



**Park Buildings, Picnic Shelters & Open Areas Rental Form**  
 Recreation Services 4100 Lakeview Ave N, Robbinsdale MN 55422 763-531-1278

<b>Name:</b>		<b>Date of Birth:</b>
Organization/Company Name:		
<b>Address:</b>	<b>City:</b>	<b>Zip:</b>
<b>Email:</b>		
<b>Primary Phone:</b>	Secondary Phone:	
Second Contact Name:	Phone:	

**Event Information (Fill out completely or request may be denied.)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Age Range of Attendees: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Description of Event (ex: family picnic): \_\_\_\_\_

Are you planning to serve beer or wine at your event? No  Yes  If yes, see section 9 on next page for additional requirements.

Are you planning to provide portable recreation equipment? No  Yes  If yes, see section 4 on next page for additional requirements.

Type of Feature(s) \_\_\_\_\_

**Location:** Please check the park location of your event.

<b>Lakeview Terrace Park</b>	<input type="checkbox"/>	<b>Sanborn Park</b>	<input type="checkbox"/>	<b>Manor Park</b>	<input type="checkbox"/>	<b>Lee Park</b>	<input type="checkbox"/>	<b>Hollingsworth</b>	<input type="checkbox"/>	<b>Triangle Park</b>	<input type="checkbox"/>
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**Facility Type:** Please check the type of facility needed for your event.

<b>Park Building</b> (Sanborn, Manor)	<input type="checkbox"/>	<b>Park Pavilion/Picnic Shelter</b> (Lakeview, Sanborn, Manor, Lee)	<input type="checkbox"/>
<b>Horseshoe Court</b> (Sanborn)	<input type="checkbox"/>	<b>Tennis Court</b> (Sanborn, Manor)	<input type="checkbox"/>
		<b>Open Area</b>	<input type="checkbox"/>

**Rental Fees and Deposits (tax included)**

Lakeview Terrace Park Pavilion	\$25/hour with two hour minimum	Time:	
Lights at Lakeview Terrace Park Pavilion	No Charge but need to check here if you need lights.		
Electricity at Lakeview Terrace Park Pavilion	No Charge but need to check here if you need electrical outlets.		
Picnic Shelter (Sanborn, Manor, Lee)	\$20/hour with two hour minimum	Time:	
Park Building (Sanborn, Manor)	\$20/hour with two hour minimum	Time:	
Open Area for less than 50 people	\$25/hour	Time:	
Open Area for 50-500 people	\$50/hour	Time:	
Horseshoe or Tennis Court	\$25/hour	Time:	
Beer/Wine Permit	\$50 (Must be with a shelter rental AND additional application.)		
Portable Recreation feature (inflatables, stages, etc.)	\$50/feature	# Features:	
Portable Recreation feature Additional Deposit	\$500 per feature		
<b>Damage/Clean-up Deposit</b>	<b>\$250 See section 7 on next page.</b>		<b>\$250.00</b>
<b>Total Amount Due</b>			

**Consent & Release of Liability:** By signing below, I understand and agree to abide by all the regulations listed on page 2 and indemnify the City of Robbinsdale for any injuries that I, or any member of my group, may incur during the reservation period. I also acknowledge that I am responsible for ensuring there is adequate direct supervision of the activities. And if required, I will contact Gopher One before the event to avoid utility lines. I acknowledge that upon verification that this request is in process of confirmation, I will provide the following documents:

- Certificate of portable recreation feature provider's insurance with City as additional insured;
- Statement from same company that equipment meets safety requirements & all federal, state & local laws and ordinances are met and will be followed during the time period listed.

**I understand this is only a request and will receive a reservation permit when approved.**

\_\_\_\_\_  
 Permit Request Contact's Signature

\_\_\_\_\_  
 Date

**Please READ & INITIAL NEXT PAGE.**

# RENTAL RULES AND REGULATIONS

Park use is regulated by City Code Section 815 Parks & Recreation Areas. Any group of 25 or more requires a permit. Copy of ordinance is online at the City website [www.robinsdalemn.com](http://www.robinsdalemn.com), at City Hall, or contact Recreation Services at 763-531-1278.

## 1. Rental Fee & Cancellation Policy

All rental fees must be paid in advance. If canceled more than two weeks prior to event, you will receive a full refund. If you cancel less than two weeks prior, you will not receive a refund. **Refunds will not be issued due to rain or inclement weather.** If the City cancels your reservation due to extenuating circumstances a full refund will be issued.

## 2. Parking

Parking is free in designated parking areas and in non-permit areas of surrounding streets. Motor vehicles are not allowed in the park, except in designated parking areas, unless prior approval from City is confirmed and listed on permit.

## 3. Event Hours

- All parks, except Lakeview Terrace close at 10 p.m. Lakeview Terrace closes at 11 p.m. All events must conclude and be cleaned up before the park closes unless approved on permit.
- All reserved event times include set-up and clean-up time. Please reserve enough time before and after your activity to completely vacate and clean the facility, otherwise the City may charge a staffing fee, additional clean-up fees, and may keep deposit.
- Reservations are only for exclusive use as listed on the permit.

