



# PARK RENTAL GUIDE



**2024-2025**



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# INTRODUCTION

The City of Ramsey offers a diverse selection of park facilities for our residents' leisure, recreation, and enjoyment, as well as public and outside organizations. Whether you're planning a family gathering, community event, sports tournament, or private celebration, our parks provide an ideal setting for any occasion.

Ramsey's parks feature a wide range of amenities, including scenic picnic shelters and pavilions, fully-equipped community buildings, a warming house for winter activities, concession stands, and a beautiful amphitheater perfect for outdoor performances and ceremonies. Additionally, our parks are home to extensive athletic fields, playgrounds, and multi-use trails catering to active recreation and peaceful outdoor enjoyment.

With year-round opportunities for fun and relaxation, we strive for our facilities to meet the needs of every group and occasion. From hosting concerts at The Draw amphitheater to sports leagues at Central Park or casual family picnics in one of our many shelters, the City of Ramsey is committed to providing high-quality recreational spaces for all.

# FACILITY LISTINGS

The following section provides a brief overview of Ramsey Parks and Recreation facility offerings. For more information, please visit our online catalog or contact us at [parks@cityoframsey.com](mailto:parks@cityoframsey.com) or 763-433-9820.

# HOURS AND DAYS OF USE

The City of Ramsey park facilities may be reserved during the following times:  
Monday through Sunday: 7:00 a.m.–10:00 p.m.

Seasonal closures occur at the Elmcrest Park Pavilion and Lion's Pavilion and Concessions at Central Park. Closures are typically November through March but may vary year to year.



# PARK FACILITY LIST

The following is a comprehensive list of all park facilities within the City of Ramsey, along with their available amenities. Facilities that include rentable park buildings or shelters are highlighted in green. *Please note that athletic field and tournament rentals are not included in this as they are subject to a different policy.* For more information on renting a field, please refer to the [Athletic Field and Tournament Use Rental Policy](#).

	Baseball/Softball Field	Basketball Hoop	Benches/Picnic Tables	Canoe/Kayak Rentals	Community Garden	Dog Park	Drinking Fountain	Fire Pit	Football/Soccer Field	Gaga Ball Pit	Grill	Horseshoe Pit	Ice Rink	Kitchen/Concessions	Lights	Misting Station	Pier/Fishing	Playground	Restrooms	Shelter/Pavilion	Skate Park	Sledding Hill	Tennis/Pickleball Courts	Trails	Warming House
<b>Alpine Park</b> 6600 Alpine Drive NW	X	X				X	X	X										X	P		X	X		X	
<b>Autumn Heights Park</b> 16850 Nutria Street NW	X																	X							
<b>Bear Park</b> 15500 Roanoke Street NW	X	X																							
<b>Brookside Elementary*</b> 17003 Nowthen Blvd. NW																									
<b>Brookview North Park</b> 17200 Germanium Street NW			X																						
<b>Central Park</b> 7925 161 <sup>st</sup> Avenue NW	X	X	X				X		X		X	X	X	X	X	X		X	X	X		X	X		X
<b>Cottonwood Park</b> 6901 Sunwood Drive NW			X																						X
<b>Elmcrest Park</b> 16303 Quicksilver Street NW			X				X		X		X			X		X		X	X	X					X
<b>Emerald Pond Park</b> 6000 142 <sup>nd</sup> Avenue NW	X	X	X				X	X	X		X					X		X	X	X					X
<b>Flintwood Park</b> 14250 Flourine Street NW	X		X				X											X	P	X					X
<b>Ford Brook Park</b> 5459 180 <sup>th</sup> Avenue NW			X															X							
<b>Fox Park</b> 17150 Potassium Street NW		X	X															X	P					X	
<b>Hunter's Hill Park</b> 6301 144 <sup>th</sup> Avenue NW																		X				X			
<b>Itasca Trail Head</b> 15700 Okapi Street NW			X																P						
<b>Mississippi West Park*</b> 13900 Traprock Street NW																									X
<b>North Commons</b> 7695 147 <sup>th</sup> Lane NW			X		X		X		X									X	P						
<b>Pearson Park</b> 15070 Rabbit Street NW																		X	P						
<b>Peltzer Park</b> 7001 149 <sup>th</sup> Lane NW			X															X							
<b>Rabbit Park</b> 17440 Rabbit Street NW	X	X																X							
<b>Ramsey Elementary*</b> 15000 Nowthen Blvd. NW	X												X	X				X	P						X
<b>Riverdale Park</b> 6860 Riverdale Drive NW	X	X	X				X		X									X	X	X			X	X	
<b>River's Bend Park</b> 5000 142 <sup>nd</sup> Lane NW	X	X	X				X		X		X					X	X	X	P	X			X	X	
<b>Rum River Central Park</b> 17955 Roanoke Street NW																		X	X	X					X
<b>Shawn Acres Park</b> 17421 Chameleon Street NW																									
<b>Solstice Park</b> 14700 Erkium Street NW	X	X					X			X						X		X		X					X
<b>Sunfish Lake Park</b> 6330 Sunwood Drive NW			X	X			X										X		P	X					X
<b>The Draw</b> 7401 E Ramsey Parkway NW	X	X					X		X										X						X
<b>Titterud Park</b> 16100 Jasper Street NW	X	X																X	P						
<b>The Hollow</b> 14642 Snowy Owl Street NW																		X							
<b>Wayside Rest Park*</b> 9220 Highway 10 NW								X											X	X					X
<b>Woodland Green Park</b> 5201 155 <sup>th</sup> Lane NW			X				X		X		X							X	X						X

