HB1149) prohibits smoking in the following locations: public place, place of employment, areas within 8 feet of a public entrance.
8. It is strictly prohibited to affix any object to the windows, walls, floors or counter this includes using tape.
9. It is the responsibility of the renter to clean up all trash, leftover food, supplies and other material from the lodge and outside area surrounding the lodge before leaving the park. This includes removing all piles of sawdust and materials that may be used for games and entertainment by the group. All trash should be securely deposited in the park trash containers. The responsible party will be invoiced an amount equal to the current overtime rate if it is necessary for the parks maintenance crew to work beyond the allotted one hour clean up time.
10. The Auburn Parks and Recreation Department and its employees shall not be responsible for damage to or loss of personal property sustained by individuals or groups while upon City premises.

Reservation Fees:

1. Weekdays, Monday through Friday: \$100.00 (9:00 a.m. – 9:00 p.m.)
2. Saturdays, Sundays and Holidays: \$175.00 (9:00 a.m. – 9:00 p.m.)



*****You may not set up the night prior to your rental unless you have rented the day prior as well.*****

RIEKE PARK LODGE RENTAL CHECK LIST

- ALL TRASH PLACED IN OUTDOOR RECEPTICLES
- ALL FOOD AND BEVERAGES REMOVED
- COUNTERTOPS & TABLES CLEANED
- TABLES LEFT OUT AFTER CLEANING, CLEAN AND RESTACK CHAIRS IN CLOSET
- LIGHTS & FANS TURNED OFF (ONE LIGHT IN KITCHEN AREA STAYS ON)
- OUTSIDE DOORS LOCKED
- OUTSIDE TRASH PICKED UP
- RETURN FORM WITH KEYS TO PARK OFFICE, 1500 S. CEDAR ST.

By signing below, you are agreeing to follow the Rieke Park Lodge Rental Policies and complete the cleaning checklist.

Signature

Date

Please take a moment to take our Facility Rental Survey. Scan the QR code below to get started or visit <https://forms.office.com/g/C5xNqHZViy>

