



## PARK SHELTER RENTAL APPLICATION AND AGREEMENT EVENTS FEWER THAN 200 PERSONS

Today's Date: \_\_\_\_\_ Park Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Est. Number Attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### RELEASE OF LIABILITY

Applicant will be responsible for reimbursement of damages, including those in excess of any 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. **SEE RENTAL POLICY BELOW.**

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**City Approval: \_\_\_\_\_/Date \_\_\_\_\_**

**Your Rental is ONLY Confirmed upon the City Signing Above**

**RESTROOMS MUST REMAIN OPEN TO THE PUBLIC**

### RENTAL POLICY

1. **Fees:**

ALL PARK SHELTERS	OAK PARK HEIGHTS RESIDENT	NON-RESIDENT
Non-refundable rental fee	No fee	\$100.00
Refundable deposit	\$150.00	\$150.00

Deposit and fee, if applicable, are to be paid to the City of Oak Park Heights at the time of the rental application. The deposit will be returned to the Applicant after the rental date if the area is left in good and clean condition and no damages are incurred. No reservations for those parks can be accepted until the \$150.00 deposit is paid. (please see the attached Checklist)

2. All rented 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 deposit it in adjacent trash receptacles or please take it home with you.
4. Alcoholic beverages are prohibited in all City parks unless a permit has been obtained from the City. A separate application must be made at least ten (10) days prior to the rental date. There may be certain fees and requirements depending on your planned use, but typically for small groups it is \$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 if applicable. The restrooms, playgrounds, fields, water fountains, etc. are to remain open to the public for general use at all times. **RENTERS DO NOT HAVE EXCLUSIVE RIGHTS TO THESE AREAS; THESE SHALL 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. We begin taking reservations at 8:00 a.m. on the first Monday of each year for the current calendar 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. **FOR THE AUTUMN HILLS PARK SHELTER** - 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 all City Park Shelters. 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.**
12. The use of this Application document applies only to the use of City facilities for groups of fewer than 200 persons. Larger groups will require the use of an alternative approval process.



## **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 cleaning.

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

- Pick-up all trash and litter from Pavilion Area and outside areas. You must bring your own large plastic garbage bags.
- Wipe down all tables, benches, counters, sinks, floors, etc with a cleaning agent, so that these areas are "as clean" or cleaner than when you arrived. You must bring your own paper towels or rags and cleaning solvents.
- Lock the Overhead Roll-Up Door and Kitchen Door (Autumn Hills Park Shelter only)
- Place all litter and garbage in bags and place in the dumpster or take home. 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 full bags in the Park's small garbage receptacles.
- Return any keys and other items in person to the City Hall. If after hours, you may place keys in the overnight bill payment box.

**Report any damages immediately: 651-439-4439. If no answer, leave a message.**

**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 \$150.00 deposit. Please double-check your cleaning efforts and other checklist items. Renters of the Shelter are not responsible for cleaning of the restrooms.**

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 trailways, 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 trailways designated and developed for said purpose. No motor vehicles shall be parked in any public park or public paths and trailways, except in those areas duly posted, designated, or developed for the parking of motor vehicles.
- 802.06                    Park Hours.  
From October 1<sup>st</sup> through April 30<sup>th</sup> the park hours shall be from 6:00 am of until 10:00 P.M. of each day. Between May 1<sup>st</sup> and September 30<sup>th</sup> 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

Park Events and Alcohol Consumption

Any person, entity or group desiring to rent or reserve a City Park Shelter and/or rent a City Park Facility shall first secure a permit subject to the provisions of this Ordinance. Unless a permit for alcohol use and consumption is granted by the City to be used in conjunction with the rental event, alcoholic beverages shall not be permitted within City parks.

1. Small Events: For small events that are anticipated to be less than 200 persons, an application shall be submitted on forms provided by the City and shall be fully completed and submitted not less than then (10) days prior to the event. In conjunction with 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.
2. Large Events: Should an event at a park facility, or in conjunction with a park shelter reservation, be estimated to exceed 200 persons, the applicant shall first secure a park permit from the City to be issued by the City Council in its discretion. The following criteria should be followed by the application prior to and in any consideration by the City Council for such event:
  - a. The application shall be on forms provided by the City and shall be fully completed and submitted not less than forty-five (45) days prior to the event.
  - b. Any alcoholic sales and consumption shall be confined to a specific area of the event and shall be delineated with proper temporary fencing.
  - c. A permit shall be secured by the Minnesota Alcohol and Gambling Control Division at least thirty (30) days prior to the event.
  - d. All servers of alcoholic beverages shall have first passed the "SERVSAFE" Alcohol Training Program; provide documentation to the City.

- e. The Applicant shall provide proof of general liability coverage naming the City as an additionally insured party in an amount of not less than \$1,000,000 covering any and all aspects of the applicants use of the City facility. Such insurance shall be provided at the time of the application.
- f. The Applicant shall provide a deposit of \$5.00 per planned attendee, but shall be not less than \$500.00 nor more than \$2,000.00. This deposit shall be refunded to the Applicant after the event is concluded subject to the following: The City will evaluate the site after the event and will deduct reasonable costs for any site clean-up not performed by the Applicant. Should clean-up or repair costs exceed the deposit balance, the Applicant does agree to pay any costs so deemed necessary by the City and shall waive any rights to appeal such enforcement.
- g. The City Chief of Police shall determine if any Police Services are required to be present at such event and the Chief shall estimate such costs. These Police Services costs shall be the sole responsibility of the Applicant and shall be paid in advance of the event and such fees are separate from the Deposit.
- h. The City Police Department may terminate this permit at any time and/or order the closing of the event should conditions warrant.
- i. The Applicant agrees that the City bears no responsibility to ensure the Park facility is set-up with any specific tables, chairs, port-a-pots, garbage facilities. It remains the Applicant sole responsibility to secure these facilities from other vendors. The City facilities is provided in an “as-is” condition under the permits issued herein. The Applicant bears the full responsibility to clean-up and repair all facilities and address any damages that occur upon the site during their event and at their sole expense. The Applicant is responsible for all elements of the event and the behavior of their patrons and guests.
- j. The Applicant shall provide an emergency plan – including an evacuation plan with complete contact information. The Applicant, it’s staff and/or leadership shall be on the site at all times during any approved event. The general safety of attendees is the sole responsibility of Applicant.
- k. Use of City Park for a Large Event that is open to the general public and for a FOR-PROFIT purpose is strictly prohibited.
- l. No one applicant or their related group(s) may secure more than two Large Event Permits during a twelve (12) month period.

- 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.
- 802.14                    Rules.  
The City Council may promulgate from time to time such rules as they may deem to be necessary for the safety of persons using said parks.
- 802.15                    Unauthorized Removal Prohibited.  
No person other than City employees or designated City agents shall cut and/or remove any trees, shrubs, bushes, or other vegetation, including seeds or spores, from any City park or property owned by the City. Removal of trees marked by the City inspector to be diseased shall be removed only by those persons or businesses designated by the City Council for that purpose.
- 802.16                    Enforcement.  
This Ordinance may be enforced by duly designated law enforcement officers of the City of Oak Park Heights, County of Washington, State of Minnesota, or any other employees of the City duly designated by the City Council as park police.
- 802.17                    Penalties for Violations.  
Any person violating any provision of this Ordinance shall be guilty of a misdemeanor and on conviction thereof shall be subject to a fine not in excess of Seven Hundred Dollars (\$700.00) or to imprisonment not in excess of ninety (90) days in jail, or both.

Ordinance Amended 11/30/2004

Section 802.09 Amended by the City Council on 5/9/2017