P = Portable Restroom; available April through October

\* The Anoka Hennepin School District manages Brookside Elementary and Ramsey Elementary. Anoka County Parks manages Rum River Central and Mississippi West Park. The Minnesota Department of Transportation manages Wayside Rest Park.

# PARK RENTALS

This Park Rentals section offers options for buildings, concession stands, and amphitheaters for larger events, as well as smaller shelters for intimate gatherings. Note that athletic fields have a separate rental process as detailed in the [Athletic Field and Tournament Use Rental Policy](#).

## BUILDINGS, CONCESSION STANDS, AND AMPHITHEATERS

Ramsey’s larger rental facilities are in Central Park, Elmcrest Park, and The Draw. Central Park offers the Park Center Building and Lion’s Pavilion, while Elmcrest Park features the Elmcrest Park Building with indoor and outdoor spaces. The Draw is home to a scenic amphitheater, ideal for performances and weddings. Each facility provides unique amenities to suit a range of events.

## ELMCREST PARK

16303 Quicksilver Street NW

Elmcrest Park offers a community building adjacent to public soccer fields, a playground, and paved trails, making it ideal for recreational activities and social gatherings. The community building includes restrooms, a concession area, a meeting room, and a pavilion. In the warmer months, Elmcrest frequently holds soccer games, practices, and tournaments.

### BUILDING AND CONCESSION STAND

The Elmcrest Park Community Building has a main entrance and common area perfect for small gatherings or meetings. This area is connected to the concession area and indoor restrooms.

The pavilion is perfect for outdoor gatherings. It has picnic tables and a fireplace (note: firewood is not provided). The pavilion features eight open/close coiling doors, allowing flexibility for all weather conditions.

Building Amenities include:

- Multiple electrical outlets
- Restrooms
- Ceiling fans and lighting
- Concessions area with a window leading out to the pavilion (no access to a refrigerator in concessions area)
- Fireplace (firewood not provided)
- Tables and chairs (typically eight tables and 50 chairs)
- The meeting room has a max occupancy of 52, and the Pavilion has a max occupancy of 100.





# LORAL I ARMSTRONG DELANEY CENTRAL PARK

7925 161st Avenue NW

Central Park offers a wide range of year-round recreation opportunities for visitors of all ages. During the summer, enjoy the park's pickleball, tennis, and basketball courts, a batting cage and fields for baseball, soccer, and softball. In the fall, football enthusiasts can use the two field goalposts for practice.

In the winter months, Central Park transforms with two outdoor skating rinks and a pleasure path. The park offers a spacious warming house to keep participants warm during colder weather.

## PARK CENTER BUILDING

The Park Center Building at Central Park provides a large common area with a seating capacity of 74 people, ideal for gatherings and events. Please note, there is no dedicated phone line available within the facility.

Building Amenities include:

- Two electrical outlets above the counter
- Four additional outlets around the room
- Approximately sixty chairs and nine tables
- Heating and air conditioning
- Microwave available for use
- Outdoor picnic area with one barbecue grill
- Restrooms
- Sink with running water
- Small parking lot available



## LION'S PAVILION AND CONCESSION STAND

Generously donated by the Ramsey Lions Club, the Lion's Pavilion at Central Park offers a versatile outdoor space for gatherings. Adjacent to the pavilion is a concession stand, which is also available for rent. Please note, the concession stand must be rented in conjunction with the Pavilion.

Pavilion Amenities include:

- Concession stand
- Drinking fountain
- Lighting
- Large parking lot available
- Sheltered pavilion
- Approximately 12 picnic tables
- Power outlets
- Restrooms (closed November through April, weather dependent. Restrooms will still be available at the Park Center building.)



# THE DRAW

7401 Ramsey Parkway NW

The Draw is a scenic park featuring a beautiful waterfall on its west side, making it a popular location for weddings, receptions, and other special events. The park is equipped with a variety of amenities, including a bike rack, multiple picnic tables, and a paved area off the trail perfect as a concessions area with ample power (eight outlets). Visitors can also enjoy a mile-long paved trail, lined with benches and lights, perfect for a relaxing walk.

There's plenty of open space adjacent to the amphitheater, ideal for outdoor gatherings or overflow seating, and restrooms are conveniently located next to the parking lot.

## AMPHITHEATER

The Draw's amphitheater seats over 300 people and offers ample power. Six locations provide 12 outlets on stage and 12 more around the seating area, making this venue perfect for concerts and other performances. The stage itself is 22 feet wide, offering plenty of space for performers and events. Please note that Thursday evenings throughout the summer, The Draw hosts Ramsey's outdoor concert series, which is open to the public.

Amphitheater amenities include:

- Power outlets
- Street and lot parking nearby
- Drinking fountain
- Built-in amphitheater seating
- Holds approximately 300+





## PARK SHELTERS

The City of Ramsey offers eight rentable shelters throughout the park system, perfect for family gatherings, picnics, and small events. Please note that rentals are exclusive to the park shelters only. Additional park amenities may still be open to the public. The following shelters are available for rent:

### ALPINE PARK 6600 Alpine Drive NW

- On-site park amenities:
- Baseball fields
  - Dog park
  - Drinking fountain
  - Picnic tables and trash cans
  - Over a mile of trail
  - Playground in proximity
  - Portable restroom
  - Skate park



### EMERALD POND PARK 6000 142nd Avenue NW

- On-site park amenities:
- Four picnic tables
  - Basketball hoop
  - Close parking
  - Drinking fountain
  - Fire pit and barbecue
  - Half a mile of trail
  - Indoor restroom
  - Large playground
  - Soccer and softball field

### FLINTWOOD PARK (Shelters #1 and #2) 14250 Fluorine Street NW

- On site park amenities:
- Boardwalk close by
  - Drinking fountain
  - Large playground
  - Multiple picnic tables
  - Over a mile of trail
  - Two shelters





## RIVERS BEND PARK (North and South Shelters) 5000 142nd Lane NW

On site park amenities:

- Baseball field
- Basketball hoop
- Grilling areas
- Playground
- Soccer fields
- Tennis court
- Two shelters
- Water mister and fountain
- Fishing piers nearby



## SUNFISH LAKE PARK 6330 Sunwood Drive NW

On-site park amenities:

- Picnic tables
- Drinking fountains
- Free canoe and kayak rental  
(pre-registration is required,  
see FAQ for more  
information)
- Lake scenery
- Outlets available
- Over 500 feet of trail with benches
- Small dock overlooking the lake



## WOODLAND GREEN PARK 5201 155th Lane NW

On-site park amenities:

- Picnic tables available
- Barbecue area
- Close parking
- Open space for games
- Paved trail around the park
- Playground
- Soccer fields
- Trash cans



## ATHLETIC FIELDS AND COURTS

Ramsey offers a wide range of athletic fields across 30+ parks, which can be rented by the public for tournaments and regular use by athletic groups. Given the high demand from local schools, clubs, and sports organizations, a separate rental process is required for these fields. A field rental permit grants the holder exclusive use of the field during the designated time, ensuring that the space is reserved solely for your group. Please note that fields are in high demand, and availability may be limited. It is recommended that you submit requests well in advance to secure your preferred dates.

For more information on renting a field, please refer to the [Athletic Field and Tournament Use Rental Policy](#) or contact us at [parks@cityoframsey.com](mailto:parks@cityoframsey.com) or 763-433-9820.

## TENNIS AND PICKLEBALL COURTS

The pickleball courts at Central Park are available for personal private use and can be reserved according to the fee schedule outlined in this guide (page 12). Due to high demand, courts must be reserved at least 72 hours in advance and are limited to a maximum of two hours per person per reservation. The City of Ramsey reserves the right to approve or deny reservations to ensure a fair balance between public access and private rentals.

Detailed information on the Central Park pickleball courts and scheduling for rentals, events, and seasonal Open Play can be found at [www.cityoframsey.com/1066/Pickleball-Courts](http://www.cityoframsey.com/1066/Pickleball-Courts).

Tennis and Pickleball Courts			
Park	Number of Courts	Type of Courts	Lights
Central	2	Hard, tennis	No
Central	6 dedicated	Pickleball	No
Rivers Bend	4	Hard, tennis	No
Fox	1	Hard, tennis	No
Riverdale	1	Hard, tennis	No

## ICE RINKS AND WARMING HOUSE

The City of Ramsey operates and floods two ice rink with a warming house at Central Park. Dates are seasonal and dependent on weather conditions.

Ice Rink and Warming House				
Park	Size of rink (ft.)	Number of Rinks	Warming House	Lights
Central	85' x 200'	2	Yes	Yes



# NON-PARK FACILITIES

## CITY HALL

City Hall offers several meeting rooms for rent. Below is a brief overview of the rooms. For detailed information and photos, visit the City’s webpage at [www.cityoframsey.com/417](http://www.cityoframsey.com/417).

For additional information, questions, or to make a reservation, please call City Hall at 763-427-1410 during business hours, Monday through Friday, 8:00 a.m. until 4:30 p.m.



Municipal Center Meeting Rooms							
Room	Max Occupancy	ADA Accessible	Projector	TV	Kitchenette	Whiteboard	Coffee (\$5 add-on)
Alexander Ramsey	100	Yes	Yes	Yes	Yes	Yes	Yes
Lake Itasca	40	Yes	Yes	Yes	Yes	Yes	Yes
Mississippi River	10	Yes	Yes	No	No	No	No
Rum River	10	No	Yes	No	No	No	No
Trott Brook	10	No	No	Yes	No	No	No



# PARK FACILITY RENTAL INFORMATION

Park facility reservations must be made online at [www.cityoframsey.com/ReserveOnline](http://www.cityoframsey.com/ReserveOnline) at least seven (7) days before the rental date and can be booked up to 120 days in advance. Approved rentals are only valid for the date, time, and person listed on the application. Groups must leave the facility at the end of their reserved time.

When scheduling your reservation, please include extra time for setup and cleanup in your total reservation time. This allows you to prepare the space and ensure that the facility is in good working order. To keep park rental costs low, park staff are not available after hours or on weekends. Therefore, you may need to perform light cleaning due to regular public use or wildlife impact.

## FEES AND DEPOSITS

This fee schedule has been developed and adopted to be effective January 1, 2025. Maintenance fees on annual lease agreements must be paid at the beginning of the lease calendar. See 2025 Rates and Fees for facility rentals, deposit information, and additional fees that may apply.

