



KEY CHECK OUT PROCEDURE

Pick up key one business day prior to rental

- \$20 deposit per key (returned when key is returned – see below)
- City Hall hours available to pick up a key M-F, 8am-4:30pm

Return key back to city hall the following business day of rental, or if key deposit was paid with check or CC #, you can also place key in envelope with PATTY DEXTER and your name on outside of envelope, and place in after hours box, located outside of city hall.

Any questions – please email Patty at pdexter@lakevillemn.gov or call 952-985-4610

Key Deposit Charge Refund Policy

When the key is returned to Lakeville Parks and Recreation

Cash ~ your cash payment will be refunded upon receipt of the key(s).

Credit Card ~ your credit card payment will be credited back to your credit card upon receipt of the key(s), (allow 1-2 days credit card processing).

Check ~ your check payment will be reimbursed by check approximately two to three weeks upon receipt of the key(s)