



PARK & RECREATION RENTAL POLICY

GUIDELINES FOR COMMUNITY USE OF PARKS AND RECREATION RENTAL FACILITIES

City facilities are operated by the City of Virginia under the following policies and guidelines adopted by the Virginia City Council on _____. The Council recognizes the value of these facilities being available to serve Virginia residents, civic and religious groups, and businesses.

PURPOSE AND INTENT

The intent of this policy is to promote regular and active use of the facilities. It outlines scheduling procedures, rental classification, charges, and sets rules and regulations for use of the facilities. Charges and/or user fees are based on staffing, set-up, and maintenance costs, as well as market rates for similar facilities.

The City of Virginia does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, sexual orientation, status with regard to public assistance, or disability in the admission or access to programs, services, activities, or employment.

RENTAL FACILITIES

OLCOTT PARK

Lions Club Building
Soroptomist Building
Band Pavilion
Italian American Building
General Park Greenspace

SILVER LAKE

Kline Cuppoletti Building

RIDGEWOOD RINK

- Outdoor Athletic Facilities Volleyball courts, basketball courts, softball/baseball fields, soccer/football/lacrosse fields, tennis courts. These park amenities are available on a first-come, first-serve basis, unless they are being used for a City program or have been reserved. Outdoor athletic facilities are available for rent along with a park pavilion/building rental, for a fee. See the separate document “Guidelines for Priority Use of Public Facilities” for rental details.
- Trail System - for walks and/or runs. Rental of a park building or pavilion is suggested to hold a walk and/or run. Walks and/or runs on private property will require approval from property owner. Walks and/or runs do not have exclusive use of trails or streets, unless required for safety purposes. In cases of exclusive use, signage and/or additional staff/volunteers may be required, at the discretion of the Parks and Recreation Director.
- Non-Typical Park Locations – such as, but not limited to, parking lots, sun shelters, picnic areas, open fields, dog parks, disc golf, hockey rinks in the summer, etc. These locations cannot be rented for exclusive use.

HOURS OF OPERATION

- Olcott park facilities hours are dusk to dawn daily. Rental use beyond these hours requires the approval of the Parks and Recreation Director.
- Ridgewood Rink warming house is available for rent during non-public ice skating/sledding hours.

GENERAL INFORMATION

- Rental of a facility does not allow for exclusive access of other park amenities (ballfields, tennis courts, playground, public bathrooms, etc.).
- Virginia City Government Group meetings, events, and activities have priority. All other rental scheduling will be on a first-come, first-serve basis; with special reservation guidelines pertaining to walks and/or runs. No person who has not attained the age of 21 years shall be allowed to rent a facility. A minimum notice of 3 business days is required for rental of a facility.
- User groups are not allowed to reserve City facilities on a continuing basis (i.e. daily, weekly, monthly) without the approval of the Director of Parks and Recreation. The City reserves the right to restrict the number of dates an individual or group may reserve. This is to ensure the availability of facilities to all user groups.
- If deemed necessary, the City reserves the right to substitute a meeting room or facility other than that stated or requested, in order to minimize conflicts of compatibility, space, and scheduling.
- Rentals are subject to maximum group size and availability.
- Groups renting facilities shall comply with the Equal Opportunity Statutes, and not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, sexual orientation, status with regard to public assistance, or disability.

SCHEDULING

Pavilions and Buildings

Groups or individuals desiring to use a park pavilion/building shall make arrangements through the Park Department. Reservations will be accepted one year prior to date of event.

Miners Memorial Building

Groups or individuals desiring to use the Miners Memorial Building shall make arrangements through the facility scheduler. See Miners Memorial Rental Guidelines for rental details.

Outdoor Athletic Facilities

Groups or individuals desiring to use an outdoor athletic facility shall make arrangements through the Park Department.

Walks and/or Runs

Any advertising and or promotion of the walk and/or run on City property must be reviewed by the Park Department prior to publishing to insure conformance with traffic laws and property use. **The City must be included in the indemnification clause signed by the participants in the event.**

Greenhouse Facility

Groups or individuals desiring to use an outdoor athletic facility shall make arrangements through the Friends of the Greenhouse

Tennis for All Facility

Groups or individuals desiring to use an outdoor athletic facility shall make arrangements through the Tennis for All manager.

RENTAL FEE

The rental fee is required for all chargeable rentals. Reservations are confirmed only when full payment is made.