## FACILITY RENTAL AND SPECIAL EVENT APPLICATION FEES

2025 Rates and Fees					
The fees below are hourly facility fees. If you have alcohol, amplified music, or 75+ people in attendance, please refer to the add-on fees below.					
<b>Hourly Rates</b>					
Facility	Deposit	Non-Resident		Resident/Ramsey Youth Organizations	
		Weekday	Weekend	Weekday	Weekend
<b>Central Park</b>		<b>Weekday</b>	<b>Weekend</b>	<b>Weekday</b>	<b>Weekend</b>
Park Center Building	\$100	\$50	\$55	\$30	\$35
Lions Pavilion and Concessions	\$100	\$50	\$55	\$30	\$35
Lions Pavilion Only	None	\$25	\$30	\$20	\$25
Warming House ( <i>seasonal</i> )	\$100	\$35	\$40	\$25	\$30
<b>Elmcrest Park</b>		<b>Weekday</b>	<b>Weekend</b>	<b>Weekday</b>	<b>Weekend</b>
Elmcrest Park Building (Pavilion and meeting room)	\$100	\$60	\$65	\$40	\$45
Meeting Room	\$100	\$45	\$50	\$30	\$35
Pavilion only	None	\$40	\$45	\$25	\$30
<b>The Draw Amphitheater</b>		<b>Weekday</b>	<b>Weekend</b>	<b>Weekday</b>	<b>Weekend</b>
Amphitheater (3 hour minimum)	\$100	\$75	\$80	\$50	\$55
<b>Pickleball Courts</b>		<b>Weekday</b>	<b>Weekend</b>	<b>Weekday</b>	<b>Weekend</b>
Central Park Courts, East, West, and Middle Pair ( <i>must be reserved 72 hours in advance, max 2 hours</i> )	None	\$8	\$11	\$5	\$8
<b>Park Shelters</b>		<b>Weekday</b>	<b>Weekend</b>	<b>Weekday</b>	<b>Weekend</b>
Alpine Park Shelter	None	\$5	\$8	\$0	\$5
Emerald Pond Park Shelter	None	\$5	\$8	\$0	\$5
Flintwood Park Shelter #1 and #2	None	\$5	\$8	\$0	\$5
Rivers Bend Park Shelters, North and South	None	\$5	\$8	\$0	\$5
Sunfish Lake Park Shelter	None	\$5	\$8	\$0	\$5
Woodland Green Park Shelter	None	\$5	\$8	\$0	\$5

## SPECIAL EVENT PERMIT FEES

<p>This section is only applicable for Special Event Permits.            A Special Event Permit is required IF: you have 75+ people OR alcohol OR amplified music.            See each section below for applicable fees.</p>			
Special Event Permit	STEP 1 <i>(required)</i>	Amount	What is this fee for?
Application Fee (non-refundable)		\$50	Time for all applicable departments to review and process permits.
Attendance	STEP 2 <i>(choose one)</i>	Amount	What is this fee for?
74 or under		\$50	Cleaning, facility maintenance, and public safety.
75–149		\$75	
150 or more		\$100	
Alcohol OR Amplified Music	STEP 3 <i>(choose one)</i>	Amount	
No Alcohol –OR– amplified music		\$0	
Alcohol –OR– amplified music		\$50	

## SPECIAL EVENTS PERMITS

A Special Event Permit is required in addition to the hourly rental fee for any reservation that includes 75+ attendees, alcohol, or amplified music. For more details, please refer to the Special Event Permits section of the fee schedule above.

A non-refundable \$50 application fee is required for a Special Event Permit, with additional fees based on the number of attendees and the presence of alcohol and/or amplified music. For example:

- An event with 75 attendees and no alcohol or amplified music would incur a total of \$125, consisting of the non-refundable \$50 application fee, a \$75 attendance fee, and no fee for alcohol or amplified music.
- An event with 175 attendees and alcohol or amplified music would total \$200, comprising the \$50 non-refundable application fee, a \$100 attendance fee, and a \$50 alcohol or amplified music fee.

Applications must be submitted at least thirty (30) days before the event.

## CANCELLATIONS

Full refunds are available for cancellations made at least seven (7) days before the scheduled event. No refunds will be given for cancellations made less than seven (7) days prior to the event. Refunds are not provided for inclement weather, but we will work with you to reschedule the reservation as soon as possible based on availability.

Reservations requiring a Special Events Permit may be eligible for a partial refund; however, the \$50 application fee is non-refundable. For more details, refer to the section on Special Event Permits.

City business takes precedence over any reservation. While governmental functions are generally scheduled in advance, they may take priority in urgent situations. These functions usually require three (3) days notice but may be scheduled with less notice if necessary. If City business impacts a reservation, we will attempt to reschedule or provide a refund. Three (3) days notice will be given for any changes whenever possible.



## **FACILITY USAGE AND CLEANING GUIDELINES**

To ensure that our parks remain in excellent condition and enjoyable for all, we ask that all renters adhere to the following rules and guidelines. These policies protect the facilities, ensure the safety of participants, and help preserve the beauty of our parks for future events. Failure to follow these guidelines may result in the forfeiture of your deposit or additional charges. Please review them carefully to avoid any issues that could impact the return of your deposit.

### **ELECTRICAL OUTLETS**

Test all electrical outlets before use and avoid overloading outlets to prevent circuit breakers from tripping. Consider having a backup plan for power surges or weather-related issues.

### **TENTS AND CANOPIES**

Tents with stakes or tarps are not allowed. Only free-standing canopy tents secured with sandbags or weights are permitted.

### **STORAGE**

Ramsey Municipal Center and park facilities cannot be used to store equipment or supplies for organized groups. Items must be removed after each meeting or event.

### **ALCOHOL AND CONTROLLED SUBSTANCES**

Alcohol is permitted in the City of Ramsey parks only by special permit, with the exception of City-sponsored events at The Draw. Alcoholic beverages cannot be consumed in public parks, streets, sidewalks, parking lots, or other public spaces without a permit or license. Glass bottles are strictly prohibited.

For more information on special event permits, contact the Parks Administrative Assistant at 763-433-9820.

### **SMOKING**

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

### **USE OF CANDLES AND OPEN FLAMES**

Candles and other open flames are prohibited unless prior approval is obtained from the City's Fire Marshal. Contact the Fire Marshal at 763-427-4452 for more information.

### **PETS AND ANIMALS**

Dogs, other than service animals, are not permitted inside city buildings. Well-behaved dogs are welcome in outdoor park spaces. Owners are responsible for controlling their dogs and must clean up after them to maintain a clean and enjoyable environment for all park users.

### **BOUNCE HOUSES**

Bounce houses may be permitted but require a Certificate of Liability Insurance naming the City as an additional insured party for approval.

## DECORATIONS

Do not attach decorations or posters to any part of the facility using paste, glue, staples, tacks, or any adhesive. Use alternative methods that do not damage park property.

## CLEANING

All renters must follow the Cleaning Checklist provided and adhere to additional cleaning guidelines outlined in this policy.

The facility must be left in the same condition as it was upon arrival, with all trash and recyclables properly disposed of in designated bins. Failure to meet these requirements may result in partial or full forfeiture of your deposit.

Activities such as water balloon fights, candy-filled games, or similar events may increase the likelihood of forfeiting your deposit if the area is not thoroughly cleaned. Be sure to remove all debris, including balloons and candy wrappers, to avoid deposit deductions.

## LIABILITY FOR DAMAGE

Users of park facilities are responsible for any damage to public or private property or injury to any person during their use. If damage occurs, the group forfeits its deposit and is charged for repair costs.

Vandalism may result in a fine of up to \$1,000 and/or 90 days in jail.

## WEATHER AND EMERGENCY PROCEDURES

In case of severe weather or other emergencies, seek shelter in the nearest designated emergency shelter.

## KEY PICKUP, CLEANING, KEY DROP OFF

### KEY PICKUP

Keys for facility access are provided as part of the facility use deposit, which is required from all groups using the facilities. Please note that keys cannot be duplicated or transferred to another individual or group. Any violation of this policy will result in the forfeiture of your deposit and the revocation of your reservation privileges.

Keys can be picked up 1-2 business days prior to your event from the key pickup lockbox located outside the Public Works Facility at 14199 Jasper Street NW. Detailed instructions for key pickup and drop-off will be sent to you via email following your reservation approval and confirmation.

Deposits are due at the time of reservation. For organizations with recurring meetings (four or more times per year in the same or similar room), one deposit can be placed and held for all meetings. Deposits may be held for up to five years, after which a new deposit is required, and the previous deposit will be returned. Individual deposits are required for each rental for organizations meeting three times or fewer per year.

