

APPLICANT INFORMATION

RENTER NAME: _____ ORGANIZATION/GROUP: *(if applicable)* _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

EMAIL: _____ DATE OF BIRTH: _____

RENTAL INFORMATION

DATE REQUESTED: _____ PARK SHELTER REQUESTED: _____

TIME OF EVENT: Start _____ End _____ EXPECTED # OF PEOPLE: _____
*Time of event must include set up/clean up time

PROVIDE BRIEF DESCRIPTION OF EVENT/EVENT DETAILS

PARK	ADDRESS	FEE <small>(+tax)</small>	AMENITIES
Pleasantview Park	1100 Marnie St	\$40	  
Applewood Park	822 Sterling St S	\$60	  
Hazelwood Park	1663 County Rd C	\$60	  
Lions Park	618 Farrell St N	\$60	  
Goodrich Park	1930 N St Paul Rd	\$85	   
Wakefield Park #1	1590 Frost Ave	\$85	   
Wakefield Park #2	1590 Frost Ave	\$85	   

APPLICATION PROCEDURE:

- Review PG2 for facility rental rules prior to signing the application.
- Complete application in full, sign and email to recreationonline@maplewoodmn.gov.
- Completed application must be received, approved and payment made no later than Wednesday 12pm the week of the rental date.
- To check availability email recreationonline@maplewoodmn.gov with your specific date request.
- Your application is timestamped via email. Please allow 1-3 business days for review prior to following up. After approval email is sent, rental fee is required within 7 days to reserve the facility, after 7 days the hold will be released and date opened back to public.

CANCELLATION POLICY:

- No cancellations due to inclement weather.
- Cancellations must be received 31+ days prior to rental for a full refund.

By signing this application, I am acknowledging I have read and agree to the rental rules and regulations stated in the Shelter Rental Packet.

APPLICANT SIGNATURE: _____ **DATE:** _____

PERMIT HOLDER RESPONSIBILITIES AND REQUIREMENTS

- Permit holder is liable for conduct of rental group. This includes any damage, loss or breakage as a result.
- Permit holder agrees to the following responsibilities. Violations of these requirements can result in elimination of future rental privileges.
- Absolutely no driving on any city trails.
- Trash and Recycling (see trash policy below)
- Music Restrictions
 - Music with profanity is prohibited.
 - Please be respectful of volume level as the park is open to other users.
- **No alcohol** of any kind is allowed. (Ordinance Sec. 6-112)
- Restrooms
 - All parks have satellite toilets.
 - At Wakefield there is a unisex bathroom attached to the north side of the community building off the trail. There are no public bathrooms inside the community building.
- Decorations
 - Tabletop decorations only. No taping or adhering decorations to the shelter or picnic tables.
- No bounce houses or inflatables allowed.
- No water balloons.
- No tournaments of any kind are allowed in the park.
- The rest of park remains open to the public during your rental.

CLEANUP VERIFICATION PROCESS

Due to recurring problems with trash being left after rentals and in lieu of implementing a damage deposit, we are requiring all rentals to take a picture of the shelter after conclusion of your rental and submit the picture via email to recreationonline@maplewoodmn.gov.

This will ensure that your group is not added to the “do not rent list” because of issues that may occur after your rental concludes. Thank you for cleaning up!

TRASH POLICY

WAKEFIELD, HAZELWOOD RENTALS:

- All trash produced from your rental needs to be bagged up and placed in the dumpster (locations noted below). Please bring trash bags with you to ensure all your trash is bagged up.
 - **WAKEFIELD:** Parking lot off Prosperity (to the northeast of the playground)
 - **HAZELWOOD:** North parking lot (entrance off Beam and Kennard)

GOODRICH, PLEASANTVIEW, APPLEWOOD, LIONS RENTALS:

- All trash produced from your rental needs to be put in a trash barrel, and if full, bagged up and placed next to the barrel. Please bring trash bags with you to ensure all your trash is bagged up.