NAME OF FACILITY	BASE RATE	7.375% TAX	TOTAL RATE
OLCOTT PARK			
Lions Club Building.....	\$51.22.....	3.78.....	\$55.00
Soroptomist Building.....	\$51.22.....	3.78.....	\$55.00
Band Pavilion	\$51.22.....	3.78.....	\$55.00
Italian American Building.....	\$51.22.....	3.78.....	\$55.00
SILVER LAKE			
Kline Cuppoletti Building.....	\$116.41	8.59.....	\$125.00

Damage Deposit

- A \$50 damage deposit, in addition to the rental fee is required. The damage deposit is required at the same time the rental fee check is submitted. This deposit shall be returned within two (2) weeks after the rental date if no deductions are necessary.
- No damage deposit is required for approved reoccurring rentals.
- Failure to comply with this Policy may result in loss of damage deposit.

Special User Fee

- In some instances, a special user fee may be required. This fee will be applied to cover **unusual** anticipated expenses, such as excessive clean-up, unusual set-up, excess electricity, and/or damages associated with the user’s program, event, general use or decorations. The special user fee must be paid at the time the rental fee payment is made and will be held until it is determined by the City if any or all of the fee was required. Any remaining balance will be returned to the renter.

SPECIAL EVENT CHECKLIST

- Any event or activity that may require the assistance of more than one City department or may extend beyond the park boundaries may be required to complete a Special Event Checklist with the Virginia Police Department.
- Special event authorization will only be approved if proper accommodations can be made (i.e. additional parking, transportation to the site, additional toilets, additional police officers or security measures).
- A special user fee may apply.
- Renter may be required to hire officers through the Virginia Police Department.
- If intoxicating beverages are to be served, special restrictions may apply such as liquor licensing and insurance regulations.
- If tents are to be placed, location must be approved by Park & Recreation Department.

CANCELLATION POLICY

- The City reserves the right to cancel any reservation. In case of cancellation by the City, reservation fees will be returned accordingly.
- The rental fee is refundable if cancellation notice is received no less than 10 days prior to the date of the scheduled event.

LIABILITY AND DAMAGE

- Rental groups using facilities will be required to sign a waiver of liability on the contract form.
- A Certificate of Insurance may be required to cover the use of specialized equipment, walks/runs, or special events open to the public.
- The City will not assume liability for loss or damage to property belonging to an organization or group.
- Any organization, group, or individual reserving space shall be fully responsible for any damage to that space or equipment and any unlawful acts associated with the user's program or event.
- Any damages to facilities or equipment must be reported immediately. Costs associated with the damage may be deducted from the damage deposit; additional charges may apply. The City reserves the right to cancel future reservations.

REGULATIONS

- Violations of this Policy may result in forfeiture of a user's damage deposit and denial of future use of City facilities; however, that does not exempt violators from possible prosecution under applicable City ordinances, State, or Federal laws.
- City facilities are smoke free. Use of tobacco products is prohibited as stated in Minnesota Clean Indoor Air Act.
- The City reserves the right to terminate a rental contract for City code violations.
- Meetings and activities must be confined to the area(s) reserved. Other meetings and activities may take place at the same time in other rooms. Groups are expected to have respect for each other's space.

- Disorderly conduct shall be grounds for immediate termination of the activity/event without refund. This will be determined by City staff or a police officer.

Supervision

- Youth using facilities must be under competent adult (minimum age of 21 years old) leadership and supervision.
- The renter shall assume full responsibility for the group's conduct and/or the conduct of any member or guest of the group, and for any damage to the facilities, buildings, or equipment.
- The City will not assume liability for unsupervised children.
- The City will be reimbursed by user/renter/group for any costs incurred due to damages or additional cleaning.
- If deemed necessary due to the type of function or activity, the City reserves the right to assign an attendant and/or police officer for a user group. The cost of such will be paid by the user group. All events that are issued a license to sell intoxicating beverages will be required to hire a police officer for the duration of the event.
- Enclosed buildings will be unlocked at the beginning rental time and locked at the ending rental time. The renter shall not leave the building unattended during the rental time.

Park Pavilion/Building Cleaning

- Rented space and common areas must be left in the same or better state of cleanliness as when renter arrived.
- Park Attendant shall determine the appropriate level of cleanliness.
- If additional staff time, beyond that necessary for normal cleaning is required to clean the facility, an additional charge for personnel and cleaning supplies will be deducted from the damage deposit.
- User groups are responsible for the basic clean up and bagging of trash.
- All chairs or tables used must be taken down and put away.

Parking

- No parking on grass.
- No driving on walking or bike trails.

Admission Fee

User groups are not allowed to charge an admission fee to parks or open spaces without the approval of the City Council.

