

City of Ramsey
Agenda
Park and Recreation Commission
Thursday, September 13, 2018

6:30 pm

Trott Brook Trailhead - Boardwalk, 16701 Variolite Street NW
In the event of inclement weather, meeting will move to City Hall

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
 1. Approve Park and Recreation Commission meeting minutes
- 5. Commission Business**
 1. Clarify Terms of Use Policy for Amphitheater Reservations
- 6. Commission/Staff Input**
 1. Commission/Staff Input
- 7. Adjournment**

Park and Recreation Commission

4. 1.

Meeting Date: 09/13/2018

Submitted For: Mark Riverblood, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Approve Park and Recreation Commission meeting minutes

Purpose/Background:

To review and approve the attached Park and Recreation Commission meeting minutes dated August 9, 2018.

Notification:

Observations/Alternatives:

Funding Source:

n/a

Recommendation:

Action:

Motion to approve Park and Recreation Commission meeting minutes dated August 9, 2018.

Attachments

Minutes

Form Review

Inbox

Mark Riverblood

Grant Riemer

Form Started By: MaryJo Warner

Final Approval Date: 09/06/2018

Reviewed By

Mark Riverblood

Grant Riemer

Date

09/06/2018 08:30 AM

09/06/2018 09:07 AM

Started On: 09/05/2018 03:53 PM

**PARK AND RECREATION COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on August 9, 2018, at The Draw, 7401 East Ramsey Parkway, located at The COR.

Commission Members Present: Chair Shane Bennett (arrived at 6:40 p.m.)
 Vice Chair Brandon Sis
 Commissioner Jennifer Leistico
 Commissioner Jon Trappen
 Commissioner Russell Bayer

Commission Members Absent: Commissioner Andrew Andrusko

Also Present: Parks & Assistant Public Works Superintendent Mark Riverblood

1. CALL TO ORDER

Vice Chair Sis called the Park and Recreation Commission meeting to order at 6:35 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Commissioner Bayer, seconded by Commissioner Trappen to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Commissioners Bayer, Trappen, Leistico, Sis. Voting No: None. Absent: Chair Bennett and Commissioner Andrusko.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

Motion by Commissioner Leistico, seconded by Commissioner Trappen, to approve the following Park and Recreation Commission Regular Meeting Minutes, as presented:

- 1) Park and Recreation Commission Regular Meeting Minutes dated July 12, 2018.

Motion carried. Voting Yes: Commissioners Leistico, Trappen, Bayer, Sis. Voting No: None. Absent: Chair Bennett and Commissioner Andrusko.

5. COMMISSION BUSINESS

5.01: Acknowledgement of the Preliminary Cost Estimates for Municipal Plaza in the Waterfront

Parks & Assistant Public Works Superintendent Riverblood presented the preliminary cost estimates for Municipal Plaza and the Waterfont. These preliminary costs are based on square footages, approved by the Park and Rec Commission during their last meeting. He noted these estimates will be helpful in updating the CIP and also by way of comparison to the cost estimates done in 2014. These will also help staff evaluate the phasing for the two park spaces, if that route is chosen. The apartment next to the park is breaking ground on Monday of this week, and there should be some rudimentary landscaping improvements to match their finished landscaping when that project is completed next year. Staff will begin looking at tree costs and hardscapes and look at what some of those first-phase costs will be. A splash pad may also be looked at as a first phase, given the community desire for a splash pad, but not necessarily. There is no action necessary by the Commission. He simply wants the Commission to see the work that led into developing the cost estimates. He pointed out the color-coded system for understanding the financial figures.

Chair Bennett arrived at 6:40 p.m.

5.02: Acknowledge Restaurant Incubator Feasibility Study—a Resilient Communities Project

Parks & Assistant Public Works Superintendent Riverblood presented the feasibility study, which is very pertinent to the future plans for the waterfront. The community is desiring more restaurants, especially in The COR. At the same time as that planning has occurred, a resilient communities project has been happening. Staff asked the Resilient Community folks to look at that park space as a business incubator, and they prepared a report, which is an attachment to the staff report. He highlighted a Restaurant Customer Draw Area (CDA), which has research showing that for a good restaurant, a CDA is 30 minutes. That is to say, a family will not drive 30 minutes for a fast-food restaurant but will drive up to 30 minutes for a nice restaurant. The goal for the waterfront area is to create a destination outing, allowing families to spend several hours there and partaking of the amenities and the restaurants.

