



WACONIA PUBLIC SERVICES

Traffic Control Equipment Rental Policy

Effective Date: 1/1/2026

Requests and Scheduling:

- All equipment pick-ups and returns are located at:
 - o Front entrance of Waconia Public Services, 310 10th Street East
- Equipment pickup/returns are available Monday – Friday from 7am-2pm (except Holidays).
- Equipment will be ready for pick up at time indicated on the Agreement.
- No early pickup allowed without prior arrangement of one full business day in advance.
- Returns must be within 2 hours of return time indicated on the Agreement.

Rental Period:

- Rentals shall be for up to 7 days.
- After the end of each 7-day period, an additional weekly rental will be deducted from the deposit.

Fees and Deposits:

- Fees are determined by the type and quantity of items requested on the Agreement form.
- Fees and Deposits must be separate checks or credit card charges.
- No cash deposits can be accepted.
- Deposit shall be \$100 or 2 times the rental fee cost, whichever is greater.

Deposit Return:

- Checks will be returned if equipment is returned in good condition within 7 days.
- Checks will be cashed if equipment is not returned after 7 days.
- All credit card deposit returns are subject to the deduction of a \$10.00 processing charge.
- Cashed check deposit refunds will be mailed and are subject to the deduction of a \$10.00 processing charge.
- Damaged equipment is subject to additional charges deducted from the Deposit.
- Equipment not returned within 30 days of return date is subject to loss of entire deposit.

Weekly Rental Fee (per each):

Item Description

36" Traffic Cone	\$2.50
Candlestick / Tall Cone Delineator w/ Base	\$4.00
A Frame Barricade (Type 1)	\$4.00
8ft Barricade Board w/ 2 A Leg supports	\$6.00
Type 3 (3 bar) Barricade	\$25.00
Sandbag	\$2.00

Equipment Rental Agreement



Waconia Public Services
 310 10th Street East
 Waconia, MN 55387
 Phone: 952-442-2615
 www.waconiamn.gov

Application Date:

Name:

Address:

Phone:

Purpose:

Date to Pick-up:

Time:

Return Date:

Time:

Email completed form to:
publicservices@waconiamn.gov

All equipment pick-ups and returns are located at: Waconia Public Services facility, 310 10th Street East. Equipment may be picked up and returned between the hours of 7 a.m. - 2 p.m., Monday through Friday. A rental deposit is required-See Rental Policy. **Note: Upon return, equipment may NOT be left anywhere at the facility without first checking in with the front desk. Not checking in with the front desk or dropping equipment off outside of the stated designated hours will result in the loss of your deposit.**

Equipment Needed:

Number Needed

Number Needed

Traffic Cone
 \$2.50/each



Sandbags
 \$2/each



Candlestick/Tall Cone
 \$4/each



Type III Barricade
 \$25/each



8ft. Barricade
 \$6/each



Notes:

A Frame
 \$4/each



Fees are based on WEEKLY RENTAL

Please note: Any lost or damaged equipment will be the responsibility of the company/individual renting the equipment. The City of Waconia, or any of its employees, shall not be held responsible for any improperly used equipment that causes injury or damage to property.

Signature of Applicant:

Date:

Office Use Only

Checked Out By:

Date:

Deposit Taken?

Deposit Due at Pickup

Checked In By:

Date:

Deposit Returned?

Missing/Damaged?

Notes: