

CROSSLAKE PARKS AND RECREATION PICNIC SHELTER GUIDELINES

REVISED 2011

RESERVATION POLICIES

1. Rental fee is \$30 per day. (Groups of 10 or more are required to make a reservation at the Community Center Office to utilize the picnic shelter.)
2. Alcohol is allowed only with a valid beer/wine permit. (Applications must be filled out 14 days in advance of reservation).
3. In addition to the rental fees specified, a separate check in the amount of \$50.00 is required for the cleaning/damage deposit. Shelter keys may be picked up and dropped off during regular Community Center hours.
4. Reservations will not be accepted without the required deposits and rental fee. Reservations must be made 14 days in advance. The Park and Recreation Director reserves the right to make exceptions to the 14 day reservation requirement.
5. Cancellations must be made 7 days in advance of the scheduled reservation date. Failure to do so will result in the loss of the rental fee. **Permits and reservations are not transferable.**
6. Every group using the facility must have adult leadership at least 21 years of age. The individual whose name appears on the reservation form will be considered responsible for the groups conduct while using the facility. Any special supervision needed shall be supplied by the applicant as requested by the Park and Recreation Director. However, the Park Department reserves the right to assign a supervisor/and or custodian when appropriate, the cost of the assigned supervisor or custodian will be paid by the group renting the facility.

Indemnification/Hold Harmless:

To assure the city is indemnified and protected from liability claims that may arise out of activities sponsored by a third party, indemnification/hold harmless statements and or insurance certificates may be required, and if so, must be received from sponsors 30 days prior to the scheduled event. Indemnification and insurance are required of reservation groups if:

1. Groups will have special apparatus or equipment that presents unusual risk.
2. Groups are commercial endeavors for the sole benefit of the sponsor.
3. Group's special event is conducted by a third-party sponsor open for general public participation.

Picnic Shelter Usage Regulations

1. The person signing the Picnic Shelter Use Permit for use of the facility shall be responsible for damaged, broken or missing property and shall reimburse the city for all such losses incurred. This person shall be responsible to inform their group of the usage regulations.

2. Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain in the Picnic Shelter, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquor or narcotic drugs in the picnic shelter.
3. Persons shall not gamble for money or other valuables within the park building area.
4. Organizations may not deface any portion of the building in furtherance of their activity. All decorations must be cleared with city staff in advance of the scheduled activity.
5. The Picnic Shelter shall be vacated by 10 P.M. and will not be reserved past 10 P.M. without special approval by the Crosslake Park and Recreation Director.
6. Equipment or materials brought in by groups should be brought in the day of rental and taken out after the scheduled time frame of the event. No storage of personal property is allowed.
7. Use of materials on floors, walls, or other parts of the shelter is prohibited without special approval of the Park and Recreation Department.
8. Parking and deliveries are restricted to the blacktop areas. There is to be no driving of vehicles on sidewalks or on the concrete slab adjoining the shelter. Vehicles will be towed away at the owner's expense.
9. Any additions or deletions to the above policies and regulations must be with the approval of the Director of Parks and Recreation, City of Crosslake.

Picnic Shelter Cleaning List:

- All tables and counters must be wiped clean.**
- All sinks and drain traps must be cleaned.**
- Sweep or mop floors as needed.**
- Turn off lights and lock doors.**
- All picnic tables must be cleared of decorations or trash.**
- Grills must be put out completely.**
- Bathrooms must be clean and trash in receptacles.**
- Check all toilets and urinals; Flush.**
- All waste must be put in trash containers. Garbage should then be taken to large dumpster located behind the Community Center. (Inside wooden storage area located to the north of the Community Center by the Legion baseball field.) Key for dumpster is located on your shelter key ring.**

**Failure to perform these cleaning duties will result
in the forfeit of your cleaning deposit!**

**Thank you,
Community Center Staff**

**CROSSLAKE-IDEAL LIONS PICNIC SHELTER RESERVATION
FORM**

This form needs to be filled out completely and fees paid prior to the use of the picnic shelter. Questions may be directed to the Community Center Office at (218) 692-4271.

Date form completed: _____ Reservation Date: _____

Nature of Event: _____

Name of Organization: _____

Contact Person: _____ Home Phone: _____

Work Phone: _____ Mailing Address: _____

Starting Time: _____ Ending Time: _____ Total Hours: _____

Number of People: _____ Shelter Fee: \$30.00 (Includes Tax)

Beer/Wine will not be present. Permit Application: \$30.00 (Includes Tax)

Beer/Wine will be present (See Application for Beer/Wine Permit).

- Note: A beer/wine permit must be approved by the Crosslake City Administrator and Police Chief. Applications for the permit and proof of insurance must be made 14 days in advance.
- Crosslake Police Department will be notified of the permit and the time frame that beer/wine will be served.
- Beer and wine are restricted to the picnic shelter or within 20 feet of the shelter.
- No beer or wine is allowed in the Community Center, playground area, tennis courts, warming house, hockey rink, ball fields, etc.
- Building must be left in order it is found.
- Sale of beer/wine or alcoholic beverages is strictly prohibited.

- If beer/wine is to be used in the shelter, homeowners must provide \$300,000 in liability insurance on their homeowner's policy. Proof on insurance must be attached to the beer/wine application. Organizations/Individuals must add "City of Crosslake" to their current liability policies and provide a copy of the Certificate of Insurance.

