



# Park Shelter Reservation Policy

Approved by City Council  
March 17, 2009

**Purpose**—The City of Scandia owns and maintains facilities that may be used by individuals and organizations for outdoor recreation activities, specifically the Hay Lake Picnic Shelter (located at CR 3/ Olinda Trail and Old Marine Trail) and the Warming House (located adjacent to the Community Center, 14727 209<sup>th</sup> St. N.) This policy will set forth the procedures for allocating and reserving use of the facilities among the various users.

Reservation of the Hay Lake Picnic Shelter will entitle the user to exclusive use of the facility during the rental period. Use of the facility shall otherwise be first come, first served.

During the skating season, use of the Warming House shall be as governed by the Ice Facility Reservation Policy. Outside of the skating season, use of the Warming House shall not conflict with activities scheduled at the Community Center.

**Reservation procedures**—Reservations will be taken by the City of Scandia, subject to the following:

- Community events (Taco Daze) and/or city-sponsored activities shall have priority over other uses.
- Reservation requests must be made in writing, on the attached form provided by the City.
- Reservations may be made up to one year in advance.
- Rental fees shall be payable at the time the reservation is made.
- Rental fees are fully refundable if a written cancellation is received at least 30 days in advance of the reservation date.
- Damage and cleaning deposits, if required, shall be paid in cash prior to the reservation date.
- Users of the Warming House must obtain a key to the building during city office hours and return it to the office on the next business day.
- The City reserves the right to cancel a reservation if conditions of the facility warrant or another condition affecting the safety of users is present.

**Large Groups**—Reservations for large groups (over 100+ participants) are subject to approval by the City Council. The City may place additional conditions on such reservations to ensure the safety of participants and the public. (For example, additional sanitary facilities or traffic control may be required.)

**Rental Fees**—The following rental fees (plus applicable sales tax) shall apply:

	Rental Fee		Deposit
	Resident	Non-Resident	All Renters
Hay Lake Picnic Shelter	\$25	\$50	\$100
Warming House	\$50	\$100	\$100

In recognition of the current and historical monetary and in-kind contributions made to the development and maintenance of these facilities, the Scandia Marine Lions will not be required to pay a rental fee for use of these facilities.

**Use of facilities**—

- All groups or individuals using the facilities shall abide by posted rules and leave it in a reasonable condition (trash and debris picked up, all equipment returned to the condition in which it was found), or the damage/cleaning deposit will be retained by the City and/or future reservations or use may be denied.
- Any broken or missing equipment must be reported promptly to city staff.
- Facility use shall be subject to the ordinances governing all City Parks as they may be amended from time to time.



# Park Shelter Reservation Form

Location to be Reserved: Hay Lake Picnic Shelter \_\_\_\_\_ Warming House \_\_\_\_\_

Date to be Reserved: \_\_\_\_\_ Time (to/from): \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Description of Use (including approximate number of people): \_\_\_\_\_

**Acknowledgement/ Signature:**

I hereby acknowledge receipt of a copy of this reservation form and the Park Shelter Reservation Policy, and accept the responsibilities listed therein. I understand that violation of the policy may result in withholding of any required deposit and/or the denial of future use of the facilities.

Signature:	Date:
City Representative Signature:	Date:

Rental fee: \_\_\_\_\_ Date fee paid: \_\_\_\_\_  
 Sales tax: \_\_\_\_\_ Deposit amount: \_\_\_\_\_  
 Total: \_\_\_\_\_ Date paid: \_\_\_\_\_