



AUTUMN HILLS PARK SHELTER RENTAL AGREEMENT

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Date of Rental: _____ Est. Number Attending: _____

Start Time: _____ End Time: _____

City Approval: _____/Date_____

RENTAL POLICY

1. **There is no fee to reserve the Autumn Hills Park Shelter**, however a \$100.00 deposit is required to be paid to the City of Oak Park Heights at the time of the rental. The deposit will be returned to the Applicant after the rental date and if the area is left in good and clean condition and no damages are incurred. No reservations can be accepted until the \$100.00 deposit is paid. (please see the attached Checklist)
2. Facilities must be left in clean condition. Please wipe off all tables, counters, sinks, floors and appliances. All floors must be swept and spills cleaned up. The lights must be turned off and the doors (including the roll-up door) locked upon vacating the shelter. Please leave the Shelter in as good or better condition than you received it. Renters are not responsible for or are required to clean the restrooms – See Rental Checklist.
3. Pick up any trash inside and outside the building and place in large plastic garbage bags – see Rental Checklist.
4. Alcoholic beverages are prohibited in all City parks unless a permit has been obtained from the City. A separate application must be made prior to the rental date. There is a \$15.00 non-refundable application fee for the alcohol permit.
5. Open fires are prohibited.

6. Reservation of the shelter is for the outdoor shelter area and the kitchen areas only. **The restrooms, playgrounds and water fountain are to remain open to the public for general use at all times. RENTERS DO NOT HAVE EXCLUSIVE RIGHTS TO THESE AREAS; THESE REMAIN OPEN TO THE PUBLIC.**

7. During the standard summer park season, the shelter is available for rental from 9:00 a.m. through 9:00 p.m. daily. All rentals are on a first-come, first-served basis commencing Jan 1st of each year. There shall be no reservations accepted for dates in the 'next' year. All events at the Shelter must end at 8 p.m. so that sufficient time is available to clean the Shelter as required.

8. The key will be provided and must be picked up at City Hall not sooner than 24 hours prior to your scheduled rental. If your rental is on a Sunday, you may pick up your key the preceding Friday. The key must be returned to City Hall the next business day after rental. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m., excluding holidays.

9. Park rules are contained in City Ordinance 802, as attached. Violations of the Ordinances are misdemeanor offenses.

10. In the event of an emergency, contact the Public Works Emergency Line at 651-485-2304. If your emergency situation warrants, contact 911.

11. Use of deep fryers is prohibited in the Autumn Hills Park Shelter. If you wish to use a deep fryer, please contact the City for special permissions. Renters of the Shelter will be held financially responsible for all grease and oil spills and all clogged drains. **DO NOT USE DEEP FRYERS WITHOUT PRIOR WRITTEN PERMISSION.**

RELEASE OF LIABILITY

Applicant will be responsible for reimbursement of damages, including those in excess of the deposit. Applicant shall be wholly and solely liable and responsible for any and all acts of every kind and nature of any guest of the Applicant. Applicant further agrees to indemnify the City and hold it harmless from any and all damages, claims for damages and claims of any nature which might arise out of the use of the premises during the rental.

Applicant's Signature _____

Date: _____



Autumn Hills Park Shelter. – Rental Checklist

When you arrive at the Shelter, please note the condition of the facility. Please immediately report any damages, graffiti or other apparent discrepancies to the City - 651-439-4439, if there is no answer, please leave a message.

You do not want to be held responsible for damages caused by others!

Be advised that the Shelter is intended to provide a quality location for a typical picnic / gathering in an outdoor, unheated environment. The Shelter will likely draw flies, mosquitoes and other similar visitors. The City does endeavor to provide staffing to keep the facility in a good and serviceable condition. However, persons and groups may wish to provide additional clean-up touches to the facility prior to use and to a potentially higher standard. The City cannot provide cleaning services beyond basic cleansing.

When you leave the Shelter, you are expected to complete the following:

- Pick-up all trash and litter from Kitchen, Pavilion Area and outside areas. **You must bring your own large plastic garbage bags.** The City may also provide these.
- Wipe down all tables, benches, counters, sinks, floors, etc with a cleaning agent, so that these areas are "as clean" or are cleaner than when you arrived. **You must bring your own paper towels or rags and cleaning solvents.** The City may also provide these.
- Turn off lights in Kitchen and Pavilion area.
- Lock the Overhead Roll-Up Door and Kitchen Door.
- Place all litter and garbage in bags and place in the dumpster. In the event the dumpster is full, you must take the garbage with you. You may bring these bags to the City Hall dumpster located at 14168 Oak Park Blvd or you may give these to the Park Attendant if they are available. Please do not place bags in the Park's small garbage receptacles.
- Return the keys and other items in person to the City Hall. Do not place keys in the overnight bill payment box. City park staff may not accept these keys from you.

