



PARK SHELTER 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 accord with permit conditions and these Rules and Regulations.

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 SHELTER RENTAL SPACES:

Crooked Lake Park, 13180 Crooked Lake Blvd NW – shelters available for rental between May 1st & October 15th

Lions Coon Creek Park, 1664 119th Ave NW – shelters available for rental between May 1st & October 15th.

PARK SHELTER RENTAL HOURS:

Full Day: 8:00 am to 9:00 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. Shelters are reserved for one-time or non-recurring events.
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 30-45 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 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 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.
13. Park shelters are not available for sales or other events that are fund raising for either public or private groups.
14. General clean-up of the shelter and surrounding area is required. Pick up all trash from in and around the shelter and place in the trash receptacles located at the site.
15. Remove coals from grills and dispose of them properly.
16. The City of Coon Rapids is not responsible for items left behind. All items left behind will be disposed of.
17. Activities inappropriate to the location or capacity of a facility will not be permitted. The City Manager retains discretion to make such decisions.
18. All shelters shall be vacated by 9:00 p.m. Failure to vacate the facility will result in a fee of \$50 per hour which is extracted from the damage deposit.
19. 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 Park Shelters are made online at www.coonrapidsmn.gov/online-registration. 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 must be paid at the time of reservation. A damage deposit fee will be required by the Facilities Coordinator to ensure that the facility and surrounding park facilities are cleaned up and the property has not been damaged.
2. 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.
3. 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 email the Recreation Department (recreation@coonrapidsmn.gov) for a current fee schedule.

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