



1902 County Road B East • gina.kuchenmeister@maplewoodmn.gov • Phone: 651-249-2120

## Wakefield Park Community Building Rental Fees

**Reservation is not confirmed until all fees have been paid and all paperwork is completed.**

### RENTAL RATES (8AM – 9PM)

\*FOR SMALL FAMILY GATHERINGS, BIRTHDAY PARTIES, AND OTHER CELEBRATIONS

Rental Length	MONDAY - THURSDAY		FRIDAY - SUNDAY	
	Resident Rate	Non-Resident Rate	Resident Rate	Non-Resident Rate
4 Hours	\$150	\$190	\$200	\$250
7 Hours	N/A	N/A	\$300	\$370

\*ADDITIONAL HOURS MAY BE ADDED TO YOUR RENTAL AT THE RATE OF \$75 PER HOUR

\*EXCLUSIVE USE OF THE OUTDOOR PATIO MAY BE ADDED FOR AN ADDITIONAL \$100 FEE

### MONDAY-THURSDAY MEETING RATES (8AM – 4PM)

\*FOR GROUP MEETINGS ONLY

Rental Length	Rate	Additional Hours
Hourly (2 hour minimum)	\$50 per hour	\$50 per hour

### ADDITIONAL INFORMATION

- Facility Supervisor on site to service rentals prior, during and following rentals.
- Facility Supervisor will get room set-up with tables and chairs as requested
- A temporary keycard will be issued when the damage deposit is collected and must be turned in to the Facility Supervisor upon arrival at the building on the day of your rental.
- Facility use, including setup and cleanup, is limited to specific reservation times listed on rental permit.
- A refundable \$200 damage deposit is required for all reservations and is due at the time the rental permit is issued.
- Maplewood Parks & Recreation provides: 40 cup coffee maker, microwave, refrigerator, trash & recycling receptacles, and basic cleaning supplies.



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Website: [www.maplewoodmn.gov/pr](http://www.maplewoodmn.gov/pr)

***Thank you for choosing Maplewood Parks & Recreation for your facility rental!***

**Please respect & care for facilities by following these facility rental guidelines:**

- **Absolutely NO driving is allowed on park pathways.**
- Alcohol, tobacco & vapor products **are not allowed** in the park or park buildings.
- Glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium filled balloons, and/or piñatas **are not allowed** inside park buildings.
- All tape products (other than painter's tape), push pins, putty & thumbtacks **may not be used** in park buildings.
- Facility use, including setup and cleanup, is limited to specific reservation times listed on rental permit.
- In respect to our neighbors, we **do not allow** amplified music outside the park buildings.
- No animals (other than service animals) allowed in park buildings.

**Rental Party responsible for the following tasks at the end of reservation time:**

- Clean servery amenities including; kitchen counter, sink, coffee maker, microwave, refrigerator & floor area. Paper towels, broom and dust pan provided for use.
- Place all garbage & recycling in provided containers, contact facility staff if additional bags are needed.
- Wipe off all tables and chairs used & notify facility staff of any major spills.
- Remove all items **not belonging to the facility** by the end of scheduled rental time.

**Maplewood Parks & Recreation provides:**

- Facility Supervisor to service rentals prior, during and following rentals.
- Room set-up of tables and chairs as requested.
- 40 cup coffee maker, microwave, refrigerator, trash & recycling receptacles, and basic cleaning supplies.

**Rental & Refund Policy:**

- Rental party may have access to the facility during the time listed on rental permit, **not any earlier or later.**
- A temporary keycard will be issued when the damage deposit is collected and must be turned in to the Facility Supervisor upon arrival at the building on the day of your rental.
- Patio will remain open to the general public. Exclusive use of the patio can be added to your rental for an additional \$100 fee at the time of reservation, if available.
- Payment in full is required at the time of reservation.
- Cancellations made at least 46 days prior to scheduled reservation date will receive a 75% refund.
- Cancellations made 30-45 days prior to scheduled reservation date will receive a 50% refund.
- No refunds will be issued for cancellations made 29 or fewer days prior to scheduled reservation.
- Refunds granted, at our discretion, only for weather conditions deemed severe (e.g. tornado, excessive snow).

**Liability:**

- Permit holder is liable for all conduct of rental group. This includes any damage, loss or breakage as a result.

Wakefield Park Community Building rentals are unavailable on the following days:  
New Year's Day, Easter, 4<sup>th</sup> of July, Thanksgiving and Christmas.

The Park Building will have limited hours on New Year's Eve and will only be available from 8am-4pm.