Parks & Assistant Public Works Superintendent Riverblood also pointed out research on the median age, median income, disposable income, and annual expenditure for food outside the home. Within a 30-minute CDA, \$132 million is spent presently on food outside the home. The report shows that the Ramsey customer draw area will spend \$110 million for lunch and dinner annually.

Vice Chair Sis pointed out the study shows restaurants in this area seem to have a better chance of succeeding.

Parks & Assistant Public Works Superintendent Riverblood concurred, noting this report shows encouraging numbers. Also connected is job creation and the role of the Economic Development Authority, encouraging entrepreneurial endeavors and local investment.

Vice Chair Sis asked about the aesthetics of the new restaurants, such as roof lines.

Parks & Assistant Public Works Superintendent Riverblood commented the City owns the park and so will build it. But beyond that, there are COR design guidelines and zoning regulations. In terms of licensing and business development strategy, the City is uniquely positioned to help an entrepreneur start a business and also assist. For example, the City recently developed a subsidy to help Kitchen Table with awning costs. He noted that most restaurants will lose money for the first three years, so any assistance the City can offer in start-up costs, the more likely they will succeed.

Commissioner Bayer commented that Minneapolis is having an issue with food trucks, which are not paying the same food taxes as brick-and-mortar restaurants.

Parks & Assistant Public Works Superintendent Riverblood commented that the City may develop policies that say that until a certain number of restaurants, food trucks will be allowed, but thereafter, food trucks may be limited to certain special events. That is something a restaurant entrepreneur would consider favorably.

Commissioner Leistico asked whether there is a local example of this concept of a restaurant incubator.

Parks & Assistant Public Works Superintendent Riverblood stated he is not aware of anything locally.

Chair Bennett noted that Sea Salt in Minneapolis is operated by Minneapolis Parks.

Parks & Assistant Public Works Superintendent Riverblood stated the Park Board owns the facilities, and they do an RFP with certain stipulations, and whoever offers the best proposal gets to provide the concessions.

5.03: Schedule Ribbon Cutting Ceremony for the Trott Brook Boardwalk—September 13, 2018

Parks & Assistant Public Works Superintendent Riverblood asked the Commission to have a ribbon-cutting and a regular meeting at the Boardwalk.

Motion by Chair Bennett, seconded by Commissioner Bayer, to relocate the regular Park and Rec Commission meeting to Trott Brook Boardwalk, along with a ribbon-cutting ceremony, on September 13th.

Motion carried. Voting Yes: Chair Bennett, Commissioners Bayer, Leistico, Trappen, Sis.
Voting No: None. Absent: Commissioner Andrusko.

Vice Chair Sis asked whether ramps will be added up to the boardwalk.

Parks & Assistant Public Works Superintendent Riverblood confirmed that ramps will be added on both the west and east sides.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Superintendent Riverblood provided an update on the 2018 CIP projects as well as the Capital Asset program.

7. ADJOURNMENT

Motion by Chair Bennett, seconded by Commissioner Trappen, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett, Commissioners Trappen, Bayer, Leistico, Sis.
Voting No: None. Absent: Commissioner Andrusko.

The Park and Recreation Commission meeting adjourned at 7:02 p.m.

Respectfully submitted,

Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Allison Burr
TimeSaver off Site Secretarial, Inc.

Meeting Date: 09/13/2018

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Clarify Terms of Use Policy for Amphitheater Reservations

Purpose/Background:

The purpose of this case is for the Commission to consider revising the Facility Use Rental Policy to clarify the use of The Draw's amphitheater. The circumstance is there have been groups desiring to host concerts/events there on Sunday evenings, etc. and staff feels this may not be appropriate on 'school nights'—given the proximity of so many residential units.

