

City of Ramsey

PARK FACILITY USE AND RENTAL POLICY

Section 1: SCOPE

- A. BACKGROUND:** The City of Ramsey has multiple park facilities including an amphitheater, picnic shelters, warming house, concession stand and a building available for rent.
- B. PURPOSE:** The purpose of the park facilities is to provide opportunities for the community. Due to the large demand for the use and rent of these facilities, there is a process that needs to be completed and followed.

Section 2: CRITERIA/PROCEDURE

- **ELIGIBLE USERS:** Eligible users are broken down into 2 groups (a) Resident and (b) Non-Resident.
 - a. Resident
 1. Valid I.D. such as a driver license or other proof of residency.
 2. A civic group, organization, business, industry, or school with its physical facilities located within the City limits.
 3. For tournament use-a representative of a youth organization, community school, or church wherein at least 50 percent of the participants are Ramsey Residents or which have provided significant benefit and service to and for the City.
 - b. Non-Resident
 1. Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

*In cases where it is not clear whether a group or organization merits a residential status, the Parks Staff or City Administrator shall make the initial determination. Proof of non-profit status and/or additional information may be requested to assist in this determination.

- **Application for Reservation:** “Facility Use and Rental of the Park Facilities” application for residents and non-residents should be filled out and submitted a minimum of fourteen (14) days prior to the proposed date of rental. Reservations may be made no more than one (1) year in advance with the exception of annual lease agreements.

Governmental functions normally are scheduled at a minimum of three days in advance. However, this requirement may be waived if the need is significant or an emergency exists. Governmental functions may supersede any other use with or without reservations if (1) three days' notice is given; or (2) there is no other practical alternative. An attempt should be made, as practicable, to find other alternatives and give three days' notice whenever possible.

- **Available Park Facilities:** The following facilities may be available in the City of Ramsey:

Central Park-7925 161st Ave NW

- Park Center Building (interior) with electric, air conditioning, heat and indoor restrooms
- Park Center Shelter (outdoor) with electric and indoor restrooms
- Lions Pavilion (outdoor) with electric and indoor restrooms
- Lion's Pavilion concession stand (interior) with electric and indoor restrooms
- Warming House with electric, indoor restrooms and heat

Ramsey Elementary School-15000 Nowthen Blvd.

- Warming House with electric and portable restroom

The Draw-7401 E Ramsey Parkway

- The Draw Amphitheater with electric and portable restroom

Alpine Park-6600 Alpine Drive NW

- One pavilion with portable restroom

Sunfish Lake Park-6330 Sunwood Drive NW

- One pavilion with electric

Emerald Pond Park-6000 142nd Ave NW

- One pavilion with indoor restroom

Flintwood Terrace-14250 Fluorine Street NW

- Pier pavilion
- Playground pavilion

Rivers Bend Park-14201 Waco St. NW

- Playground pavilion with portable restroom
- River pavilion

Woodland Green Park- 5201 155th Ln. NW

- One pavilion

- **Hours and Days of Use:** The City of Ramsey parks may be reserved during the following times:

Monday-Sunday: 7:00 a.m. - 10:00 p.m.

- **Warming House:** The warming house at Central Park and Ramsey Elementary School are available for rent. The hours available are Sunday-Saturday: 7:00a.m. - 10:00p.m. There needs to be a (7) seven day notice given to the Parks Department before rental is approved. The warming house will still be open to the public if rented during the public hours. Public hours are Monday-Friday 3:30 - 10:00 p.m., Saturday 10:00 a.m. – 10:00 p.m. and Sunday 12:00 -8:00 p.m. with hours varying over winter break.

The ice rinks are available for rent as well. More information can be found on the athletic field and tournament use policy.

- **Priority of Use:** The need to conduct City business takes precedence over any reservation, paid or unpaid. Paid reservations will be rescheduled if possible or refunded if City business replaces the community organization or business reservation.
- **Fees and Deposits:** The permit to utilize a park facility within the City is valid only for the date and time specified and must be in the possession of a responsible party at each event. In order to meet the coordination, facilitation, and maintenance costs which result from continued use of these facilities there is a fee for renting the rooms. This rate will be based on a resident versus non-resident basis upon capacity of the room.

