

2022 Rental Rules & Regulations

Park Pavilion / Building / Kitchen

If you have any issues during your rental, please call us:
763-493-8333 (Community Activity Center) or **911** for an emergency.

QUICK REMINDERS:

Your Facilities Sales Receipt/Permit **MUST BE CARRIED ON -SITE WHEN USING THE FACILITIES AT ALL TIMES.**

Renter is **ONLY** allowed in the Pavilion / Building / Kitchen the day of the rental listed on the contract. No overnight storage allowed.

Amplified Music: No radios, boomboxes, recorded music, loudspeakers, DJ, live music or sound-amplifying equipment are allowed in any park, pavilion, building or kitchen. **The damage deposit will be forfeited if this ordinance is not followed.**

Alcohol: ONLY allowed at Central, River and Oak Grove parks.

Special Use Permit: If renter has a Special Use Permit for inflatables, large tent or music (music ONLY at Oak Grove Park - with both pavilions rented and ONLY City-provided sound system). Permit **MUST BE CARRIED ON-SITE WHEN USING THE FACILITIES AT ALL TIMES.** Please refer to the Special Use Permit for specific details.

Clean Up: In order to get a full refund of the damage deposit, **photos MUST BE TAKEN of pavilion and surrounding area after your event and submitted to:** rentals@brooklynpark.org (with your name, date and park in the subject line). It is your responsibility to make sure the pavilion is left in good condition for the next renter.

Full rules and regulations are listed on the back. Enjoy your event!

Facility Rental: RULES AND REGULATIONS

RULES AND REGULATIONS

1. The individual named on the permit, and/or group to whom the permit is issued, shall be held jointly responsible for use to which a facility permit is granted and shall accept responsibility for damage to City property.
2. The City assumes no liability for loss of personal property, damage, injury, or illness incurred by individuals or groups when Park and Recreation facilities are being used for a permitted activity.
3. The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruption of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.
4. The use of facilities shall be restricted to those spaces specifically requested on the permit application. Other groups or activities may take place at the same time at another shelter or area in the park. Groups are asked to have respect for each other's space.
5. The signer of the rental form must be on site during the event and shall assume full responsibility for any unlawful act committed. No person who has not attained the age of 21 years shall be allowed to rent a facility.
6. No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted.
7. The use of confetti, glitter and similar items is not allowed.
8. Tents, inflatable play structures or other structures with stakes, tarps, or portion thereof attached to the facility are prohibited. Free standing canopy tents, and inflatable play structures, are permitted and may be secured with sandbags or weights. **A special use permit and user fee is required.**
9. **No radios, boomboxes, recorded music, loudspeakers, DJ, live music or sound amplifying equipment are allowed in any park or park pavilion, except by special use permit only, and only at Oak Grove Park with City sound system ONLY. Your damage deposit will be forfeited if this ordinance is not followed.**
10. All parks in Brooklyn Park are tobacco free. No tobacco use, including smokeless tobacco, is allowed on park property.
11. All rules and regulations stated in the policy are subject to all restrictions defined in the City Ordinance: "Park Rules and Regulations" (copies available upon request).
12. Equipment or materials brought in by groups should be brought in the day of rental and taken out the same day. No overnight storage allowed.
13. All Keys must be returned the next business day after your event or damage deposit will be forfeited.
14. Parking on grass or driving on trails is strictly prohibited.

I understand that any agreement granted would be subject to the Renter's Rules and Regulations for use of Recreation and Parks Facilities included in this packet. I hereby agree that these rules shall be strictly observed. If these rules are not followed, the City of Brooklyn Park may retain my damage deposit, in portion or in whole, and the privilege to rent a Brooklyn Park facility may be revoked.

SIGNATURE: _____ Today's date: _____

PAVILION/BUILDING/KITCHEN CLEAN UP

15. Wipe off tables and benches as needed, place trash in containers, or haul away, anything else necessary to leave the facility in a clean and orderly fashion. **Clean up of the facility is the responsibility of the renter. It is your responsibility to make sure the pavilion is left in good condition for the next renter. Please take pictures of the pavilion and surrounding area after your event and submit them to: rentals@brooklynpark.org**
16. Please double check that all doors are locked before you leave. If the building is left unsecured and vandalism occurs, you will be held responsible.
17. If additional staff time, beyond that necessary for normal cleaning, is required to clean the facility, an additional charge for personnel and cleaning supplies will be deducted from the damage deposit.
18. Applicants are required to remove, at their expense, materials, equipment, furnishings or garbage that cannot be contained in the trash receptacles provided. No equipment or supplies may be left beyond end time on permit.

CANCELLATION AND REFUND POLICY

19. No refunds due to rain or inclement weather. Cancellations with more than a 30-days' notice will receive an 80% refund. Cancellations with less than a 30-day notice will receive no refund unless that date is re-rented, then 80% refund.

OCCUPANCY

20. Each facility has a maximum occupancy limit. **If this occupancy is exceeded damage deposit will be forfeited.**

DAMAGE

21. In the event of damage to the premises, the damage will be documented with photos and any repair bills will be taken from damage deposit. If repairs exceed damage deposit amount, balance will be invoiced to the applicant named on the reservation application.
22. A damage deposit, in addition to the rental fee is required. The deposit payment is required at the same time the rental fee is submitted.

LIABILITY

23. All rental groups using the facilities will be required to sign a waiver of liability on the rental contract form.
24. A Certificate of Insurance is required 2 weeks prior to the event to cover the use of specialized equipment, walks/runs or special events open to the public. **A special use permit and user fee is required.**
25. **Special use permits are required for the following (but not limited to): dunk tanks, games/carnival activities, inflatables, and run/walk/bike events.**