

City of Cottage Grove Recreation Department
8020 80th St. So. Cottage Grove, Minnesota, 55016
Phone: 651-458-3400

RESERVATION POLICIES

PRIORITY:

City activities and co-sponsored programs shall have priority in reserving any facility. All other requests will be processed in accordance with guidelines outlined in the Cottage Grove Recreational Facility Use Policy.

HIGHLANDS, KINGSTON, OAKWOOD, AND WOODRIDGE:

During rentals at Highlands, Kingston, Oakwood, and Woodridge Park the bathrooms located in the building are not exclusive use for the rental. There are doors on the outside of the building for the public to access them. They are open to the public; even when the building is rented for a private party.

ORDINANCES:

All local and state ordinances and laws must be observed. All electric or gas-powered generators, tents, trailers, etc. must be removed nightly (No overnight camping is permitted), unless special permission has been granted. It is prohibited to start a fire in a park, except in designated areas such as portable stoves, or grills. Portable stoves and grills will not be used under any sheltered area and must 50 feet from any structure. Deep fryers are not allowed anywhere in the parks. All city and county ordinances must be observed regarding food.

RULES & REGULATIONS:

The City retains the right to cancel any event due to field, weather conditions, or inappropriate conduct of tournament directors or participants. All weekend adult tournaments require, at the applicant's expense, a city employee to supervise the event. Supervisor requirements may vary due to size and nature of tournament. Any violation of rules, by the applicant or an associated group, shall be sufficient grounds to forfeit the damage deposit and prohibit future use of City facilities.

Rental Fee: Applicants must pay the reservation fees along with submitting a reservation form to receive a permit. This fee will be reviewed and adjusted accordingly following the event. Specific rental fees are detailed on the Reservation Form.

Park Keys: Applicants are required to pick up the building keys in advance of the rental. Keys not picked up during normal business hours will not have access to the building. Applicants may have the option of paying an additional \$100 fee for maintenance staff to open the building. Keys not returned will be subject to paying the incurred expenses associated with re-keying the building.

Damage Deposit Fee: Applicants are required to pay all reservation fees with a credit card. The credit card on file serves as the damage deposit fee. In the event damage does occur, the permit holder accepts responsibility for all costs incurred, including not returning the key. Determined by management, there may be an excessive cleaning fee of \$50 charged. Please refrain for using glitter and confetti inside park buildings.

Disc Golf Events: Event organizers must post tee times to be used by event participants and indicate when the course will open back up for public play. If manageable, allowing the public to play through is strongly encouraged.

HOURS:

Parks are open year-round from 6:00am to 10:30pm.

Game times are from 8:00am to 9:00pm (games times may extend to 10:00pm if lighting is available).

ALCOHOL & SMOKING:

Alcoholic beverages are allowed in City Parks

With the following exceptions:

1. No glass bottles
2. No alcohol in parking lots
3. No alcohol during any weekend adult sports tournaments without a granted variance

It is unlawful to smoke, carry a lighted cigar, cigarette, pipe, etc. in any municipal building.

MOTORIZED VEHICLES:

Motorized vehicles or machines are not permitted on the grass or field areas for unloading of equipment or parking. The permit holder is responsible for the orderly parking of participant vehicles in the designated parking areas.

EQUIPMENT:

Any use of recreational or other City equipment must be approved on the park permit. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly, so as not to interfere with normal City programs. Furniture and equipment may not be removed from the building without permission.

Bounce Houses and Tents requiring stakes greater than 6" will require a review from the Parks Department and an additional \$50 charge to mark utilities. Bounce Houses also require a certificate of insurance on file with the permit.

Park Building rentals include four 8' folding tables and 8' long benches.

CLEAN-UP & CARE OF FACILITY:

The permit holder is responsible for the orderly clean up of all debris and refuse on park property and in building facilities reserved. Folding tables and benches and outdoor picnic tables should be cleared of debris and food residue. Please be sure you have left floors, counters, and walls clean. Also, be sure the bathrooms are tidy. All garbage and debris should be put in plastic bags and placed in appropriate garbage receptacles.

For public health purposes, the City reserves the right to place additional dumpsters and satellite units as necessary at permit holder's cost. In the event damage does occur, the permit holder accepts responsibility for all costs incurred, including not returning the key. Determined by management, there may be an excessive cleaning fee of \$50 charged. Please refrain for using glitter and confetti inside park buildings.

PERMIT HOLDER LEGALITIES:

Permit holders may not assign, transfer, sublet or charge a fee for the use of the facility. All permits shall be revocable and shall not be considered a lease. The city may reject any application or cancel any permit.

PERMIT HOLDER RESPONSIBILITIES:

All activities must be under competent supervision. The permit holder is required to pick-up a building key from the Recreation Department office one day prior to their event. The permit holder will be the first person to enter the building and the last to leave. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.

INDEMNIFICATION:

Persons, clubs, and organizations using the City facilities indemnify the City for all damages by any person or persons attending the event and all damages to any persons or property.

REFUNDS:

There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least **seven days prior** to the scheduled event. If the City closes a park due to inclement weather a full refund will be given. No applicants will be allowed to book "rain out dates" without associated fees.

APPLICANT CLASSIFICATION & PRIORITY

CLASS 1: City of Cottage Grove sponsored events

CLASS 2: Youth Athletic Associations (In-House Events)

CLASS 3: Youth Athletic Association (Traveling Events), Local Non-Profits (Must provide an ST3 Form) Public/Private Schools, Disc Golf Events

CLASS 4: Cottage Grove residents, businesses, clubs, organizations, and churches, and Non-Local Non-Profits

CLASS 5: Non-resident individuals, organizations or businesses located outside the city limits of Cottage Grove.