

Outdoor facility rental application

Picnic shelter rental

Weekends: May 4 – Sept. 15	Weekdays: May 28 – Aug. 30	Rental hours: 11 a.m. – 3:30 p.m. and 4:30 – 9 p.m.
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Location	Area	Damage deposit*	Resident	Non-resident
<input type="checkbox"/> Fern Hill Park	Main	\$100	\$75	\$95
<input type="checkbox"/> Oak Hill Park	Main	\$100	\$105	\$135
<input type="checkbox"/> Oak Hill Park	Central	\$100	\$80	\$100
<input type="checkbox"/> Wolfe Park	East	\$100	\$80	\$100
<input type="checkbox"/> Wolfe Park	West	\$100	\$80	\$100

*Damage deposit is due 14 days prior to event.

Aquatic Park rental

Aquatic Park	Resident	Non-resident
<input type="checkbox"/> Gazebo	\$35	\$45
11 a.m. – 1:30 p.m., 2 – 4:30 p.m. or 5 p.m. – close *		
* Gazebo must be vacated at Aquatic Park closing		
<input type="checkbox"/> Private rental		
M – F 8:30 – 10 p.m.	\$425 per hour	Sa – Su 7:30 – 10 p.m.

Park building rental

Weekends: May 4 – Sept. 15	Weekdays: May 28 – Aug. 30	Rental hours: 8 a.m. – 10 p.m. (two-hour minimum) per hour fee
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Location	Area	Damage deposit*	Resident	Non-resident
<input type="checkbox"/> Birchwood Park	Building	\$300	\$60	\$70
<input type="checkbox"/> Browndale Park	Building	\$300	\$60	\$70
<input type="checkbox"/> Louisiana Oaks Park	Building	\$300	\$60	\$70
<input type="checkbox"/> Nelson Park	Building	\$300	\$60	\$70
<input type="checkbox"/> Oak Hill Park	Building	\$300	\$60	\$70
<input type="checkbox"/> Wolfe Park	Building	\$300	\$65	\$75
<input type="checkbox"/> Wolfe Park	Amphitheater	\$300	\$70	\$80
<input type="checkbox"/> Wolfe Park	Amph. & buil.	\$300	\$100	\$120

*Damage deposit is due 14 days prior to event.

Event date	Rental start time	Rental end time	Attendance
Event description		Organization	
Applicant name		Email	
Address		Phone	
City		Work phone	
ZIP	Number of tables	Number of chairs	

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 division often take pictures of facilities that are used for brochures and marketing in which I grant permission.

Signature of responsible applicant

Rental fee	Damage deposit	Damage deposit – Date paid	Check No.
Maintenance fee (if applicable)		Total fee	

Office use only

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

Date

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. Application must include set-up time and cleanup 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. 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.
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. No confetti, pinatas, etc. allowed in any of the park buildings, picnic shelters, or park grounds. In the event that confetti or pinatas, etc. are found it will be documented with photos and we will keep your damage deposit.

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 picnic application soon!

We will begin accepting reservations Jan. 2, 2018 on a first-come, first-served basis. A picnic confirmation will be mailed. Contact us with any questions, or visit our website at www.stlouispark.org.

Holidays: Facilities cannot be reserved on Memorial Day weekend, Independence Day or Labor Day weekend. On holidays, shelters are available on a first-come, first-served basis.

Payment options

This application, along with the rental fee, may be returned via mail, fax or in person. 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. Applications will not be processed without the rental fee.

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. Mail, fax or drop off your application form with full payment to:

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

Cancellation and refund policy

- Picnic reservations will **not** be refunded due to rain or inclement weather.
- Eighty percent refund is offered if notice is given 48 hours or more in advance of the rental date. No refund is offered if notice is given 48 hours or less of the rental date. An 80 percent refund is offered if the rental date is changed less than 48 hours in advance of the original date.