



# Rules and Regulations for the Usage of Public Park Facilities and Community Park Buildings

(Revised May 2, 2011)

## General

The park facilities of the City of Coon Rapids are provided for the leisure time pursuits of all residents. Correspondingly, certain rules and regulations are needed to insure the proper use and control of facilities so that all people may equally enjoy them.

## Exclusive Use Permit

In order to regulate the use of facilities a reservation and exclusive use permit system has been established. Any person or group who has obtained an exclusive use permit will be permitted to use park facilities in accord with permit conditions and these Rules and Regulations.

## Non-permitted Facility Usage

Any non-permitted facility may be used by the general public during normal park hours at no charge on a first come, first served basis. Anyone with a non-permitted activity in the park or facility shall relinquish all areas described to a user with a permit for those areas.

## Classification of Users

- Group 1. Coon Rapids Based Civic, Public and Non-profit organizations.
- Group 2. Private groups and organizations and private profit making organizations and those non-profit organizations whose activities, nevertheless, generate monies for the financial enrichments of the members.

In cases where it is not clear under which category a group falls, the Recreation Coordinator shall make the final determination.

## Priorities

Generally, reservations for exclusive use permits are made on a first-come, first-served basis. However, it is recognized that all groups do not schedule their meetings as far in advance as others, and unforeseen events will often require special meetings.

Therefore, Group 1 organizations will have a priority over Group 2. Within classification groups, an organization with regularly established meeting times will have priority over those who do not meet on a regular schedule.

The Coon Rapids Lions Club will be given first priority to reserve the facilities at Lions Coon Creek Park, free of any charge or deposit. The Lions should make their request for dates to the City by February 1st of each year.

## Facilities Available

The following buildings or rooms are available for community use:

### *Picnic Shelters:*

1. Crooked Lake Park
2. Lions Coon Creek Park
  - a. Shelter 1
  - b. Shelter 2
  - c. Shelter 3
  - d. Shelter 4
3. Sand Creek Park
4. Soccer Complex

### *Buildings:*

1. Riverwind Community Building
  - a. Conference Room (capacity-18)
  - b. Activities Room (capacity-88)
  - c. Kitchen
2. Riverview Warming House (not available during active ice skating season)
3. Sand Creek Warming House (not available during active ice skating season)
4. Thorpe Warming House (not available during active ice skating season)
5. Wintercrest Warming House (not available during active ice skating season)

## Reservation of City Park Buildings and Picnic Shelters

1. Permit requests must be received in the Public Works office at least 7 days in advance or they may not be honored.
2. Building and picnic shelter exclusive use permits are issued for specific date(s), hour(s), and uses requested and are not transferable.
3. A community building may not be reserved for more than two meetings a month by the same organization for the same basic purposes.
4. Any organization wishing to reserve the building for set dates running throughout the calendar year must place in writing such request (listing dates, times, group name, function of meeting, approximate numbers to attend, and the person responsible). This request must be sent to the Department on or before December 1 for the coming calendar year. These reservations will still be subject to any fee changes for the new year.
5. The person signing the "*City Park and/or Building Application*" must be at least 21 years of age and is responsible for any and all damages done to buildings and grounds for that event. This person is also responsible to inform his/her group of any special use regulations.

6. Every group using the facilities must have competent adult leadership. The individual whose name appears on the permit/application will be considered responsible for the organization's conduct while using the facility. Any special supervision needed shall be supplied by the applicant as requested by the City.
7. The City reserves the right to assign a City supervisor and/or custodian when appropriate, the cost to be charged to the group using the facility.
8. Gambling or alcoholic beverages are not permitted on public park property except as described in ordinance.
9. **Overnight accommodations must be approved by the Public Works Director.**
10. Parking and deliveries are restricted to the blacktop areas. There is to be no driving of vehicles on sidewalks or on the park area. Vehicles on sidewalks or in park areas will be towed away.
11. Equipment or materials brought in by groups should be brought in the day it is to be used and taken out the same day or night.
12. All buildings shall be vacated by 10:00 p.m. No building facilities shall be reserved past 10:00 p.m. without special approval of the Public Works Director.
13. Use of materials on floors, walls, or other parts of a building is prohibited without specific approval of the Park Division.
14. Persons requesting building use for individual/private use, i.e., birthday parties, showers, etc may call no sooner than one month in advance of requested date.
15. The multi-purpose rooms are not available for sales or other events that are fund raising for either public or private groups, unless City Council approval is granted. Applicant would be required to fill out a form for approval.
16. General clean-up of the facility is required.
17. Violations may result in the Park Division denying future permits for the use of the facility.
18. When you calculate in set-up time on the application, allow at least 30-45 minutes. This includes things such as putting up and taking down tables and chairs, etc.
19. Activities inappropriate to the location or capacity of a facility will not be permitted. The City Manager retains discretion to make such decisions.

## **Fees for Usage**

All groups are responsible for paying, in full, the usage fee and damage deposit. They are also responsible for all damages resulting from theft or vandalism to any equipment or facilities used

during the rental period. The City will not be responsible for losses of personal property, injury or illness by individuals or groups when Park facilities are being used for a permitted activity.

Reservations for use of Park Buildings or Picnic Shelters should be made in writing with the Public Works Department. If a fee or deposit is required, they should be handled through the Secretary at the Public Works Garage, 1831 111th Avenue. The following procedures should be followed to ensure the fees and deposit(s) have been received prior to the date of the reservation:

1. The rental fee and/or deposit fee must be filed with the Secretary at the Public Works Garage, 1831 111th Ave, at least one week before the date reserved. The deposit fee is required by the Parks Division to ensure that the facility and surrounding park facilities are cleaned up, that equipment has not been damaged by the user and that keys to the facility are returned in a timely manner.
2. The deposit fee (for the Riverwind facility) may be in the form of a personal or cashier's check. The deposit will be returned un-cashed as soon as official word has been received from the Parks Supervisor that the premises are clean, no damage sustained and the keys are returned to Public Works Garage.
3. Keys for the Riverwind facility must be signed out from the Parks Supervisor or Secretary at the Public Works Garage between 7:00 a.m. and 3:30 p.m., Monday through Friday and returned on the next day immediately following the facility usage. If outside business hours, keys may be dropped in key box outside Public Works main entrance.
4. The minimum rental period shall be three hours.
5. Minimum cancellation time shall be 48 hours in advance. For weekend use, you must cancel by 3:00 PM CST on Thursday (before your reservation) by calling 763-767-6462. For all cancellations, a \$5.00 processing fee will be retained from your rental fee.

## **FEES**

All fees are noted on the *City Parks and/or Buildings* application form, or you may call the Public Works Office at 763-767-6462 for a current fee schedule.

You are reserving City buildings/shelters at your own risk. No refunds will be issued after the minimum cancellation period for any reason (including weather).