

# Winter outdoor rental application

Dec. 21 – 23, Jan. 5 – Feb. 18 warming house hours/dates

Regular hours	Start	End	Holiday hours	Start	End	Holiday hours	Start	End
Monday - Thursday	4 p.m.	8 p.m.	Dec. 24, 2018	10 a.m.	2 p.m.	Jan. 21, 2019	Noon	8 p.m.
Friday	4 p.m.	8:30 p.m.	Dec. 25, 2018	Closed	Closed	Jan. 25, 2019	Noon	8:30 p.m.
Saturday	10 a.m.	8:30 p.m.	Dec. 31, 2018	10 a.m.	6 p.m.	Feb. 18, 2019	Noon	8 p.m.
Sunday	Noon	7 p.m.	Jan. 1, 2019	Noon	8:30 p.m.			

Dec. 26, 2018 – Jan. 4, 2019

Winter break hours	Start	End
Monday - Saturday	10 a.m.	8:30 p.m.
Sunday	Noon	8:30 p.m.

Additional information	Oak Hill Park is open Dec. 31 from 6 - 9 p.m.
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## Private building and rink rental:

- Rent shelters during warming house hours for \$20 per hour (see public warming house calendar and hours above).
- The public may make a reservation for exclusive use of a rink with boards for a fee during the above times. The rink can be used for pleasure skating, broomball or hockey. Reservation fee includes nets, rink lights (if applicable) and shared use of the shelter building. Only Nelson Park has broomball nets. Fee: \$30 per hour for residents, \$40 per hour non-resident.

Rental days	Rental times	Included with the rental	Fees	
			Residents	Non-residents
Monday - Thursday	8 – 10 p.m.	Use of rink, nets, lights, building supervisor and warming house	\$50 per hour*	\$60 per hour*
Friday	8:30 – 10 p.m.	Use of rink, nets, lights, building supervisor and warming house	\$50 per hour*	\$60 per hour*
Saturday	8 – 10 a.m., 8:30 – 10 p.m.	Use of rink, nets, lights, building supervisor and warming house	\$50 per hour	\$60 per hour
Sunday	8 a.m. – Noon, 7 – 10 p.m.	Use of rink, nets, lights, building supervisor and warming house	\$50 per hour	\$60 per hour

Rental locations		Type of facility		Extras
<input type="checkbox"/> Birchwood Park	<input type="checkbox"/> Nelson Park	<input type="checkbox"/> Enclosed shelter	<input type="checkbox"/> Hockey rink	<input type="checkbox"/> Extra hours
<input type="checkbox"/> Browndale Park	<input type="checkbox"/> Oak Hill Park	<input type="checkbox"/> Broomball rink	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Event date	Rental start time	Rental end time	Attendance
Event description		Organization	
Applicant name		Email	
Address		Phone	
City		Work phone	
ZIP		Fax number	

*I have read the renter's rights and responsibilities and this contract statement. I hereby agree that these rules shall be strictly observed. 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 permit. I also understand and agree that this permit 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.*

## Signature of responsible applicant

Rental fee	Damage deposit	Damage deposit – Date paid	Check No.
Additional fee (if applicable)		<b>Total fee</b>	

## Office use only

Amount received	Date received	Received by
Check/authorization No./cash <input type="checkbox"/>		

## Date

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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 parks and recreation facilities are being used for a permitted activity.
3. Organizations using parks and recreation facilities on a recurring basis may be required to furnish a certificate confirming liability insurance.
4. Application must include setup time and cleanup time. The use of the facility shall be restricted to the space and time(s) specifically requested on the permit application.
5. 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.
6. 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.
7. Leashed pets are allowed in all parks in all areas except on playground structures, athletic fields/courts and in park shelters. Owners must pick up and dispose of excrement in waste receptacles provided.
8. Fire and safety regulations of the City of St. Louis Park and the State of Minnesota must be observed at all times.
9. Alcoholic beverages, including beer and wine, are prohibited on all city property.
10. Golf and motorized vehicles are prohibited from city parks at all times.
11. 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.
12. 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.
13. 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.
14. All groups shall leave the parks and recreation facilities in the same order and condition in which they found them.
15. 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.

## Making reservations

1. Reservations will not be accepted over the phone. Complete the application. Be sure to fill in the location, date and time requested.
2. Mail, fax or drop off your application form with the full payment to:

City of St. Louis Park  
The Rec Center  
3700 Monterey Drive  
St. Louis Park, MN 55416-4902  
Phone: 952.924.2540  
Fax: 952.925.5663

## Additional information

- All facilities are reserved on a first-come, first-serve basis.
- A confirmation will be mailed upon receipt of the completed application and full rental payment.
- If you have question, please contact the parks and recreation at 952.924.2540.
- Select enclosed and heated shelters and outdoor hockey rinks are available for exclusive use rental during the winter skating season. Weather permitting, St. Louis Park's outdoor rinks open on Friday, Dec. 21 through Monday, Feb. 18. Warming houses will close when the temperature falls below -5 degrees and/or the wind chill is -15 degrees or lower. Call our Weather Line at 952.924.2567 for updates.

## Cancellation and refund policy

- Warming house reservations will not be refunded due to inclement weather.
- Eighty percent refund will be given if notice is 48 hours prior to the rental.
- If the city closes facilities due to weather, consider your reservation cancelled and 100 percent refund for that date will be processed if it cannot be rescheduled.



St. Louis Park Parks & Recreation Division is committed to educating youth athletic volunteers, officials, instructors, parents and participants about the nature and risks of concussions.

Concussions information: [cdc.gov/concussioninyouthsports](http://cdc.gov/concussioninyouthsports)