Notification:

Observations/Alternatives:

On page 1 of the attached policy, The Draw includes a proviso that reads:

*****Please note that the amphitheater has a three (3) hour rental minimum. Events that are put on for the enjoyment of all Ramsey residents, such as The City of Ramsey Foundation's Summer Event Series, will take precedence over private events.***

Staff recommends adding a sentence that reads:

Additionally, the amphitheater will generally not be reserved for events or amplified music after 7 PM Sunday through Thursday, when K-12 schools are in session.

Funding Source:

Recommendation:

Staff recommends adding clarifying terms of use as described above, to the Facility Use Rental Policy.

Action:

Motion to recommend that the amphitheater at The Draw generally not be reserved for events or amplified music after 7 PM Sunday through Thursday, when K-12 schools are in session.

Attachments

Facility Use Policy

Form Review

Inbox

Grant Riemer

Form Started By: Mark Riverblood

Reviewed By

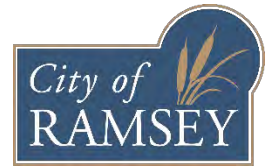
Grant Riemer

Date

09/05/2018 11:42 AM

Started On: 09/05/2018 11:02 AM

Final Approval Date: 09/05/2018



CITY OF RAMSEY FACILITY USE & RENTAL POLICY

A. BACKGROUND: The Ramsey Municipal Center, located at 7550 Sunwood Drive NW in Ramsey, houses the administrative and police functions of the City of Ramsey. The Municipal Center also serves as a location for various public meetings of the City Council, Committees, Boards and Commissions. Visit the City’s website at www.cityoframsey.com or call 763-427-1410 for current meeting schedules.

The Ramsey Municipal Center contains five (5) conference rooms available for use by the public or outside organizations. Additionally, the City of Ramsey has multiple park facilities available for rent including an amphitheater, picnic shelters/pavilions, warming houses, concession stands and two buildings.

B. PURPOSE: The purpose of this policy is to establish written rules, regulations, definitions and a fee schedule that shall guide the use and rental of available Municipal Center conference rooms and park facilities within the City of Ramsey. The City of Ramsey makes its facilities available for public rental to encourage community engagement and establishes rates that reflect prioritization of Ramsey businesses, organizations and residents.

C. AVAILABLE FACILITIES: The following facilities may be available for public use in the City of Ramsey:

- 1) **Ramsey Municipal Center** - 7550 Sunwood Drive NW
Alexander Ramsey Room** Capacity 100

***Please note that the Alexander Ramsey Room also serves as the City’s official Emergency Operations Center (EOC). In the case that the EOC is in operation, outside use of the room will not be available.*

- Lake Itasca Room Capacity 40
- Mississippi River Room Capacity 22
- Rum River Room Capacity 10
- Trott Brook Room Capacity 10

Please note that capacity for these rooms is listed as available seating.

- 2) **Central Park** - 7925 161st Avenue NW
Park Center Building** Capacity 74

***Please note that the Park Center building does not have a dedicated phone line within the facility.*

- Park Center Pavilion
- Lions Pavilion
- Concessions
- Ice Rink Warming House Capacity 30

- 3) **The Draw** - 7401 East Ramsey Parkway
The Draw Amphitheater** Capacity 350+

***Please note that the amphitheater has a three (3) hour rental minimum. Events that are put on for the enjoyment of all Ramsey residents, such as The City of Ramsey Foundation’s Summer Event Series, will take precedence over private events.*

- 4) **Elmcrest Park Community Building** - 16303 Quicksilver Street NW

Meeting Room	Capacity 52
Elmcrest Pavilion	Capacity 100
Concessions	

- 5) **Ramsey Elementary Ice Rink Warming House** - 15000 Nowthen Boulevard NW

Ice Rink Warming House	Capacity 30
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D. HOURS AND DAYS OF USE:

- 1) **Ramsey Municipal Center Hours:** The Ramsey Municipal Center is available for use by the public
 - Monday - Thursday: 7:00 a.m. - 9:30 p.m.
 - Friday: 7:00 a.m. - 4:30 p.m.

Conference rooms are not available when the Municipal Center is closed in observance of the following holidays:

New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve and Christmas Day.

An hourly fee will be charged to groups using the facility after hours and weekends or beyond the allotted times listed above. After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor, and must be approved in advance of fourteen (14) days prior to event. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

- 2) **Ramsey Park Facilities:** The City of Ramsey parks may be reserved during the following times with a maximum four (4) hour rental:
 - Monday - Sunday: 7:00 a.m. - 10:00 p.m.

