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## **PARK RENTAL POLICY**

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**TABLE OF CONTENTS**

**Purpose & Description** 5

**Facilities Available For Rent** 5

**Facility Rental Specifications** 5-7

**Rental Fees** 7-8

**APPENDIX A**

**Rental Application** 9

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## PURPOSE & DESCRIPTION OF PARK POLICY

The City of North St. Paul currently has two enclosed facilities and four open-air shelters available for rent by the public. Requests are on a first-come, first-served basis.

Park facilities are available to North St. Paul residents and non-residents at minimum cost. This policy provides guidelines for City staff and those who utilize the park facilities.

## FACILITIES AVAILABLE FOR RENT

### ENCLOSED FACILITIES

Casey Lake Shelter  
Hause Park Shelter

### OPEN-AIR FACILITIES

Colby Hills  
Silver Lake  
Northwood

## FACILITY USAGE SPECIFICATIONS

**Rental Requests:** Any person or group wishing to reserve a North St. Paul park facility must submit a completed rental application with appropriate fee and damage deposit to the City of North St. Paul, 2400 Margaret Street, North St. Paul, MN 55109, specifying the facility to be used and the date(s). Requests for reservations will be accepted on a first-come, first-served basis. The City shall have first priority for use for all governmental activities, including maintenance.

Rentals will be approved, denied, or revoked at the sole discretion of the City Manager. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on the basis of content or viewpoint, except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

City residents shall have first priority to rent facilities. Resident registration will start on December 1 at 8 a.m. for the following year; non-resident registration will begin a month later on January 2 at 8:00 a.m. If the first day of registration falls on a day City Offices are closed, registration will start the next business day.

Only one reservation will be accepted each day for each facility.

Reservations are only for park hours 7 a.m. – 11 p.m. Per City Ordinance alcohol shall not be consumed after 9:00 p.m.

**Deposits:** Damage deposits are due at the time of application and will be cashed upon receipt. Upon the return of the key and inspection of the building the damage deposit will be refunded within 3 weeks. Make checks payable to the City of North St. Paul.

**Tents:** Only 10' X 10' pop-up tents are allowed. Maximum number of tents: 2 per reservation. Reservations may use sand bags to secure the tents, staking tents into the ground is not allowed.

**Inflatables/Moon Bounces:** Unless it is a City sponsored event, inflatables/moon bounces are not allowed.

**Food Trucks and Food Vendors:** Up to two food trucks are allowed per reservation. All food vendors and food trucks must have a current city food license on file. A list of current vendors is available from the Community Development Department. The approved locations to park food trucks are: on the sidewalk in between the Shelter and Booya buildings and in the motorcycle parking space, with the serving window facing the sidewalk. Food trucks must not block access to buildings.

**Facility Tours:** Only one facility tour is allowed per reservation.

**Enclosed Shelter Reservation Occupancy:**

Hause Park 49 people  
Casey Lake Shelter 215 people

**Video Surveillance:** The premise is under video surveillance. Compliance with rental terms may be enforced through review of video surveillance.

**Keys:** Building keys/building codes must be picked up from City Hall, Monday through Friday, 8 AM- 4:30 PM, and no more than 2 days prior to your scheduled event. Keys must be returned to City Hall or its afterhours drop boxes the next day.

**Special Events:** Sale of alcohol or special events that are open to the public will require a special event permit and corresponding insurance and may require a temporary liquor license if eligible.

**Fee Waiver:** No fees shall be waived for any group except for City-sanctioned or City-sponsored events.

**Decorating Information:** All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. **Nails, tape, tacks, staples, 3M**

**command strips and screws are prohibited.** Do not hang decorations from the sprinkler heads. White mounting putty is permissible but must be completely removed after use. With the exception of food warmers (sternos) no open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

**Set Up, Clean Up & Damage:** The renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses or damages above and beyond your deposit as well as be subject to loss of rental privileges. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance.

**Smoking/Tobacco:** Smoking, e-cigarettes and the use of tobacco products is strictly prohibited in North St. Paul Parks and in all park facilities.

**Police Security:** Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the OT Patrol Officer rate as listed in the fee schedule at a three hour minimum. The City in its discretion may waive the police presence requirement based on review of applicant submittal.

**Refunds and Cancellations:** If the applicant cancels their rental within 13 days from the date of their reservation, they will forfeit their rental fees.-All cancelled reservations are subject to a \$25 administrative fee for cancellations. Weather related refunds are only issued when North St. Paul schools, places of worship, and/or local businesses are closed by snow, ice or other severe weather conditions for the entire day or at the discretion of the City Manager. Weather related closures can be found on WCCO, KARE11, KSTP, and KMSP Fox 9.

**Animals:** Pets are not allowed in enclosed park shelters; service dogs are welcome.

**Colby Hills and Northwood:** Colby Hills and Northwood do not have restrooms onsite; renters will be responsible for providing their own port-a-potty from a licensed vendor.

**Casey Lake:** Both the outdoor patio and indoor space will be included in the reservation. If outdoor patio space is not being used by the reservation, the public is not prohibited from utilizing the outdoor space. The Booya covered patio will be left open for

residents to use on a first come first serve basis. The shelter restrooms will be available to the public during park hours.

## RENTAL FEES

### CASEY LAKE SHELTER FEES

**Weekend Reservations Friday / Saturday / Sunday and Holidays:**

\$200.00 Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

\$300.00 Non-Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

**Weekday Reservations Monday – Thursday:**

\$125.00 Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

\$175.00 Non-Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

**Weekday Meeting Rentals:** (non-profit group meetings, not special events or parties)

\$25.00 per hour / North St. Paul Non-Profit Organizations + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

\$40.00 per hour / Non-resident Non-Profit Organizations + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

**Weddings Sunday – Saturday (new fee category)**

\$400 Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

\$500 Non-Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit

### HAUSE SHELTER FEES

Rental of the enclosed Hause Park Shelter includes the open aired shelter.

**Full Day Rental – Resident**

\$100.00 + \$150.00 (no alcohol) / \$300 (with alcohol) deposit

**Full Day Rental – Non-Resident**

\$150.00 + \$150.00 (no alcohol) / \$300 (with alcohol) deposit

### OPEN AIRED SHELTER FEES

**Full Day Rental – Resident**

\$45.00 + \$50.00 deposit

**Full Day Rental – Non-Resident**

\$55.00 + \$50.00 deposit

Fees and rental specifications will be periodically reviewed by the Parks and Recreation Commission and staff to ensure the policy is adequately meeting the needs of the community and City.





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**APPENDIX A**  
**RENTAL APPLICATION**

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