



RIVERWIND COMMUNITY BUILDING POLICY

Coon Rapids park facilities 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 accordance with permit conditions and this policy.

CLASSIFICATION OF USERS:

For the purpose of establishing fee charges for the use of City facilities, users are based on four classifications of priority.

Priority 1 – Any event directly sponsored by the City of Coon Rapids.

Priority 2 – Events conducted by Coon Rapids based civic, affiliated athletic or public (government) organizations.

Priority 3 – Events conducted by a Coon Rapids resident, non-profit, or business.

Priority 4 – Events conducted by a Non-resident.

In cases where it is not clear under which category a group falls, the Facilities 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 and Group 3 over Group 4. Within classification groups, an organization with regularly established meeting times will have priority over those who do not meet on a regular schedule.

AVAILABLE RENTAL SPACES:

Riverwind Community Building, 2701 Northdale Blvd

Riverview Community Building, 2420 105th Ave NW – available during off-season

Sand Creek Community Building, 1008 Northdale Blvd – available during off-season

COMMUNITY BUILDING RENTAL HOURS:

Half Day: 7:00 am to 2:00 pm or 3:00 pm to 10:00 pm

Full Day: 7:00 am to 10:00 pm

RESERVING COMMUNITY BUILDINGS:

1. Permit requests must be received by the Facilities Coordinator at least 7 days in advance or they may not be honored.
2. Rental 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 four hours per 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 Facilities Coordinator on or before December 1 for the upcoming calendar year. These reservations will still be subject to any fee changes for the upcoming year and are limited to Monday - Thursday.
5. The person submitting the reservation request 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. Your scheduled reservation time must include set up and clean up time. When you calculate in set-up time on the application, allow at least 60-90 minutes. This includes things such as putting up/taking down tables/chairs, food prep., etc.

GENERAL RULES:

1. 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.
2. 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.
3. Gambling is not permitted on public park property except as described in ordinance.
4. Alcoholic beverages are not permitted in public parks, shelters, or buildings.
5. Bouncy houses are not permitted on public property.
6. Tents are not allowed except as described in ordinance.
7. Music is permitted but amplifiers and stand-alone speakers are not allowed.
8. You are welcome to bring your own food or use the caterer of your choice.
9. Overnight accommodations must be approved by the Facility Coordinator.
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 must be brought in and removed during the time contracted.
12. Use of materials on floors, walls, or other parts of a building is prohibited without specific approval of the Park Division. Tape and/or tacks are not allowed on walls or ceilings of community buildings.
13. Hanging decorations from the ceiling is prohibited.
14. Tape on the floor is prohibited.
15. Sales or other events that are fund raising for either public or private groups are allowed only at the Riverwind Community Building or at the Civic Center.
16. General clean-up of the facility is required and make sure all doors are locked upon the end of the reservation.
17. Pick up all trash from in and around the building and placed in the trash receptacles located at the site.
18. The City of Coon Rapids is not responsible for items left behind. All items left behind will be disposed of.
19. Activities inappropriate to the location or capacity of a facility will not be permitted. The City Manager retains discretion to make such decisions.
20. All buildings shall be vacated by 10:00 p.m. Failure to vacate the facility will result in a fee of \$50 per hour which is extracted from the damage deposit.
21. Violations may result in forfeiture of damage deposit and the Park Division denying future permits for the use of the facility.

FEES FOR USAGE:

Groups 3 and 4 are responsible for paying, in full, the usage fee and any 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 the Riverwind Community Building can be made online at www.coonrapidsmn.gov/onlineregistration. 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 paid within 7 days of submission of the reservation request. A damage deposit fee will be required by the Facilities Coordinator 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. Keys for buildings must be signed out at the Coon Rapids Civic Center, and returned in order to receive the damage deposit refund.

3. 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). For all cancellations, a \$5.00 processing fee will be retained from your rental fee.
4. No refunds will be issued after the minimum cancellation period for any reason (including weather).

Current fee schedules are found online at www.coonrapidsmn.gov or you may call the Facilities Coordinator (763) 767-6522 for a current fee schedule.

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