After your event, it is the renter's responsibility to lock the facility, perform general cleanup, remove all decorations, dispose of trash in the outdoor dumpster, and return the key along with a signed cleaning checklist. Failure to complete these tasks or the need for additional cleaning or maintenance may result in the City retaining part or all of your deposit.





## CLEANING CHECKLIST

To ensure the full return of your deposit, please complete the following tasks before leaving the facility. You will receive a copy of this checklist when you pick up the key. A signed copy must be returned along with your key to ensure the return of your full deposit.

- Tables and Chairs:
  - Wipe down all tables and chairs to remove any debris, food, or spills.
  - Return chairs and tables to their original arrangement.
- Floors and Surrounding Area:
  - Sweep or vacuum the floors to remove any dirt, debris, or litter.
  - Pick up all trash from the facility and the surrounding area, including outdoor spaces like patios, picnic areas, and parking lots.
  - Ensure playground areas, if used, are also free of debris.
- Trash and Recycling:
  - Dispose of all trash in the outdoor dumpster.
  - Sort recyclables and place them in the appropriate recycling bins.
- Decorations:
  - Remove all decorations, including banners, balloons, streamers, and any signage used during your event.
  - Ensure no residue is left behind from adhesive materials.
- Kitchen/Concession Areas (if applicable):
  - Clean any kitchen or concession areas used, including wiping down counters, sinks, and appliances.
  - Remove all personal items and food from the facility.
- Restrooms (if applicable):
  - Check restrooms to ensure they are left in a clean condition.
  - Flush all toilets and empty trash cans if they have been filled during your event.
- Outdoor Equipment (if applicable):
  - Ensure any outdoor equipment or rented items (e.g., picnic tables, canopies) are cleaned and returned to their original locations.
- Security:
  - Lock all doors and windows to secure the facility and prevent damage or vandalism after your reservation.
- Key and Checklist Return:
  - Return a signed copy of this checklist to Public Works along with your key.

***Failure to complete any of these tasks may result in a deduction from your deposit.***



## KEY DROP OFF AND DEPOSIT RETURN

Deposits will be refunded after the key and signed Cleaning Checklist are returned to the Public Works Department in a timely manner and the facility is inspected to confirm it was left in good condition. Both the key and signed checklist must be returned to ensure the full refund of your deposit.

Refunds will be processed back to the credit card used for payment. If the credit card transaction is older than four months, or if the deposit was made by cash or check, a city refund check will be issued.

Failure to return the key or the signed checklist or leaving the facility in poor condition may result in a delay or forfeiture of your deposit.

## FAQS

### CAN I COME IN EARLY TO SET UP?

Any time needed for setup must be included in your reservation. For example, if your event is from 1:00 until 4:00 p.m., but you need an hour for setup and an hour for cleanup, you should reserve the space from noon to 5:00 p.m. Access is only allowed within your reserved time.

### CAN I DECORATE THE FACILITY FOR MY EVENT?

Yes, decorations are allowed, but they must not be attached to any part of the facility using paste, glue, staples, tacks, or adhesive. Please use non-damaging methods, such as string, to hang decorations. Be sure to remove all decorations after your event.

### CAN I HAVE A FOOD TRUCK AT MY EVENT?

Yes, food trucks are allowed at events, but they must be parked on paved surfaces without obstructing traffic. All food trucks must hold current certifications and registration, including the Ramsey Mobile Food Unit license.

To view a list of licensed vendors or for more information about obtaining a Mobile Food Unit license, visit [www.cityoframsey.com/1054/Mobile-Food-Units](http://www.cityoframsey.com/1054/Mobile-Food-Units).

### CAN I HAVE A BOUNCE HOUSE AT MY EVENT?

Bounce houses may be permitted but require a Certificate of Liability Insurance naming the City as an additional insured party for approval. If you plan to have a bounce house at your event, please contact the Parks Administrative Assistant to ensure proper placement, avoid potential injury from electrical hazards and prevent damage to irrigation systems.

