



# Park Facility Rentals & Reservations

Policy Number 2013-01

ADOPTED: 1-9-2013

## I. General Purpose and Objective

The City of Anoka provides many park facilities for all city residents to enjoy. The use of parks & facilities is administered as fairly and equitably as possible by the Public Services Department and governed by these procedures and policies established by the Anoka City Council as recommended by the Anoka Parks and Recreation Advisory Board.

The City encourages all city residents, civic groups, organizations, businesses, industry, churches, and schools (public or private) to make application for permits. Permits will be granted based on availability and facility conditions. The City is committed to providing clean, safe and fun parks for every resident to enjoy. It is the City's policy that the long-range care and maintenance of all park facilities takes precedence over any single event. Permits will be granted, denied, or revoked at the discretion of the Public Services Director. Appeals may be made to the Anoka Parks and Recreation Advisory Board for recommendations to the City Council for a final decision.

## II. Applicant Classification

### A. Resident

1. An individual, 21 years of age or older, residing within the city limits of Anoka. Proof of residency for 30 days or more may be required.
2. A non-profit group, youth organization, business, church, or school with its physical facilities located within the city limits of Anoka.
3. Any organization, community school, or church, which has provided a significant benefit or community service to and for the City in the current year.

### B. Non-Resident

1. Any person, civic group, organization, business, church, or school that does not meet criteria outlined in section II A items 1 – 3 above.

In cases where it is not clear whether a group or organization merits residential status, the Public Services Director shall make the determination. Proof of non-profit status and/or additional information may be requested to assist in this determination.

## III. Fees

- A. Fees are established annually by the City Council.
- B. All fees must be paid in advance to confirm reservation.
- C. Organizations that Adopt-a-Park, Sponsor-a-Park, or complete an approved community service project may request *free* use of outdoor park shelters / buildings up to three (3) times per year.
- D. All renters will be charged a refundable key/damage deposit for exclusive use of facilities requiring key access.

#### IV. Terms & Conditions

**Indoor Facilities** are defined as a building/pavilion, open shelters, and the band shell. All pavilions/buildings have a key, lights, electricity and have, or have close to them, restroom and water facilities.

**Outdoor Facilities** are defined as a field or court; i.e. softball, football, basketball, tennis, volleyball, horseshoes, Exclusive use reservations are for the current year only.

- A. Permit time shall include all setup/decorating/clean up required by the renter. The renter must relinquish the facility at the time specified on the permit.
- B. Priority will be given to Residents on a first-come first-served basis from the first working day in January through March 31. Reservations for the remaining available dates will be allowed beginning April 1, to either Residents or Non-Residents.
- C. Requests for a permit may be made by phone, in person or online. Rental fees must be paid in full at time of reservation. There will be no tentative reservations and same-day reservations for buildings/pavilions will not be granted.
- D. Web-based registrations require renter to agree to terms & conditions prior to confirming reservation
- E. The renter shall provide estimated attendance and/or other pertinent information at the time the reservation is made. The City reserves the right to regulate and control the size of the group or organization using a facility.
- F. Permit is valid only for the date, time, and place specified on them and must be in the users' possession for verification, if needed.
- G. When a key is needed for entrance into a facility, a re-fundable damage/key deposit will be required. The renter shall pay the damage/key deposit and sign the permit when picking up the key. Failure to return the key within 24-hours of permit expiration may subject the permit holder to the forfeiture of the deposit and/or privilege to use park facilities for a period of 1-year.
- H. All renters are responsible for paying, in full, any and all damages resulting from inappropriate use, theft, or vandalism to any equipment or facilities used during the rental period. The City is not responsible for losses of personal property by individuals or renters when park and recreation facilities are being used for a permit activity.
- I. All Anoka city parks and park buildings must be vacated by 11:00 p.m. No facility shall be reserved past 10:00pm.
- J. General clean up of the facility is required.
- K. Park structures and city owned equipment shall not be altered, moved, or removed from buildings.
- L. Amplification equipment is not allowed in city parks without prior approval granted with an exclusive use park permit.
- M. Decorations must be noted on the rental agreement. The renter may not use tacks, staples, or other similar materials to hang decorations.
- N. All park buildings are alcohol and smoke free.
- O. No motorized vehicles allowed in or upon any City park property unless permitted by the Public Services Director. Refer to City Code Chapter 50 for more information.

- P. Table/chair set-up and tear down is the responsibility of the renter.
- Q. The City, in its discretion, may require the renter to obtain liability insurance. If liability insurance is required the following requirements apply:
1. \$1,000,000 minimum
  2. Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims (if applicable).
  3. The insurance policy must be issued by an insurance company licensed to do business in Minnesota and acceptable to the City.
  4. The City must be named as an “Additional Insured” on the policy.
  5. Renter must provide the certificate showing required coverage at least five (5) days prior to the event.
- R. Prior notice and approval is required for use of canopy tents, amusement devices (inflatable/bounce houses), and high demand electrical equipment (ice cream makers, etc). Equipment that requires spikes or stakes to be driven into the ground to provide structural support are not allowed. Additional fees may be required.
- S. Animals are **NOT** allowed inside park buildings. Canine companions/guides expected to be present should be noted on the rental agreement.
- T. Senior activities have priority over rental reservation requests for the Senior Center.
1. Senior Center is a locked/alarmed facility.
  2. A city staff member will provide access to the Senior Center at the scheduled time, orient the permit holder to the facility, and complete the pre/post rental checklist.
  3. Amplification equipment is allowed inside the Senior Center. Sound levels are required to be controlled and maintained at a level consistent with City Code Chapter 38.
- U. Outdoor worship services by resident churches will be allowed on park property on Sunday mornings between the hours of 8:30 a.m. and 12:30 p.m. or by “special” request submitted to the Anoka Parks and Recreation Advisory Board in writing for review and approval.
1. The church using the park facility for a worship service will be allowed to collect its normal offertory only once per service.
  2. The selling of books, literature, or religious items is not allowed.
  3. Use of amplification equipment is allowed during the approved church service. Sound levels are required to be controlled and maintained at a level consistent with City Code Chapter 38.
- V. Additional park rules and regulations are listed in City Code, Chapter 50.

## V. **Cancellations**

- A. Refunds will be given only if cancellation is made no less than two (2) weeks prior to the reserved date on the permit. All refunds are subject to a 10 % or \$10 minimum administrative fee, whichever is greater.
- B. No refunds for weather related cancellations.
- C. The City has the exclusive authority to determine whether a facility is in usable condition. In the case of mechanical or facility equipment failure, the City will notify the renter as soon as possible. The City is not liable to the renter for the consequences of cancellation other than to supply the renter with substitute equal rental time or a refund, including deposit.