

# Outdoor Facility: 2022 RENTAL APPLICATION

**Reservations are not accepted over the phone.**

Please complete and return this application including payment in person with cash, check (more than 30 days before event) or credit card. Fees below include tax and are priced for Brooklyn Park residents or non-residents.

**PARK BUILDINGS** — Building rental includes use of pavilion

CAPACITY: 20	FEE: \$ 64 Res / \$ 118 Non-res	DAMAGE DEPOSIT: \$100
Hamilton Park — 6101 Candlewood Drive		
Jewell Park — 1400 89th Avenue N		
Monroe Park — 700 Meadowwood Drive		

CAPACITY: 50	FEE: \$130 Res / \$172 Non-res	DAMAGE DEPOSIT: \$200
Lakeland Park — 6898 66th Avenue		
Northwoods Park* — 7600 107th Avenue N		
Norwood Park* — 8100 Newton Avenue		
Willowstone Park* — 1909 95th Avenue N		

\*Not available for rent in June, July or August due to summer camps

**PLEASE FILL OUT COMPLETELY:**

Which park building and/or pavilion you are renting?

\_\_\_\_\_

If renting Central Park Pavilion or River Park North Pavilion, will you also be renting the kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_

What date you are renting? \_\_\_\_\_

Park hours are 10 AM to 10 PM

List time when you will arrive \_\_\_\_\_

List the time you will leave \_\_\_\_\_

What is the purpose of your event?

\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date of birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How do you identify your race/ethnicity? (not required): \_\_\_\_\_

Fee: Rental \$ \_\_\_\_\_ + Damage Deposit \$ \_\_\_\_\_ + Kitchen \$ \_\_\_\_\_ + Special Use Permit \$ \_\_\_\_\_  
(if applicable) (if applicable)

Total Due at Reservation: \$ \_\_\_\_\_

Total amount due will be taken at reservation time. It is the renter's responsibility to make sure the pavilion/park building/kitchen is clean, left in good condition, no amplified sound is played and all COVID Guidelines are followed. Failure to comply will result in forfeiting the sound/damage deposit.

CAC Employee: \_\_\_\_\_

## PICNIC PAVILIONS

CAPACITY: 20	FEES: \$ 32 Res / \$ 70 Non-res	DAMAGE DEPOSIT: \$100
College Park — 8233 West Broadway Avenue N		
Edinbrook Park — 2900 Edinbrook Parkway		
Orchard Trail Park — 5401 Oxbow Creek Drive		
Pinebrook Park — 9432 Fallgold Parkway		
Trinity Gardens — 9041 Prestwick Parkway		
Village Creek Park — 5601 Village Creek Parkway		
Willows of Aspen Park — 9838 Fallgold Parkway		

CAPACITY: 40	FEE: \$ 54 Res / \$ 91 Non-res	DAMAGE DEPOSIT: \$100
Hamilton Park — 6101 Candlewood Drive		
Hartkopf Park — 7324 Hampshire Avenue N (Under Construction)		
Jewell Park — 1400 89th Avenue N		
Monroe Park — 700 Meadowwood Drive		
Willowstone Park — 1909 95th Avenue N		

CAPACITY: 50	FEE: \$ 65 Res / \$ 102 Non-res	DAMAGE DEPOSIT: \$200
Brookdale Park — 7650 June Avenue N		
Lakeland Park — 6901 66th Avenue N		
Northwoods Park — 7600 107th Avenue N (Kitchen available - add \$70)		
Norwood Park — 8100 Newton Avenue		
River Park South — 101 83rd Avenue N		

CAPACITY: 60	FEE: \$118 Res / \$156 Non-res	DAMAGE DEPOSIT: \$300
Bur Oak Grove* (N) — 10251 Douglas Drive N		
Pin Oak Grove* (S) — 10251 Douglas Drive N		

\*Amplified sound available with rental of both pavilions

CAPACITY: 150	FEE: \$242 Res / \$280 Non-res	DAMAGE DEPOSIT: \$300
Central Park — 8440 Regent Avenue N (Kitchen available - add \$70)		
River Park North — 101 83rd Avenue N (Kitchen available - add \$70)		

# Outdoor Facility: QUESTIONNAIRE

Please answer and/or initial the following items:

1)	Is this a public church event, school event, race or walk, fundraiser, carnival, tournament or other event that is open to the public?	YES	NO
		YOUR INITIALS:	
	1a) If yes, what is the event? <i>(Other permits and liability insurance may be required)</i>	EVENT:	
2)	How many people do you expect? <b>Capacity must be kept at or below the maximum listed on the application</b>	# OF PEOPLE EXPECTED:	YOUR INITIALS:
3)	<b>No Radios, boomboxes, recorded music, loudspeakers, DJ, live music or sound-amplifying equipment are allowed in parks without a Special Use Permit. A Special Use Permit may be granted for Oak Grove Park only. Renter must rent both shelters and agree to use the City-provided speaker only. Special Use Permit fee is \$35.</b>		YOUR INITIALS:
4)	Will you be having alcohol at your event? <b>Alcohol only allowed at: Central Park, River Park North and Oak Grove Park</b>	YES	NO
5)	Are you having inflatable play equipment / dunk tank / large tent or canopy (over 20' x 20') at your event?	YES	NO
	5a) If yes, please circle which above. A Special Use Permit with a fee of \$25 and liability insurance is required. Brooklyn Park does not allow stakes to be used to secure inflatable play equipment or tents. Items must be secured with weights only.		YOUR INITIALS:
6)	I agree to be in compliance with the listed capacity of my rental location and to follow the MN COVID Guidelines in effect on the date of this rental.		YOUR INITIALS:
7)	If renting a kitchen or park building, I agree to remove all food and cooking items, wipe down and clean countertops and refrigerator (supply your own cleaning supplies, i.e. dish towels, soap), lock doors, lock windows, sweep, and place all trash and debris in appropriate receptacles. You may pick up the key 2 days prior to your rental Mon–Thurs, 8 AM–8:30 PM or Fri 8 AM–4:30 PM from the Community Activity Center.		YOUR INITIALS:
8)	As part of your rental, we ask that you take pictures of the pavilion/building/kitchen and surrounding area after your event and submit them to us via email. You will be provided with more information during the permitting process and shortly before your event.		YOUR INITIALS:
9)	I understand the above rules and agree that if I violate any of them, my damage deposit will not be returned.		YOUR INITIALS:

I have read the Renter's rules and regulations, Cancellation and Refund Policy, and this contract. 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. I accept entire responsibility for the enforcement of these rules and agree to protect the Recreation and Parks facilities and indemnify the City of Brooklyn 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 Brooklyn 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 Recreation and Parks Department often take pictures of facilities that are used for brochures and marketing in which I grant permission.

SIGNATURE: \_\_\_\_\_ Today's date: \_\_\_\_\_

# 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.**