Specialized Equipment or Activities

- Dunk tanks, inflatables, etc. are allowed at areas approved by the Park and Recreation Director. A Certificate of Insurance is required. Hayrides or sleigh rides are permitted by approval of the City Council

Animals

Rental groups are not permitted to have non-domesticated animals, including, but not limited to horses, on City property without approval from the City Council. .

Fireworks / Open Fires

- Rental groups are not permitted to have fireworks.

- Rental groups are not permitted to have any open flame.

Food Service

- Food sales must comply with the Minnesota Department of Health regulations No food or beverage may be left behind at any facility.

Parks, Shelters, Rented Activity Buildings

- Food and beverages (alcoholic included) are permitted at all locations.
- Catering services are permitted at all locations.
- Outdoor grills are available at some park locations, charcoal is not provided.
- Charcoal grills or gas grills may be brought into the park and used in a safe manner on a hard, flat surface.
- All charcoal must be removed from the park; safe charcoal disposal sites are not available at the parks.
- Propane tanks or cylinders shall not be disposed of on park/City property.
- Groups must provide their own kitchen supplies (towels, paper products, utensils, etc.) and condiments.

Alcoholic Beverages

- Alcoholic beverages are permitted at City facilities, EXCEPT at Virginia City property adjacent to a school (with the exception of the Olcott Park when served by a licensed vendor)
- Alcoholic beverages may be given by a host to the host's guests at a social event, provided that the host may not sell or engage in a sale of such beverages to the guests without proper liquor licensing.
- No glass containers permitted within an outdoor park (in greenspace areas).
- Prior notice to, and approval of, the Parks and Recreation Director are required of any group/or user intending to have alcohol on site.
- Alcoholic beverages may be dispensed to persons attending a convention, banquet, conference, meeting or social affair, by the holder of a retail, on-sale intoxicating liquor license issued by the City of Virginia or an adjacent municipality who has been engaged to dispense intoxicating liquor, at an event held by a person or organization.
- Alcoholic beverages may be dispensed by an organization which holds an intoxicating on-sale license for the on-sale intoxicating liquor to members and bona fide guests.

Fundraising

Any group conducting a fundraiser will be charged a pre-determined fee by the City to cover costs of set-up, maintenance, cleaning and security of the areas utilized for the event. The City reserves the right to waive this fee by majority vote of the City Council.

Charitable Gambling Activities

Renters conducting activities involving licensed charitable gambling (not a licensed gaming company) must provide proof of compliance with State gaming requirements and receive City Council approval. Requests must come before the City Council through the Parks and Recreation Department at least **45 days** prior to the event date.

Walks and/or Runs

- The City must be included in the indemnification clause signed by the participants in the event if the event to occur on City property.
- A special event checklist will need to be completed at the Virginia Police Department including map of route and location of event.

Decorations

- No lit candles or open flame shall be used in decorating.
- No rice, confetti, or birdseed shall be used in activities or decorating in open spaces of park.

Tents and other Props

- Tents or other structures with stakes, tarps, or any part or portion thereof attached to the facility are prohibited.
- Free-standing canopy tents are permitted with prior approval of location and size. Any tables, chairs, dance floor, staging, free standing canopy tents or other props brought in from other sources will not be stored in City facilities, and shall be brought in only during rental hours; and must be removed from the facility at the end of the rental time.



Application for Use
of City of Virginia Park Facility

1. Name: _____
 2. If Applicable: Organization: _____
 3. Address: _____
 4. City: _____ State: _____ Zip: _____
 5. Telephone: _____ (primary) _____ (alternate)
 6. Event Name or Description: _____

 7. Date of Event: _____
 8. Time of Event, including set up and clean up: _____ a.m. p.m. to _____ a.m. p.m. / all day
 9. Will intoxicating beverages be served and/or sold: Yes No
If Intoxicating beverages are available, additional permissions are required. Please contact the City Clerks Office at (218) 748-7500 for more information
- If Applicable: Proof of Liquor License or Permit: _____
- If Applicable: Certified Law Enforcement Officer: _____
- If Applicable: Proof of Liability Insurance _____
- If Alcohol to be Sold: Minimum of \$1,000,000 with the city endorsed as an additional insured
- If Alcohol to be Served: Proof of homeowner's insurance coverage for invitation-only events
10. Estimated Attendance: _____

ACKNOWLEDGEMENT

User agrees that they have received and read Park & Recreation Rental Policy and that user agrees to all terms and conditions in said document.

User Representative

Date

Approved By

Date

Deposit Amount: _____ Paid by CHECK CASH

RECEIVED BY: _____

Rental Fee Amount: _____ Paid by CHECK CASH

RECEIVED DATE: _____