

CITY OF MAHTOMEDI
RESERVATION APPLICATION FOR USE OF CITY PARKS
651-426-3344 FAX 651-747-3703

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. THE KEY MAY BE PICKED UP WITHIN THREE (3) DAYS PRIOR TO YOUR RESERVATION DATE. (If key is not picked up during the city's regular business hours, the renter will forfeit their right to use the facility and forfeit their damage deposit). 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 PER DAY 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
__ Visa __ Master Card or __ Discover E-Mail Address _____

Signature

**CITY OF MAHTOMEDI
KATHERINE ABBOTT PARK**

GENERAL RULES:

At start of using facility

1. Make notes about problems before you start.
2. Do not use force to open or close windows. Notify City Hall of any problems.
3. Pick up furniture when moving – do not drag on wood floor.
4. Phone is for **emergency** use only.
5. Do not put paper towels or sanitary products in toilets.
6. Use tack board – **do not attach items to painted surfaces.**
7. Fireplace – follow directions for using.

Upon leaving the facility

1. Replace all tables and chairs to the back storage room (do not drag along floor).
2. Remove all items from refrigerator (daily).
3. Place garbage in dumpster.
4. Remove all property/goods brought to park.
5. Leave building/grounds cleaner than what was found.
6. If used **fireplace**, lower fireplace thermostat to 60 degrees or lower upon leaving the premises. The blower may continue to run, but this is normal and it will shut off as soon as the temperature in the fireplace unit lowers.
7. Shut off all lights when done.

POLICIES:

Katherine Abbott is designed to be a community park and recreation area with use conducive to family-oriented activities. It is available at a reasonable cost to residents or groups when it does not interfere with City activities. The City reserves the right to limit or prohibit the use of the facility. Conditions for use of the facilities will be established at the time of application for rental and before final permission is granted. These conditions may be subject to additional restrictions as required by the City Administrator and/or the Mahtomedi Park Commission.

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

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. These costs will be taken out of damage deposit.

Alcohol is not allowed in the building or in any of the City parks.

POLICIES (Continued)

The use of dry ice or other fog producing devices/aerosols is prohibited due to the likelihood of their triggering smoke and fire alarms.

Reservations for the facility will begin on the first business day of December for the next year. A deposit is required to hold reservations.

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

As with all parks in Mahtomedi, Katherine Abbott Park is closed dusk to dawn. Therefore, individuals using/renting the Katherine Abbott Shelter must remain within the building after dusk.

Keys for the shelter are to be returned by the following business day to avoid cashing of the damage deposit. THE CITY WILL RETAIN \$25.00 PER DAY OF THIS DEPOSIT IF THE KEY IS NOT RETURNED BY THE NEXT BUSINESS DAY FOLLOWING THE EVENT.

The priority for use of the park facilities is:

- ◇ City of Mahtomedi
- ◇ Mahtomedi Organizations
- ◇ Other

Must be at least 18 years of age to rent facility.

Signature of Applicant

Date of Application

I have agreed to the previous terms and conditions set forth by the rules and policies of the City of Mahtomedi for the use of Katherine Abbott Shelter.

**KATHERINE ABBOTT SHELTER
FEE SCHEDULE**

FEES:

- | | |
|---|-----------------------|
| 1. City/City Sponsored Events | No Charge |
| 2. Mahtomedi Residents/District #832 and Washington County Activities/Local Non-profits | \$140/Four hour block |
| 3. Non-Residents/Other Schools/ Outside Non-profits | \$220/Four hour block |
| 4. Businesses/Events Charging for Attendance (four hour minimum) | \$70/Hour |
- Non-profit youth groups such as the Girl Scouts may schedule the facility for indoor overnight (5:00 PM – 9:00 AM) use for the four hour block charge per night. For an additional \$10.00, the group may stay until 12:00 noon.
 - A \$200.00 damage deposit for Mahtomedi residents or \$300.00 deposit for non-residents is required. All or a part of the deposit will be returned upon a satisfactory inspection of the facility after use.
 - **The City will charge a cancellation fee of \$25.00 if not cancelled within 7 days of reservation date.**