Central Park

Facility (Capacity)	<u>Resident</u>	<u>Non-resident</u>
Park Center Building (74)	<u>\$95.00</u>	<u>\$125.00</u>
Park Center Shelter	<u>Free</u>	<u>\$25</u>
Lions Pavilion	<u>Free</u>	<u>\$25</u>
Concession Building	<u>\$35.00</u>	<u>\$55.00</u>
Warming House-per day (60)	<u>\$95.00</u>	<u>\$125.00</u>

Rate is per event

- *May not be able to use pavilion or shelter when athletic association or school athletics are present.*

Ramsey Elementary School

Facility (Capacity)	<u>Resident</u>	<u>Non-resident</u>
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Warming House (40)	<u>\$95.00</u>	<u>\$125.00</u>
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The Draw (Amphitheater)

Facility (Capacity)	<u>Resident</u>	<u>Non-resident</u>
Ramsey Amphitheater (300)	<u>\$50.00</u>	<u>\$75.00</u>

Rate charge is per hour (3 hour minimum)

Shelters (below)

Location	<u>Resident</u>	<u>Non-resident</u>
Alpine Park	<u>Free</u>	<u>\$25</u>
Emerald Pond	<u>Free</u>	<u>\$25</u>
Flintwood Park (Playground)	<u>Free</u>	<u>\$25</u>
Flintwood Park (Pier)	<u>Free</u>	<u>\$25</u>
Rivers Bend Park (Playground)	<u>Free</u>	<u>\$25</u>
Rivers Bend Park (River)	<u>Free</u>	<u>\$25</u>
Sunfish Lake Park	<u>Free</u>	<u>\$25</u>
Woodland Green	<u>Free</u>	<u>\$25</u>

- *May not be able to use pavilion or shelter when athletic association or school athletics are present*

Additional Charges	<u>Resident</u>	<u>Non-resident</u>
Picnic Table Moving (per table)	<u>\$65.00</u>	<u>\$65.00</u>

- *A notice of seven days in advance of the event is required*

Deposit Fees:

Deposit Fees	<u>Amount</u>
Damage Deposit	<u>\$100.00</u>
Key Deposit	<u>\$55.00</u>

* Deposits will be refunded upon satisfactory inspection after the event.

Keys may be issued for access to the facilities with a key deposit. You will be refunded the key deposit upon return of key and approval of the facility conditions. Transfer of the key to another individual or group is not allowed. Keys cannot be duplicated. Violation of this policy will result in forfeiture of your deposit and revocation of your reservation privilege.

If your deposit is paid by credit card or check, it will be 'cashed'. The City of Ramsey will refund you with a check.

Refundable damage/key deposit will be charged to all groups using the facilities. Groups entering into one year lease or renting a facility for more than one event can roll the damage deposit forward until termination of the lease or the end of the scheduled events. This deposit will be reviewed and adjusted periodically by Council resolution. It is the responsibility of the group utilizing the facility to set up tables and chairs as desired, clean up the area used, to lock all doors, turn thermostat to 60 in winter and 74 in summer and turn off all lights before leaving the facility. The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

RETURN OF DAMAGE/KEY DEPOSIT

The \$100 or \$55 deposit made at the time of your reservation will be returned by mail within two weeks following your event, upon approval of the facility and returned key.

To ensure return of the full deposit, please complete the following:

- General clean-up of the facility and tables is the responsibility of the group.
 - Pick up surrounding area of ALL litter.
 - All trash and recycling should be placed in the correct bins.
 - Remove all banners, tape, balloons and signage used during your reservation.
 - Put back chairs and tables as they were when you arrived.
 - Ensure that no damage or vandalism occurs at the pavilion or facilities during your reservation.
 - Return key the following business day.
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- **Cancellation Policy:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least two, non-holiday business days (Mon–Fri) prior to the scheduled event. No refunds will be issued if cancellation is made less than two working days prior to the event.
 - **Severe Weather/Emergency Procedure:** In the event of an emergency and severe weather, find the nearest emergency shelter.
 - **Use of Furniture and Equipment:** Chairs and tables may be moved about within the Park Center Building. City staff will not perform room set-up duties for outside users of the facility. All furniture and equipment should be used for its intended purpose. If some furniture is in use prior to and during the event, it may not be used at the event (e.g., a table holding a display or appliance may not be used for some other purpose.)
 - **Smoking is Not Allowed:** All parks and facilities are public buildings and are tobacco and smoke free. The use of tobacco is not permitted in any City park.

- **No Alcohol or Controlled Substances:** Alcoholic beverages are not allowed in the parks with exception of The Draw. Except by permit or license, no person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under chapter 6 or where the consumption and display of liquor is lawfully permitted. The selling and consumption of alcoholic beverages may be allowed on the premises if a special events permit is obtained and approved by City Council. For more information regarding a special events permit, please contact our City Clerk.
- **Use of Candles and Open Flame:** Candles may not be used without the prior approval of the City's Fire Marshall. There is no open flame allowed in the municipal facilities. For more information contact our Fire Marshall.
- **Liability for Damage:** The users of the facilities as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. If damage is found the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in up to a \$1000 fine and/or 90 days in jail.
- **Special Events Permits:** Please note that a special events permit will be required for all events where alcohol is sold or consumed, and/or **there will be amplified music**. The application must be submitted a minimum of 30 days prior to the event requested. Please allow sufficient time for processing of the permit, as these special events permit must appear before the City Council. For more information contact the City Clerk.

*This facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994 amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010