

City of Sartell  
Park Shelter Rental Application



Check the Park Shelter you are requesting to rent.

- ( ) Watab Creek Park ( ) Val Smith Park ( ) Lions Park Gazebo  
( ) Northside Park ( ) Pinecone Regional Park

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Name of Individual Organization &/or Event

\_\_\_\_\_/\_\_\_\_\_  
Address City

\_\_\_\_\_/\_\_\_\_\_  
Telephone (Residence) Telephone (Work)

\_\_\_\_\_/\_\_\_\_\_  
Size of Group Will beer or alcoholic beverages be consumed?  
(If yes and group size is 25 or more people, police approval is required.)

**I agree to pick up the shelter keys and pay the \$100.00 damage deposit (cash or check) before 4:30 p.m. on**

\_\_\_\_\_  
Date Please Initial

**Park Rules and Regulations**

- Park hours are from 7:00 AM to 11:00 PM. Park shelter rentals are available from 8 AM –11 PM.
- The rental fee must be paid at the time this application is submitted in order to guarantee the reservation. The damage deposit is due when the shelter keys are picked up.
- Rental agreement applies to park shelter only. All other facilities are open to the public.
- Two weeks cancellation notice is required in order to receive a refund on the park shelter rental fee **minus an administrative fee.** Otherwise, the entire fee will be forfeited for the park shelter rental.
- Fires must be contained in grills or fireplaces.
- No camping is allowed.
- All motor vehicles must be parked in designated parking areas.

**PLEASE SEE REVERSE SIDE**

**Park Rules and Regulations (continued from pg. 1)**

- The use of weapons is prohibited in parks, including the discharge of any air rifle, sling shot, bow and arrow, gun, pistol or firearm of any description.
- The speed limit in the parks is 5 m.p.h.
- No swimming is allowed in the Watab River that is accessed from Watab Creek Park.
- All facilities must be locked upon your leaving and all equipment returned and locked up.
- All litter and refuse must be disposed of in proper containers. Key will open padlock on dumpster.
- The building being rented must be swept with broom, hosed out if necessary and garbage put in refuse containers. Broom, hose and garbage containers are provided.
- Park shelter keys must be picked up at City Hall 7:00 AM - 4:30 PM weekdays or the Friday prior to your rental if you have the shelter rented on a weekend. The keys must be returned by 4:30 PM the next business day following your rental, unless other arrangements are made.
- The damage deposit will be returned to you within five business days after your rental or after the park department has inspected the property to insure compliance with these park rules and after any necessary deductions have been made from the deposit for missing or damaged items. The park department inspects the shelter and grounds after each rental.

**Park Shelter/Bathrooms**

Plug-ins for small appliances are inside the shelters at Watab Creek, Val Smith and Pine Cone Regional Park Shelters. Clean-up and extra paper supplies can be found in the shelter. Also, extra water hook-ups are available nearby these same areas.

*I hereby certify that all answers to the above questions are true and that I have read and understand the park rules and regulations. I further agree that any false statements contained in the application or failure to follow park rules will result in the forfeiture of the deposit, termination of the shelter rental agreement and rejection of future applications for park shelter rental.*

*It is the understanding of the permit holder that any violation of state, city, or park rules and regulations will terminate this permit.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**To be filled out by City Official**

( ) Police Department Approval (for the consumption of alcoholic beverages by 25 or more persons of legal age participating in any single event).

( ) Police Department Denial

Reason (s) for denial: \_\_\_\_\_

Approved By \_\_\_\_\_ on \_\_\_\_\_  
Sartell Police Department