

CITY OF MAHTOMEDI
RESERVATION APPLICATION FOR USE OF CITY PARKS
651-426-3344 FAX 651-426-1786

Dates: From _____ To _____
Time: From _____ To _____

I/we hereby request use of the following City facility:

| | | |
|------------------------------|-------------------------|-------------------------|
| <u>Katherine Abbott Park</u> | <u>Wildwood Park*</u> | <u>Wedgewood Park*</u> |
| _____ Shelter | _____ Shelter | _____ Shelter |
| _____ # of Participants | _____ # of Participants | _____ # of Participants |
| _____ Other | _____ Other | _____ Other |

Name of Organization: _____

Purpose of Use: _____

Name of Applicant: _____

Address: _____

Phone: Work _____ Home _____

I certify that I am authorized to accept, in the name of the above organization, the responsibility for the observance of the City of Mahtomedi's rules and regulations as a condition of this permit.

Signature of Authorized Applicant

Date of Application

THE KEY FOR THE BUILDING MUST BE PICKED UP AND USAGE FEES PAID DURING REGULAR BUSINESS HOURS. (If key is not picked up during the City's regular business hours of 8:00 a.m. – 4:30 p.m., Monday – Friday, the renter will forfeit their right to use the facility). THE KEY MUST BE RETURNED TO CITY HALL BY THE FOLLOWING BUSINESS DAY TO AVOID CASHING OF THE DAMAGE DEPOSIT. THE CITY WILL RETAIN \$25.00 OF THIS DEPOSIT IF THE KEY IS NOT RETURNED BY THE NEXT BUSINESS DAY FOLLOWING THE EVENT.

* Organization must make arrangements with Community Education at 651-407-2037 to reserve the playing fields.

Credit Card Number (damage deposit will show up on statement) Expiration Date

Signature

**CITY OF MAHTOMEDI
WEDGEWOOD PARK BUILDING**

General Rules:

- Leave building/grounds cleaner than what was found.
- Make notes about problems before you start.
- Shut off all lights when done.
- Remove all property/goods brought to park.
- Do not put paper towels or sanitary products in toilets.
- Replace all picnic tables.
- Place garbage in dumpster.
- Don't forget to lock the door.
- Must be at least 18 years of age to rent facility.

Policies:

Wedgewood Park is designed to be a community park with use conducive to family-oriented activities. There are no restrictions for individuals, families or small groups. Shelters, picnic tables and grills are on a first come basis.

Applications for the use of the park shelter may be made in person at City Hall. Written applications must be made at least one week in advance of the date requested. Reservations will be taken by the first business day in December for the next year. Deposits are required to hold reservations.

City groups and organizations shall have first priority on use of the park facilities at Wedgewood.

For-profit individuals and/or organizations shall be required to secure insurance and sign a Hold Harmless Agreement to protect the City against liability in the event of an accident.

Applicants shall assume responsibility for damages to property or equipment that may occur. A damage deposit shall be required.

The City of Mahtomedi may preempt the use of the facilities, even if reserved, it deemed necessary by the City Council or one of its advisory bodies.

All motorized vehicles must stay in designated parking areas unless prior approval from the City Administrator.

As all Parks in Mahtomedi, the park is closed Dusk to Dawn.

Wedgewood Park Building Rental Rates:

- Residents \$25.00/four hour block
- Non-Residents \$35.00/four hour block
- Business \$25.00/hour
- Non-profit groups
 (within Mahtomedi) No Charge
- School District #832
 (single event) No Charge

A \$100 damage deposit is required. All or part of the deposit will be returned upon a satisfactory inspection of the facility after use.

All requests not covered above must have Mahtomedi Park Commission approval.

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Updated 1//2012