

Westwood Hills Nature Center Facility Rental Application

Event Date	Rental Start Time	Rental End Time	Attendance
Event Description		Organization	
Applicant Name		Email	
Address		Phone	
City		Work Phone	
Zip		Fax Number	

Park	Location	Accommodates/Amenities	Fee	Available
<input type="checkbox"/> Waterfall Observation Deck	8300 West Franklin Ave.	Accommodates up to 25 people.	\$50 per hour (resident) \$75 per hour (non-resident) \$100 Refundable Damage Deposit	Available to rent mid-May through September.
<input type="checkbox"/> Outdoor Water Garden	8300 West Franklin Ave.	Accommodates up to 25 people.	\$100 per hour (resident) \$150 per hour (non-resident) \$100 Refundable Damage Deposit	Available to rent mid-May through September.
<input type="checkbox"/> Lower Picnic Building <i>(2 hour minimum)</i>	8300 West Franklin Ave.	Accommodates up to 25 people. Windows with views of Nature Center, access to playground, restrooms, and sink.	\$60 per hour (resident) \$70 per hour (non-resident) \$300 Refundable Damage Deposit	Weekends & Weekday evenings: May 7 – Sept. 30. Weekdays: May 2 – 25 & Aug. 27 – Sept. 28. Holidays: cannot be reserved on Memorial Day, July 4 or Labor Day.
Lower Picnic Building Setup	<input type="checkbox"/> Set up 2 tables and 12 chairs, extra benches around outside of room. <input type="checkbox"/> Set up chairs and benches classroom style.			

How did you hear about our facility?

- St. Louis Park Community Handbook
 Parks & Recreation Brochure
 Website
 Phone Book
 Referral
 Other

I have read the Renter's Rights and Responsibilities, Cancellation and Refund Policy, and this contract statement. I understand that any agreement granted would be subject to the Renter's Rights and Responsibilities for use of Parks and Recreation Facilities included in this packet. I hereby agree that these rules shall be strictly observed. If these rules are not followed, the City of St. Louis Park may retain my damage deposit, in portion or in whole, and the privilege to rent a St. Louis Park facility may be revoked. I accept entire responsibility for the enforcement of these rules and agree to protect the Parks and Recreation facilities and indemnify the City of St. Louis Park of any damage due to the use of the facility covered by this agreement. I also understand that this agreement may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever. I further agree to protect, indemnify, save and hold harmless the City of St. Louis Park and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the facilities requested in this application. I understand that the Parks and Recreation Department often take pictures of facilities that are used for brochures and marketing in which I grant permission.

Signature of Responsible Applicant

Date

Rental Fee	Damage Deposit	Damage Deposit - Date Paid	Check No.
Additional Fee (if applicable)		Total Fee	

Office Use Only

Amount Received	Date Received	Received By
Check/Authorization No./Cash <input type="checkbox"/>		

Please make check payable to the City of St. Louis Park.

Please charge my:

MasterCard Visa American Express Discover

Card Number _____

Expires _____ Security Code _____

Signature _____

Rights and Responsibilities

1. The individual named on the permit and the group in whose name the permit is issued shall be held jointly responsible for any use to which a facility is put under the permit granted and shall accept responsibility for all damage done to City property.
2. The City of St. Louis Park will not be responsible for loss of personal property by individuals or groups when Park and Recreation facilities are being used for a permitted activity.
3. Application must include set-up time and clean-up time. The use of the facility shall be restricted to the space and time(s) specifically requested on the permit application.
4. All activities shall cease in sufficient time to completely vacate rental facilities approved on the permit. The use of facilities shall be restricted to those times and spaces specifically requested on the permit application. If activities are not concluded by the time approved on the permit, the group shall be subject to staffing charges.
5. All organizations using Parks and Recreation facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations. The supervisor should identify himself to Parks and Recreation staff members.
6. Pets are not allowed anywhere in Westwood Hills Nature Center.
7. Fire and safety regulations of the City of St. Louis Park and the State of Minnesota must be observed at all times.
8. Alcoholic beverages, including beer and wine, are **prohibited** on all city property.
9. Golf and motorized vehicles are **prohibited** from city parks at all times.
10. Structures and equipment shall not be altered or moved from one area to another unless specifically mentioned on the permit, and then only by or under the direct supervision of a city employee. Extra or unusual services for programs or activities must be identified on the permit application.
11. No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted which will mar, deface or injure these surfaces.
12. Applicants are required to move, at their expense, materials, equipment, furnishings or rubbish that cannot be contained in the trash receptacles provided. No equipment or supplies may be left beyond end time on permit.
13. All groups shall leave the Parks and Recreation facilities in the same order and condition in which they found them.
14. In the event of damage to the premises, the damage will be documented with photos and any repair bills will be invoiced to the applicant named on the reservation application.
15. No recorded or live music is allowed in any park or park shelter without prior written approval from the Parks and Recreation Division.
16. Collection of plant materials and wildlife is not allowed.

If any of the above is not followed, the City of St. Louis Park may immediately terminate your event, retain the damage deposit, in part or in whole, and the privilege to rent a St. Louis Park facility may be revoked.

Reserve Early

Dates fill quickly, so be sure to complete and return your application soon!

Making Reservations

1. Reservations will not be accepted over the phone. Complete the application form. Be sure to select the park shelter location and time period requested.
2. Reservations accepted starting January 2, 2018 on a first-come, first-served basis. A confirmation will be mailed.
3. Mail, fax or drop off your application form with full payment to:

City of St. Louis Park
Westwood Hills Nature Center
8300 W. Franklin Ave.
St. Louis Park, MN 55426
Phone: 952.924.2544
Fax: 952.797.9691

Applications will not be processed without the rental fee. Faxed applications must include a credit card number for payment. Please make checks payable to the City of St. Louis Park.

Holidays: Lower Picnic Building, Waterfall Observation Deck, and Outdoor Water Garden cannot be reserved on holidays.

Cancellation and Refund Policy

- Reservations will not be refunded due to rain or inclement weather on the day of the reservation.
- 80% refund if notice is given 48 hours or more prior to rental.