

PRIOR LAKE RECREATION DEPARTMENT COMMUNITY PARK SHELTER RESERVATION POLICY

Community Park Shelters are available for private group use on a rental basis by residents, civic groups, commercial groups and non-resident groups, as scheduled by the Recreation Department. For locations of Community Park Shelters available for rent, please refer to the official *Community Park Shelter Park Reservation Request* form. The policies that follow are needed to insure the proper use and control of the shelters and facilities so that all people may equally enjoy them. As a renter you are responsible for reviewing all of the information provided.

RESERVATION PROCEDURE

Requests for private use of a Community Park Shelter should be directed to the City of Prior Lake Recreation Department at 952-447-9820 or 952-447-9800. Reservations will occur on a first come, first serve basis. An official reservation form accompanied by the full rental fee must be submitted to schedule a reservation. Reservations received before January 1 are subject to rate increases in the next calendar year. Weekend reservations will not be accepted after 12:00 noon the Thursday before. Sorry, we do not accept credit cards. Sorry, we do not take reservations over the phone or on-line. Reservation inquiries may be made by contacting City Hall at the numbers listed above or by e-mail at nmcgill@cityofpriorlake.com. The best time to reach someone in the Recreation Department is Tuesday – Thursday, 8:00 a.m.– 4:30 p.m.

RENTAL PERMIT

A rental permit will be issued to you to confirm your rental approximately one week prior to your rental date. Permits will not be issued until receipt of the official reservation form and full rental fee. The “contact person” listed on the official reservation form must coincide with that person’s proper address, must be a minimum of 21 years of age, and is solely responsible for supervision of the rental. If discrepancies are discovered, the City of Prior Lake reserves the right to deny your permit. Permit holders will not assign, transfer, or sublet to others the use of the facilities. Any violations will result in the forfeiture of your reservation and any fees paid to date.

GROUP SIZE

The maximum capacity allowed for a rental group is 150 people. This includes the outside/surrounding areas of any shelters. Please plan accordingly in regards to your group size and possible weather conditions.

RENTAL HOURS OF USE

The hours available for the rental of the Community Park Shelters are as follows:

7:00 a.m. - 10:00 p.m., seven days a week.

The rental fee includes any time frame within the available rental hours on a daily basis. Please contact the Recreation Department to inquire about availability.

OUTDOOR TENTS

If your group wishes to use outdoor tents, please note the size and desired location of any tents you wish to set up. All tents must be freestanding. You are not allowed to pound any stakes into the ground due to underground utilities and irrigation lines. Tents must be set up and taken down the day of your rental. Prior Lake Rental has freestanding tents of various sizes available for rental. Please contact them directly to inquire. The City of Prior Lake reserves the right to deny the size and or quantity of any outdoor tent set up requests. Tents are not allowed adjacent to the Lakefront Park Band Shell or Gazebo during rentals.

SET UP & CATERING

Deliveries and pick-up of equipment, food, or other items must be completed during the rental period listed on the permit.

Decorations are allowed however should not cause damage to the facility or litter in the park. If it is necessary for your group to mount items, please use masking only. The use of pins, tacks or nails on any structure or picnic table is strictly prohibited.

AMENITIES

Please be respectful of the shelter and park amenities. If any city property is damaged, please inform City Hall at the conclusion of your event. Resolution of any damages will be handled on a case-by-case basis.

Amenities included in rental: The shelter area, all picnic tables located within the shelter area (quantities vary), surrounding grills, and surrounding trash receptacles.

WEATHER CONDITIONS

Weather cancellations may be rescheduled based on availability at no additional charge. No refunds will be given due to inclement weather. *Reservations rescheduled due to weather must occur within the same calendar year, and the Recreation Department must be notified of the desire to reschedule within 72 hours of the date of the original rental.* Permit holders are not allowed to assign, transfer, or sublet to others the use of the facilities.

ALCOHOL

By law, private groups are not allowed to sell alcohol at any public facility and are not eligible to apply to the city for a permit. Any activity operating with the intent of distributing alcoholic beverages free of charge must state their intent on the reservation form. Alcohol can only be displayed and served in the interior portion of the Community Park Shelters. **All beverages must be served in cans, plastic bottles, or plastic cups only, NO GLASS!** No alcohol other than beer in cans is allowed beyond the interior portion of any Community Park Shelter in accordance with City Park Ordinance.

AMPLIFIED MUSIC

Rental groups planning on having outdoor amplified music live or recorded, must obtain a permit from the City of Prior Lake Finance Department. Please contact Janet at 952-447-9840 for more information and allow at least 30 days prior to your rental to secure the proper forms and assist you through the process.

PARK USERS

Please be aware that any public park remains open to the public during your rental. Other activities, sporting events, and parking congestion may occur. If you have questions regarding other scheduled park activities, please inquire at the City Hall Reception Desk, 952-447-9820 or 952-447-4230.

PARKING

Please be aware that there is limited parking available at some facilities. Sand Point Beach charges a fee applicable to all park users including shelter rental groups. Parking is limited at Sand Point and charges include: \$5.00 per car, \$20.00 per car with trailer early June through late August. Parking is available on a first-come first serve basis for all park users. Rental groups are not allowed to reserve parking spaces at any parks or facilities.

EMERGENCIES

An emergency contact number will be provided on your rental permit if there are any issues at the start of your rental. Any issues that occur during your rental should be directed to, if the situation warrants, the Prior Lake Police Department.

CONCLUSION OF THE RENTAL

At the conclusion of your rental, your group is required to return the shelter to the original condition including:

1. Placing all waste material in the large trash barrels located adjacent to each shelter.
2. Returning all tables to the original configuration.
3. Removing any hangings, decorations, tablecloths, etc.
4. Removing all items from and cleaning any surrounding grills.
5. General cleaning of any spills or soiled areas.