## 4. Portable Recreation Features

If you wish to provide portable recreation features (i.e., inflatables, dunk tank, stages) at your event, you must meet the following requirements at least **14 business** days prior to event:

- Pay an additional permit fee of \$50 and deposit of \$500 per feature.
- Provide proof of insurance coverage with a liability limit of at least \$1,500,000 per occurrence. AND all policies must list the City of Robbinsdale as an additional insured. Coverage is typically available from your homeowner's insurer.
- Submit a drawing of the location of the features, which must be approved by City staff in advance.
- Feature provider must also be properly licensed to do business in Robbinsdale and meet all appropriate safety codes.

## 5. Miscellaneous

- All City Parks are smoke free.
- No bikes/scooters/skateboards allowed on fields or splash pad areas.
- Ground stakes are not allowed; only weights can be used.
- No person may sell articles or products of any type without a permit granted by the City.
- The City is not responsible for the loss of personal property.
- Only 4 picnic tables are provided at picnic shelters or at the pavilion. LVT Pavilion has a maximum capacity of 125 patrons; other picnic shelters have a maximum capacity of 50 patrons. Building capacity varies with building. If your group exceeds this capacity at any time during rental, the City may immediately terminate your rental, require vacating the facility, and keep your security deposit.

## 6. Site Maintenance & Clean-up

- You are responsible to pick up/clean the facility at the end of your event. Several trash containers are available for your use, but in cases where your rubbish exceeds this capacity, you are responsible for removing all overflow trash and recycling from the facility. No equipment, materials, supplies or furnishings of any kind may be left at the facility after your reserved time.
- Decorating is permitted, but you may not mark, damage, or deface any City property. Do not use nails or staples to hang decorations. **If you use tape or other adhesives, be sure to remove all decorations and adhesives after your event. Confetti, glitter, birdseed, and rice are not allowed.** Any decorations left past your event time will be discarded.
- If the facility is damaged or you fail to clean up, you will be charged at an hourly rate to cover the cost of all clean-up and repairs.
- Shelter buildings doors & windows must be locked and secured when leaving.**

## 7. Damage & Clean-Up Deposit

The City requires damage and clean-up deposits for all rentals. Deposits can be paid by check or cash (in person only) or on a valid credit card. If you adequately clean up after your event and do not damage the facility, deposits paid by check or cash will be refunded by check within 30 days. Deposits paid by credit card will be refunded within 1 week. If you don't return any keys issued, damage the facility, or fail to adequately clean up after your event, you will be charged an hourly rate for the actual costs of all clean-up and repairs, including staff time. The City will then issue a refund for any unused portion of the deposit after the event or, if applicable, invoice you for any remaining costs. For deposits by credit card, additional clean-up and repair costs will be charged to the credit card. *Note: Deposits are \$250. Portable recreation features require an additional \$500 deposit.*

## 8. Charcoal

No fires shall be lit or made in the park. Grills may be used on hard surfaces only, must be completely extinguished before you leave the park and hot coals must be placed in an appropriate metal container. Fire and safety regulations of the City of Robbinsdale and the State of Minnesota must be observed at all times.

## 9. Alcohol Policy

Alcoholic beverages are not allowed on City property, except beer and wine with a picnic reservation at a picnic shelter and with approved beer/wine permit. **PLEASE NOTE:** If you wish to serve beer or wine at your event, you must submit in person the following at least 14 days prior to your event: a completed beer/wine permit application, \$50 permit fee, proof of age and an insurance rider. You must provide a certificate of insurance of at least \$100,000 per occurrence that includes host liquor coverage that lists the City of Robbinsdale as an additional insured. This may be available from your homeowner's insurer. **The sale of alcohol is prohibited on all City property unless a temporary license is obtained with City approval. See City website for details on requirements.**

## 10. Audio equipment

Use of any sound equipment must meet City of Robbinsdale's noise ordinance requirements.

## 11. Indemnification

You are responsible for all damage done to City property during your rental period and you agree to replace or pay the cost of replacing any missing items. You hereby agree to defend, indemnify, and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs, or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with the use of the facility by you or by your guests or invitees, except to the extent caused by the sole negligence, gross negligence, or willful misconduct of the City or its officers, employees, or agents.

## 12. Waiver & Assumption of Risk

You know, understand, and acknowledge the risks and hazards associated with using the facility and hereby assume any and all risks and hazards associated therewith. You or your organization/group hereby irrevocably waive all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss, or property damage incurred by you as a result of using the facility and hereby irrevocably release and discharge the City and any of its officials, employees, or agents from any and all claims of liability.

**By initialing below, you certify that you have read and agree to be bound by these rules and further agree to be responsible for ensuring compliance with all City ordinances and these rules by your guests and invitees.** Failure to adhere to these rules may result in a fine and denial of any future rental requests.

Your Initials \_\_\_\_\_ Date \_\_\_\_\_