

PRIOR LAKE RECREATION DEPARTMENT COMMUNITY & NEIGHBORHOOD 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. Neighborhood Park Shelters are also available for private group use of 25 or more, at no charge, by the above groups as scheduled by the Recreation Department. Please refer to the official *Community & Neighborhood Park Shelter 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. You are responsible for reviewing all of the information provided, including the City Park ordinance that is located at www.cityofpriorlake.com/parks_reservations.shtml.

RESERVATION PROCEDURE

Requests for private use of a Community or Neighborhood 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, if applicable, must be submitted to schedule a reservation. Reservations received before January 1 is subject to rate increases in the next calendar year. Weekend reservations will not be accepted after 12:00 noon the Thursday before. Residents may not reserve any City facility for a non-resident and/or business. Sorry, we do not accept credit cards or 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/RESERVATION PERMIT

A rental/reservation permit will be issued to you to confirm your rental/reservation approximately one week prior to your rental/reservation date. Permits will not be issued until receipt of the official reservation form and full rental fee, if applicable. 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/reservation. 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. Please refer to the City Park ordinance for further requirements at www.cityofpriorlake.com/parks_reservations.shtml

GROUP SIZE

The maximum capacity allowed for a rental/reservation 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. Youth groups shall be chaperoned on a ratio of one adult for each ten (10) or fewer youth under the age of 18.

RENTAL/RESERVATION HOURS OF USE

The hours available for the rental/reservation of the Community or Neighborhood Park Shelters are as follows:

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

The rental fee, if applicable, 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/reservation. 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/reservation 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 drafting tape 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 the Recreation Department at the conclusion of your event. Resolution of any damages will be handled on a case-by-case basis.

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

Volleyballs, basketballs and horseshoes are not available. Please provide your own.

WEATHER CONDITIONS

Weather cancellations may NOT be rescheduled. There are NO refunds for cancellations due to inclement weather.

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 & Neighborhood Park Shelters. **All beverages must be served in cans, plastic bottles, or plastic cups only, NO GLASS!** (See attached Park ordinance)

AMPLIFIED MUSIC

Rental/Reservation 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/reservation 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/reservation. Other activities, sporting events, and parking congestion may occur. If you have questions regarding other scheduled park activities, please inquire at the City Hall Recreation Department, 952-447-9820 or 952-447-9800.

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. Parking is available on a first-come first serve basis for all park users. Rental/reservation groups are not allowed to reserve parking spaces at any parks or facilities.

EMERGENCIES

An emergency contact number will be provided on your rental/reservation permit. Any issues that occur during your rental/reservation should be directed to, if the situation warrants, the Prior Lake Police Department.

CONCLUSION OF THE RENTAL/RESERVATION

At the conclusion of your rental/reservation, 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/reservation restrictions.

AVAILABLE SHELTERS FOR RENTAL

Community park shelters available for reservation rental include:

- 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
- Memorial Park Shelter #1 – by play structure
- Memorial Park Shelter #2 – behind field (no electric)
- Sand Point Beach, Shelter #1 - closest to beach and horseshoe pits
- Sand Point Beach, Shelter #2 - up on the hill

All other shelters are located in neighborhood parks and are available for use at no charge. For a list of neighborhood parks you may go to the www.cityofpriorlake.com website.

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

PLEASE NOTE: The **Ponds shelters** are NOT available due to athletic events and tournaments.

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 for Community Park Shelters 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)

There is no charge for Neighborhood Park Shelters (see Available Shelter section).

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. There are NO refunds for cancellations due to inclement weather (see “Weather Conditions” section).

FEEDBACK

The City of Prior Lake welcomes any comments, feedback or general questions regarding your rental/reservation. 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.



PARK RESERVATION REQUEST COMMUNITY PARK OR NEIGHBORHOOD PARK SHELTER

Please complete the form below.

APPLICANT: _____

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.)

COMMUNITY/NEIGHBORHOOD PARK SHELTER TO BE RESERVED:

- _____ 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
- _____ Memorial Park Shelter #1 – by play structure
- _____ Memorial Park Shelter #2 – behind field (no electric)
- _____ Sand Point Beach, Shelter #1 - closest to parking lot
- _____ Sand Point Beach, Shelter #2 – wooded/closest to public access
- _____ Neighborhood Park: _____

Note: Ponds Shelter #1 & #2 not available due to athletic events/tournaments

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!

Do you wish to set up any tents? ____Yes ____No.
 If yes, please provide: Quantity ____ Tent Size(s) ____ X ____ *All tents must be free-standing, no stakes allowed!*

If 50 people or more in attendance, will there be outdoor amplified sound? ____Yes ____No
 (If yes, also requires an Outdoor Event Permit, Ordinance. 307 – refer to Shelter Policy)

PERMIT HOLDER: (signature) _____ DATE: _____

FEES DUE: No fee for Neighborhood Park Reservations.

For Community Park Shelters:

GROUP TYPE:

- Resident Group (private, public, or business)
- Non-resident* Group (private, public, or business)
- Outside the corporate city limits of Prior Lake.

FEE:

- \$50.00/shelter/day
- \$100.00/shelter/day

NOTE: There is a \$5 per car parking fee at Sand Point Beach on Saturdays, Sundays & holidays. 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.

Forms may be returned to: **Park Shelter Reservation, 4646 Dakota Street, S.E, 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)