Back to back rentals may be approved upon special request.

E. ELIGIBLE USERS: Eligible users are broken down into four (4) groups: non-profit organizations, for-profit organizations, general public and business networking groups.

- 1) **Non-profit organizations:** These are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited to): youth organizations, 4-H, Lions Clubs, Rotary Clubs, Beyond the Yellow Ribbon, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Proof of non-profit status is required.

Free community seminars on products or services that a business sells shall not constitute non-profit status for renting rooms in the Ramsey Municipal Center: for example, free insurance educational training from an insurance firm. These types of businesses shall be considered for-profit.

Home owners associations (HOA) are considered general public-resident. They are not considered a non-profit organization.

- 2) **For-profit organizations:** These organizations include attaining a profit as part of their mission. Ramsey businesses shall receive lower room rates than non-Ramsey businesses. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

For-profit organizations can have a non-profit meeting; and therefore would not have to pay for-profit fees. Examples of these meetings include a for-profit organization sponsoring a blood drive, a food donation event, cancer fundraiser, etc.

- 3) **Business networking groups:** These groups hold meetings with the intent of developing and attaining business leads to increase their market presence. The business applying for a room must be a Ramsey business. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

At least half of all participating businesses must be Ramsey businesses. A minimum of four (4) businesses must be present to constitute a business networking meeting.

- 4) **General public:** This includes anyone who does not fall under the non-profit, for-profit and business networking groups. Home owners associations (HOA) are considered general public-resident.

In cases where it is not clear whether a group or organization merits a certain status, the City of Ramsey personnel shall make a determination. Proof of non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

For-profit organizations and the general public are also classified by resident and non-resident users.

a.) **Resident/Ramsey Business:**

- Valid I.D. such as a driver license or other proof of residency.
- A civic group, organization, business, industry or school with its physical facilities located within the City limits.
- A representative of a youth organization, community school, or church wherein at least fifty (50) percent of the participants are Ramsey residents or which have provided significant benefit and service to and for the City.

- b.) **Non-Resident/Non-Ramsey Business:** Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

The physical sale or transaction of goods or services is not allowed within the Municipal Center for any user.

- F. 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 said reservation. All remaining reservations will be accepted on a first come first serve basis upon receiving a completed application.

- G. APPLICATION:** Applications for non-profit organizations, for-profit organizations, general public and business networking groups must be filled out and submitted a minimum of fourteen (14) days prior to the proposed date of rental. "Park Facility Use Permit" applications and "Municipal Center Facility Use Permit" applications can be found on the City's website.

Reservations may be made no more than **one (1) year** in advance with the exception of annual lease agreements. Reservations for the current year begin the first working day in January of that year, with the exception of annual lease agreements.

Governmental functions normally are scheduled at a minimum of three (3) 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 (3) 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 (3) days' notice whenever possible.

The permit to utilize a room within the Municipal Center and park facilities is valid only for the date, time and person specified in an approved application. **Groups may not occupy a room longer than their reserved time frame.**

H. FEES AND DEPOSITS:

- 1) **Rental Fees:** In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the below fee schedule has been developed. Rental fees must be paid fourteen (14) days prior to the scheduled reservation date.

Maintenance fees on annual lease agreements must be paid at the beginning of the lease calendar; any unused reservations may be substituted for a rescheduled night and will not be refunded.

The City Administrator reserves the right to waive rental fees for distinct situations at his/her discretion.

**2017 RAMSEY MUNICIPAL CENTER
CONFERENCE ROOM RENTAL RATES (dollars)**

	Non-Profit (pay min. maintenance fee)	For-Profit		Business Networking Groups	General Public	
		Ramsey Business	Non- Ramsey Business		Resident/ HOA	Non- Resident
STANDARD ROOM FEES						
Alexander Ramsey Room	5	105	135	25	60	135
Lake Itasca Room	5	65	110	20	40	110
Trott Brook, Rum River, Miss. River	5	35	80	15	20	80
ADDITIONAL FEES						
After Hours/Weekend Hourly Rate	61	61	61	61	61	61
Coffee Service (per pot)	3	3	3	3	3	3
Damage Deposit (every user, every room)	100	100	100	100	100	100