Report any damages immediately.

When the completion of the above list has been verified and the keys have been returned, the City will refund your deposit. If the City must re-clean the Kitchen and Pavilion areas, the City may keep all or a portion of your \$100.00 deposit. Please double-check your cleaning efforts and other checklist items. Renters of the Shelter are not responsible for cleaning of the restrooms.

Contact 651-439-4439,

(M-F, 8:00 am – 4:30 pm)

AN ORDINANCE REGULATING THE USE OF PUBLIC PARKS IN THE CITY OF OAK
PARK HEIGHTS AND IMPOSING PENALTIES FOR THE VIOLATION THEREOF.

THE CITY COUNCIL OF THE CITY OF PARK HEIGHTS, WASHINGTON COUNTY,
MINNESOTA, DOES ORDAIN:

- 802.01 Definition.
“Public Parks” or “Park” is any land owned or leased by the City for the use of the public for any one or combination of the following uses, to-wit: recreation, amusement, playground and field, swimming beaches, trails and trail-ways, and any area used by the public for relaxation.
- 802.02 Motor Vehicles.
A motor vehicle is any self-propelled vehicle or vehicle propelled or drawn by a self-propelled vehicle, including any vehicle commonly referred to as a snowmobile.
- 802.03 Defacing or Destroying Property Prohibited.
No person shall deface, destroy, damage, or impair the value of any public or private property located within any public park in the City including buildings, structures, signs, trees, shrubs, or vegetation located therein.
- 802.04 Littering Prohibited.
No person shall litter, cast, or throw rubbish, trash, or garbage in any public park, including any surrounding water area within the City except in containers and receptacles duly designated for said purpose.
- 802.05 Parking and Driving Motor Vehicles.
No motor vehicle shall be driven in a public park, except on roadways and trail-ways designated and developed for said purpose. No motor vehicles shall be parked in any public park or public paths and trail-ways, except in those areas duly posted, designated, or developed for the parking of motor vehicles.
- 802.06 Park Hours. (All Park Shelters are to be locked by 9:00 pm)
From October 1st through April 30th the park hours shall be from 6:00 am of until 10:00 P.M. of each day. Between May 1st and September 30th the park hours shall be between 5:00 am and 10:00 pm. No person shall enter any park before the opening hour and shall leave on or before the closing hour. No motor vehicles shall be parked in a public park, except in those hours designated in which said parks are open to the public. Special permission for groups of persons to remain in any park for a longer period than those designated herein may be obtained from the City Council at their discretion. However, such permits and permission shall specify what special conditions must be observed

by said persons. Duly designated City employees may enter the park at any time to enforce the provisions of this Ordinance.

802.07 Speed of Vehicles.

No person shall operate a motor vehicle at a greater speed than fifteen (15) m.p.h. in any park.

802.08 Regulation of Operation of Motor Vehicles.

All applicable provisions of Minnesota Statutes 1967 and amendments thereto known as the Minnesota Traffic Regulation Act, are hereby made a part of this Ordinance by reference, except as to those items herein modified by this Ordinance or incapable of being applied to public parks.

802.09 Alcohol Consumption.

Unless a permit for alcohol use and consumption is granted by the City to be used in conjunction with the rental park shelter, alcoholic beverages shall not be permitted within City parks. In conjunction of reserving of the park shelter, an application for a permit to consume alcohol on the premises must be first applied for and obtained from the City. A non-refundable application fee for such permit shall be \$15.00. No sale of alcohol will be permitted under any circumstances.

802.10 Open Fire Prohibited.

No person shall build a fire in any area in a park, except in fireplaces or receptacles duly provided for said purpose, except as in such areas as may be specifically designated for open fires by signs.

802.11 Certain Equipment and Activities Prohibited.

In all areas where swimming and wading are permitted, the City Council shall have the authority to prohibit the use of such equipment as it deems dangerous to persons in such pursuit. In all park areas all activities which are likely to endanger persons or property are prohibited. The Council or its duly designated agents shall determine what activities are dangerous and shall be duly authorized to terminate such dangerous activities.

802.12 Animals.

No animals shall be permitted in any public park, unless they are under leash at all times.

802.13 Firearms Prohibited.

No person shall be permitted to carry firearms of any kind within the park areas, except for authorized police officers.