Our parks staff will assess the final condition of the shelter and surrounding areas at the conclusion of your event, noting that public use may also have occurred. Any extreme issues may result in future rental restrictions.

SHELTERS AVAILABLE FOR RESERVATION

Community park shelters available for reservation include:

- Memorial Park Shelter #1 – by play structure
- Memorial Park Shelter #2 – behind field (no electric)
- The Ponds Shelter #1* – upper by restrooms/concession stand
- The Ponds Shelter #2* – lower by fields #1 and 2 (no electric)
- Sand Point Beach, Shelter #1 - closest to beach and horseshoe pits
- Sand Point Beach, Shelter #2 - up on the hill
- Lakefront Park Shelter #1 - up on the hill by the play structure
- Lakefront Park Shelter #2 - by the baseball field (no electric)
- Lakefront Band Shell** – no tables or chairs
- Lakefront Gazebo** – no tables or chairs

All other shelters are located in neighborhood parks and are available for use on a first come, first served basis.

* The Ponds shelters are available on a limited basis due to athletic events and tournaments.

**Please refer to “*Lakefront Band Shell and Gazebo*” section for specific uses allowed.

LAKEFRONT BAND SHELL AND GAZEBO RENTALS

The Lakefront Band Shell and Gazebo are event specific facilities. Uses allowed include small wedding ceremonies, religious services, presentations, and musical and theatrical performances. Tables are not permitted to be set up in either facility and chairs (must provide your own) are only allowed in either facility if they are set up specifically for use during a ceremony or performance. Tents are not allowed to be set up adjacent to the Lakefront Park Band Shell or Gazebo during rentals. If your group plans on any music or sound amplification, please refer to “*Amplified Music*” section.

RENTAL FEES

Rental fees are charged on a per day basis will not be pro-rated.

GROUP TYPE:

Resident Group

FEE:

\$50.00/day

Non-resident* Group

\$100.00/day

*Outside the corporate city limits of Prior Lake.

Sand Point Parking (see "Parking" Section)

\$5.00 per car

\$20 per car with trailer (15 spots available)

REFUNDS

Refunds will be issued for cancellations made fourteen (14) or more days in advance of the reservation. No refunds or credits will be given for reservations cancelled less than fourteen (14) days in advance. For weather cancellations, see "Weather Conditions" section.

FEEDBACK

The City of Prior Lake welcomes any comments, feedback or general questions regarding your rental. Please contact the Recreation Department at 952-447-9820 to speak with a staff member or have an evaluation form sent to you. Thank you.

CONTACT INFORMATION

City of Prior Lake, 4646 Dakota Street SE, Prior Lake, MN 55372

City Hall 952-447-9800

Recreation Department 952-447-9820

Police Department (non-emergency) 952-440-3555

Finance Department 952-447-9840

After Hours Maintenance 952-367-7656

City information is available on-line at www.cityofpriorlake.com. (Updated January, 2007)



PARK RESERVATION REQUEST COMMUNITY PARK SHELTER

Please complete the form below.

PERMIT HOLDER: _____

ORGANIZATION (If Applicable): _____

EVENT (i.e. graduation, wedding, birthday, etc.) _____

STREET: _____

CITY: _____ ZIP: _____

TELEPHONE (HOME): _____ (WORK): _____

CELL: _____ EMAIL: _____

DATE OF RESERVATION: _____ NUMBER OF PEOPLE ATTENDING: _____ (150 Max.)
Weekend reservations will not be accepted after 12:00 noon the Thursday before.

START TIME: _____ END TIME: _____ (ALL PARKS CLOSE AT 10:00 P.M.)

- PARK SHELTER TO BE RESERVED:
- _____ Memorial Park Shelter #1 – by play structure
 - _____ Memorial Park Shelter #2 – behind field (no electric)
 - _____ Ponds Shelter #1–upper w/restrooms (Not available May-mid-August)
 - _____ Ponds Shelter #2-lower-no electric (Not available during tournaments)
 - _____ Sand Point Beach, Shelter #1 - closest to beach
 - _____ Sand Point Beach, Shelter #2 - up on the hill
 - _____ Lakefront Park Shelter #1 - up on the hill
 - _____ Lakefront Park Shelter #2 - by field (no electric)
 - _____ Lakefront Band Shell – no tables or chairs
 - _____ Lakefront Gazebo – no tables or chairs

Will alcohol be served? _____ Yes _____ No 3.2 Keg Beer Permit Requested? _____ Yes _____ No
All beverages must be served in cans, plastic bottles, or plastic cups only, NO GLASS!

PERMIT HOLDER: (signature) _____ DATE: _____

FEES DUE:	GROUP TYPE:	FEE:
	Resident Group (private, public, or business)	\$50.00/shelter/day

Non-resident* Group (private, public, or business)	\$100.00/shelter/day
--	----------------------

*Outside the corporate city limits of Prior Lake.

NOTE: *There is a \$5 per car parking fee at Sand Point Beach. Parking is payable at Sand Point Beach the day of your reservation and is available on a first come, first serve basis.*

REFUNDS: Refunds will be issued for cancellations made fourteen (14) or more days in advance of the reservation. No refunds will be given if cancelled less than fourteen (14) days in advance or due to inclement weather. Weather cancellations may be rescheduled based on availability at no additional charge.

Forms may be returned to: **Park Shelter Reservation**
4646 Dakota Street SE
Prior Lake, MN 55372

Please make checks payable to: **City of Prior Lake.**
(Sorry, we do not accept credit cards)

For more information: 952-447-9820 or 952-447-9800 (Mon.- Fri. 8am – 4:30pm)