**2017 RAMSEY PARK FACILITIES
RENTAL RATES (dollars)**

	Non-Profit (pay min. maintenance fee)	For-Profit		Business Networking Groups	General Public	
		Ramsey Business	Non- Ramsey Business		Resident/ HOA	Non- Resident
CENTRAL PARK FEES						
Park Center Building	5	95	125	20	95	125
Park Center Pavilion	-	-	-	-	-	-
Lions Pavilion	-	-	-	-	-	-
Concessions	5	55	65	20	55	65
Warming House	5	85	95	20	85	95
ELMCREST COMMUNITY PARK BUILDING FEES						
Meeting Room	5	95	125	20	95	125
Meeting Room + Concessions	5	105	135	20	105	135
Pavilion	-	35	45	-	35	45
Pavilion + Concessions	5	55	75	20	55	75
Room + Concessions + Pavilion	5	115	145	20	115	145
THE DRAW PARK FEES						
Amphitheater (3 hr. min)	-	50	75	-	50	75
RAMSEY ELEMENTARY WARMING HOUSE FEES						
Ramsey Elementary Warming House	5	85	95	20	85	95
ADDITIONAL FEES						
Picnic Table Moving (per table)	65	65	65	65	65	65
Key Deposit	55	55	55	55	55	55
Damage Deposit	100	100	100	100	100	100

These rates will be based on a resident versus non-resident basis and dependent upon the capacity of the room. In an effort to encourage community engagement, rates reflect prioritization of local businesses, organizations and residents. Rates will be reviewed and adjusted periodically by Council resolution.

2) **Additional Fees:**

a) After-hour/weekend hourly rate: (For Municipal Center rooms only)

Regular hours are Monday - Thursday: 7:00 a.m. - 9:30 p.m. and Friday: 7:00 a.m. - 4:30 p.m. **If a group's reservation extends past regular hours, they will be charged the after-hour rate accordingly.**

b) Coffee Service: Coffee service is available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service.

Outside percolators, coffee pots, or similar equipment may not be brought in for use in the meeting rooms. No storage of equipment is allowed in the meeting rooms or kitchens by outside groups.

c) Picnic Table Moving: A notice of seven (7) days in advance of the event is required for this service and is subject to adopted fees.

3) **Deposit Fees:**

a) Key Deposit: (For park facilities only)

Keys or access cards may be issued for access to the facilities with a key/card deposit. This deposit will be reviewed and adjusted periodically by Council resolution. Transfer of the key/card 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. All groups (including non-profit groups) are charged for the key deposit.

b) Damage Deposit: A refundable damage deposit will be charged to all groups using the facilities. Groups entering into one-year leases 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, lock all doors, turn off all lights before leaving the facility and set the thermostat to 60° in winter months and 74° in summer months (in the park facilities only). The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

c) Return of Key and Damage Deposits: Deposits are not held. They are deposited and a check from the City is issued at the time of refund. The deposit will be returned upon return of facility key (park facilities only) and satisfactory inspection of the condition of the facility.

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

- General clean-up of the facility and wiping down tables is the responsibility of the group. Please be courteous that the facility is in clean condition for the following renter.
- Pick up surrounding area of trash.
- All trash and recycling should be thrown away 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 facilities during your reservation.
- Restock restrooms (park facilities only).
- Return key the following business day (park facilities only).

d) Additional Park Facility Notes: To keep park rental costs to a minimum, park staff does not work after hours; therefore, your cooperation may include the need for light pre-cleaning, due to normal public use of park facilities or wildlife impacts, etc. Please note that after-hours staff should be contacted for emergency purposes only.

When scheduling your reservation, please request extra time to allow for your set-up and to check that the facility is in good operating order with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlets may trigger a circuit to break. Consider alternatives to weather conditions or power surges. Please no pounding of stakes due to irrigation systems.

I. CANCELLATION POLICY: There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancellation is made less than five (5) working days prior to the event.