### CAN I CONSUME OR SELL ALCOHOL AT MY EVENT?

Yes, alcohol is permitted in the City of Ramsey parks, but only with a special permit. Consumption or sale of alcohol without a permit is prohibited. Glass bottles are not allowed, and alcohol cannot be consumed in public areas like streets, sidewalks, or parking lots. To serve or sell alcohol, you must obtain a special event permit, which the City Council must approve.



## **WHY DO I NEED A SPECIAL EVENTS PERMIT FOR MY RENTAL?**

A Special Events Permit is required for rentals that involve certain elements, such as 75 or more attendees, alcohol consumption, or amplified music. This permit ensures that your event complies with City public safety, facility use, and noise control regulations. It also allows the City to coordinate any additional services, such as extra cleaning or public safety measures or approvals that may be necessary to accommodate your event. Obtaining a permit helps us ensure that all large or complex events are managed smoothly and safely for both participants and the surrounding community.

## **WHAT QUALIFIES AS AMPLIFIED MUSIC?**

Music played from small personal devices, such as a Bluetooth speaker, is generally acceptable and does not require a special event permit. However, a special event permit will be required if you plan to bring in large speakers or sound systems or have live music performed by a band with amplified sound.

## **IS THERE ELECTRICITY OR WATER AVAILABLE AT PARK SHELTERS?**

Some shelters are equipped with electrical outlets and water access. The park facility list provides specific details on available amenities at each location.

## **WHAT IF I NEED TO CANCEL OR CHANGE MY RESERVATION?**

You may cancel your reservation for a full refund if you do so at least seven (7) days in advance. If you need to change your reservation, please contact the Parks Administrative Assistant at 763-433-9820 to check availability and discuss options.

## **HOW DO I RENT THE CANOES AND KAYAKS AT SUNFISH LAKE PARK?**

There is no charge for use, but a 'swipe card' authorizing access to the watercraft is needed. You may obtain a swipe card by visiting the Public Works Facility, 14199 Jasper Street NW, from 8:00-12:00 p.m. and 1:00-3:30 p.m. You must read and sign the terms of use agreement and liability waiver and provide proof of identification. You must be a resident of Anoka County and be 18 years of age or older to obtain a swipe card.

More information can be found online at [www.cityoframsey.com/1030/Equipment-Rentals](http://www.cityoframsey.com/1030/Equipment-Rentals) or by contacting [parks@cityoframsey.com](mailto:parks@cityoframsey.com) or 763-433-9820.

## CONTACT INFORMATION

For more general information about Parks and Recreation facilities, programs, and services, visit our website at [www.cityoframsey.com/269/Parks-and-Recreation](http://www.cityoframsey.com/269/Parks-and-Recreation) or contact us directly. See below for specific contacts.

### PARK FACILITY RENTALS

Mariah Albrecht, Parks Administrative Assistant  
763-433-9820, [malbrecht@cityoframsey.com](mailto:malbrecht@cityoframsey.com)

### CITY HALL MEETING SPACE RENTALS

For more information about meeting rooms available at City Hall, please call the main line at 763-427-1410 during office hours, Monday through Friday, 8:00 a.m. until 4:30 p.m.

### EMERGENCY CONTACT INFORMATION

In case of any emergency at a park or during your rental, call 911.

### ELECTRICAL OR WATER ISSUES AT THE FACILITY

If there is an urgent issue with electrical or water in a building, call 763-913-9259.

### RECREATION PROGRAMMING AND EVENTS

Abby Proulx, Recreation Coordinator  
763-433-9883, [aproulx@cityoframsey.com](mailto:aproulx@cityoframsey.com)

### ROADWORK INFORMATION

Highway 10 Ramsey Gateway Project  
[www.anokacountymn.gov/3918/Hwy-10Ramsey-Blvd-Interchange](http://www.anokacountymn.gov/3918/Hwy-10Ramsey-Blvd-Interchange)

General information about Highway projects  
[www.dot.state.mn.us/roadwork/index.html#gsc.tab=0](http://www.dot.state.mn.us/roadwork/index.html#gsc.tab=0)

General information about City construction projects or City streets  
[www.cityoframsey/198/City-Improvement-Projects](http://www.cityoframsey/198/City-Improvement-Projects)