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### **Community & Neighborhood Groups Facility Use**

Maplewood Parks and Recreation offers a limited number of rentals to registered community and neighborhood groups without assessing rental fees. Please fill out and submit the appropriate Reservation Request Form to request a facility for your next community or neighborhood event. Requested facility use is open to all Maplewood residents, is non-discriminatory and non-political in nature.

**Community Groups** must acknowledge service to Maplewood residents as the central component of the organization's objective. 50% or more of group membership must consist of Maplewood Residents.

- Requested date must fall between Monday-Thursday and not on a major holiday.
- Facility request must be made 10-60 days in advance of preferred date.
- Group must be registered as a 501(c)3 organization.
- Detailed description of meeting content/purpose must be submitted at time of request.
- Maplewood Community Groups may schedule up to 6 dates annually, based on availability.

**Neighborhood Groups** must acknowledge service to Maplewood residents as the central component of the organization's objective. 100% of group membership must consist of Maplewood Residents.

- Requested date must fall between Monday-Thursday and not on a major holiday.
- Facility request must be made 10-60 days in advance of preferred date.
- Detailed description of meeting content/purpose must be submitted at time of request.
- Maplewood Neighborhood Groups may schedule up to 3 dates annually.

### **Additional Considerations & Expectations for All Groups:**

- Any reservation not used & not cancelled a minimum of 29 days prior to scheduled reservation will be charged current resident rental rate.
- It is up to the discretion of Maplewood Parks and Recreation department whether a request is approved based on availability and event details.
- Implicit violation of facility use requirements will have consequences, including loss of "no cost" reservation privilege.
- Maplewood Parks and Recreation reserves the right to relocate a group to an alternative site or in the rare occurrence, cancel a reservation.

**Reservation of facility does not include exclusive access/use of facility/park amenities, including, but not limited to adjacent play areas, restrooms, entryways.**



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## WAKEFIELD BUILDING RENTAL APPLICATION

### APPLICANT INFORMATION

RENTER NAME: \_\_\_\_\_ ORGANIZATION/GROUP: (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ RENTAL DAY CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Is the organization/group a 501(c) (3) or tax exempt?

NO  YES If YES please attach a copy of current verification

### RENTAL INFORMATION

DATE REQUESTED: \_\_\_\_\_ TIME OF EVENT: Start: \_\_\_\_\_ End: \_\_\_\_\_ EXPECTED # OF PEOPLE: \_\_\_\_\_

*\*Includes setup/takedown time*

INTENDED USE OF BUILDING WITH BRIEF DESCRIPTION OF EVENT: \_\_\_\_\_

### SELECT THE APPROPRIATE REQUESTS FOR YOUR RENTAL:

#### MONDAY—THURSDAY

4 Hours (\$150-Res/\$190-Non-Res)

#### FRIDAY—SUNDAY

4 Hours (\$200-Res/\$250-Non-Res)

7 Hours (\$300-Res/\$370-Non-Res)

#### ADDITIONAL REQUESTS

Additional Hours: # Requested: \_\_\_\_\_

Outdoor Patio: \$100

#### RENTAL FEE TOTAL:

*To be completed by office personnel*

Refundable Damage Deposit: \$200

Rental Fees: \$ \_\_\_\_\_

**TOTAL DUE:\$ \_\_\_\_\_**

**Your reservation is not confirmed  
until all fees have been paid and  
all paperwork is completed.**

### RENTAL PROCEDURE:

- Rental party may have access to the facility during the time listed on rental permit, not any earlier or later.
- A temporary keycard will be issued when the damage deposit is collected and must be turned in to the Facility Supervisor upon arrival at the building on the day of your rental.
- Patio will remain open to the general public. Exclusive use of the patio can be added to your rental for an additional \$100 fee at the time of reservation, if available. Please indicate above if you are requesting the patio.
- Payment in full is required at the time of reservation.

### CANCELLATION POLICY:

- Cancellations made at least 46 days prior to scheduled reservation date will receive a 75% refund.
- Cancellations made 30-45 days prior to scheduled reservation date will receive a 50% refund.
- No refunds will be issued for cancellations made 29 or fewer days prior to scheduled reservation.
- Refunds granted, at our discretion, only for weather conditions deemed severe (e.g. tornado, excessive snow).

**KEY CARD, PERMIT AND DAMAGE DEPOSIT: PICK-UP DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_**

By signing this application form I am agreeing to proper care and use of the facility I rented. I will leave the building in the condition that it was in when I arrived. Proper care includes making sure all trash is put into proper trash receptacle, tables are wiped down and cleared off, and all personal items are removed.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

#### Office Use Only

Fee Amt \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_ CC \_\_\_\_\_

Date Rec'd \_\_\_\_\_ Staff \_\_\_\_\_

Damage Deposit Forfeit: Yes or No Reason: \_\_\_\_\_