J. SEVERE WEATHER/EMERGENCY PROCEDURE:

- 1) **Ramsey Municipal Center:** In the event of an emergency and/or severe weather, building maintenance staff has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter. The Police Department Locker Rooms shall serve as the Emergency Shelter for the Municipal Center.
- 2) **Ramsey Park Facilities:** In the event of an emergency and/or severe weather, find the nearest emergency shelter.

K. CLEAN-UP AFTER USE: General clean-up of the facility is the responsibility of the applicant. If any item such as confetti is thrown in a conference room, your group is responsible for cleaning up said material. All trash and recycling should be thrown away in the correct bins.

Additionally, if a conference room is not cleaned up, the cost the City incurs will be assessed to the applicant from their deposit.

L. USE OF FURNITURE AND EQUIPMENT:

- 1) **Furniture:** Chairs and tables may not be moved about within the room in which they are located, with the exception of the tables in the Alexander Ramsey Room. Please do not lock the tables in place. **City staff will not perform room set-up duties for outside users of the facility.** All furniture 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.)
- 2) **Audio Visual Equipment:** A staff member must be present whenever City-owned audio and visual equipment is unlocked. Projection screens are provided in most conference rooms at no cost to the user. Two (2) days' notice must be given prior to event for use of City owned audio and visual equipment. All equipment should be used for its intended purpose.

M. FOOD AND BEVERAGE IN MEETING ROOMS: Food and beverages may only be served and/or consumed in the Park Center Building, Elmcrest Park Community Building, Lake Itasca Room, and the Alexander Ramsey Room. Food may not be consumed in the remaining Municipal Center conference rooms (Mississippi River Room, Rum River Room, Trott Brook Room).

N. CHILDREN: Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Children need to be inside facilities with applicant. In the Municipal Center, noise from within conference rooms should not be heard out in the hallways.

O. ARTS AND CRAFTS: No glue or hot glue guns are allowed in Municipal Center conference rooms or park facilities.

P. POSTERS: Posters may be hung around the Municipal Center the day of the event for directional purposes. This must be coordinated with the Building Maintenance Supervisor and blue painters tape must be used.

Q. SMOKING: All municipal facilities and City parks are public buildings and are smoke free. Smoking is not permitted in any City facility, or on the Municipal Center Campus or Municipal Parking Facility.

R. PETS AND ANIMALS: No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for a health reason. In City of Ramsey parks all dogs shall be restrained at all times on adequate leashes no greater than eight (8) feet in length.

S. STORAGE: The Ramsey Municipal Center and Ramsey park facilities are not to be used for storage of equipment or supplies for organized groups of the general public. Items, equipment and supplies must be removed after each meeting.

- T. ALCOHOL AND CONTROLLED SUBSTANCES:** Alcoholic beverages are not allowed in City of Ramsey parks, with exception to 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 event permit is obtained and approved by City Council. All glass bottles must be removed from the premises. For more information regarding a special event permit, please contact the Public Works Administrative Assistant at 763-433-9820.
- U. FIREARMS:** All firearms need to be pre-approved with a permit before they will be allowed on the premises. For more information please contact the Police Department at 763-427-6812.
- V. USE OF CANDLES:** Candles may not be used without the prior approval of the City's Fire Marshal. There is no open flame allowed in the municipal facilities. For more information please contact the Fire Marshal at 763-427-4452
- W. 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 a \$1,000 fine and/or ninety (90) days in jail.
- X. SPECIAL EVENT PERMITS:** Please note that a special event permit will be required for all events where alcohol is sold or consumed, and/or where there will be amplified music. The application must be submitted a minimum of thirty (30) days prior to the requested event. For more information please contact the Public Works Administrative Assistant at 763-433-9820.

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, amended February 26, 2013, amended August 8, 2016.

Park and Recreation Commission

6. 1.

Meeting Date: 09/13/2018

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Commission/Staff Input

Purpose/Background:

- Central Park ballfield renovations
- Annual trail maintenance
- Recreation programming
- Trott Brook Trail boardwalk project—completion summary

Notification:

Observations/Alternatives:

Funding Source:

Recommendation:

Action:

Attachments

No file(s) attached.

Form Review

Inbox

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 09/06/2018

Reviewed By

Grant Riemer

Date

09/06/2018 09:07 AM

Started On: 09/05/2018 01:51 PM