

## **Maple Grove Parks and Recreation Board**

### **Usage of Public Parks, Recreation Facilities and Equipment Policy**

Maple Grove Parks and Recreation Board recognizes the desire for exclusive, one-time use of park and outdoor recreation facilities as well as the interest for special activities within the park system for wholesome, leisure time pursuits. This policy governs such usage and the permitting process needed to assure proper use, equal access and a safe environment for all park users.

#### **Outdoor Facility Permit Procedure**

1. Park Board sponsored events and activities will receive first priority reservations.
2. Individuals living in Maple Grove, civic/non profit groups and all other organizations whose activities are significantly conducted within the City of Maple Grove or significantly benefit the residents of Maple Grove may make a reservation for exclusive use of an outdoor recreation facility or area, 12 months in advance of an event. These groups will be assessed deposits and fees as outlined in the current Fee Schedule.
3. Other requests for exclusive use of a recreation facility or outdoor area will be processed on a first-come first-serve basis, the first working day of each year and will be assessed the non-resident rates as outlined on the current Fee Schedule.
4. Request for Athletic Fields for tournaments are due by February 21st each year. Park Board sponsored events will be scheduled first, Maple Grove organizations will be receive second priority and all other requests third priority.
5. The Board reserves the right to deny a permit for any purpose that is not consistent with this policy, Park Ordinance, City Code, State and/or Federal law.
6. All requests shall be made at least ten (10) days prior to the date of event. When Board action is necessary as identified in this policy, requests must be made at least 45 days prior to event.
7. An Outdoor Facility Permit will be mailed to the person making a request. The permit will be considered valid and the space will be reserved upon receipt of the signed permit, damage deposit and rental fee.
8. Rental fees for all Outdoor Facility Permits must be paid at the time the permit is submitted. Permit fees for athletic tournaments must be paid in full at least 7 days prior to event. Checks should be made payable to the Maple Grove Parks and Recreation Board.
9. Damage deposits must be post-dated for the event day.

## Usage Policy

10. A Special Use Permit will be added to the Outdoor Facility Permit when large grills, tents, tables, chairs or other temporary equipment are brought in for the event. A Special Use Permit will also be required when additional electrical power is used, amplified music is played, or when the size of the group exceeds the identified capacity.
11. Permit holder must agree to provide an adequate amount of supervision in relation to the attendance and age of participants at the event as determined by staff/Board and will be responsible for all costs associated with such provisions.
12. Permit holder will be responsible for providing security and traffic control when staff/Board deems appropriate. Permit holder will be responsible for all costs associated with such provisions.
13. Permits are non-transferable.
14. Permits will give exclusive use of the designated area only. The park will remain open to visitors.
15. Applicant signing the permit must be at least 18 years of age.
16. The permit must be immediately available upon request or posted at event.

### **General Regulations Applying to all Permit Holders**

1. All activities and events planned by permit holder must be identified on permit and must comply with Park Ordinance 220:10 and all other City Codes and regulations that apply.
2. All activities must be for wholesome leisure time activities.
3. Tobacco use is prohibited at all public buildings, park property and ISD #279 property operated by the Board through a joint powers agreement.
4. Alcoholic beverages are prohibited except upon Board approval. The Board will consider requests for alcoholic beverages only by duly organized, non-profit, civic organizations whose activities are significantly conducted in the City of Maple Grove. Permit holder interested in this request must review Ordinance 220:15 with staff.
5. The sale of articles, items or services is prohibited except upon Board approval. Permit holder interested in this request must review Ordinance 220:10 with staff.
6. Gambling of any kind including but not limited to bingo, pull-tabs and raffles may not be conducted without approval from Park Board and demonstration of compliance with all City and State Codes.

## Usage Policy

7. All events must take place between 6:00 a.m. and 11:00 p.m. An event may extend beyond Park curfew times, only upon approval and written on the permit. Consideration for an extended permit will be approved by staff based on adequate supervision and safety of participants.
8. Users must place all trash in designated garbage cans. Events requiring additional garbage pick-up other than the routine maintenance schedule may be assessed a service fee. If necessary, this fee will be identified on the permit.
9. Items brought onto the park property for the temporary use of the event must be delivered and removed or properly disposed of by the stated start time and end time on the permit. Nothing can be left in the park overnight without prior approval.
10. All costs associated with replacement or repair of any grounds, facilities or equipment due to improper or malicious use will be deducted from the deposit. Should such costs exceed the deposit, additional charges may be assessed against the permit holder.
11. Permit holders receiving a key, must not duplicate the key under any circumstance.
12. Refunds for permits will be issued only if cancelled 30 days prior to event date.
13. The fees are subject to change by the Park Board without notice. Should permit fees increase, all outstanding permits will be honored at quoted rate.

### **Additional Guidelines for Use of Picnic Pavilions**

1. The electricity at the pavilions is limited. If the user trips the circuit breaker due to overloading the outlets, the damage deposit may be forfeited.
2. Permits for Weaver Lake Community Park must identify if the group plans to swim at the beach. Swimming/use of the beach is allowed only when Lifeguards are on duty.
3. Attaching materials or decorations to any part of the structure is prohibited without specific written approval on the permit.

### **Additional Guidelines for Use of Athletic Facilities**

1. The Board or its designee will not authorize permits for usage before April 15<sup>th</sup> or after November 15<sup>th</sup>.
2. Each user, except athletic teams will be limited to one reservation at a time. Once the event is over, another reservation may be made as field time is available.

## Usage Policy

3. Park Board sponsored athletic teams, duly organized and non-profit, civic organizations serving residents of Maple Grove may have two practice fields reserved at a time.
4. All tournaments must be sanctioned by appropriate district, regional, state or national organization as determined by the Board.
5. Games may not begin before 8:00 a.m. and must finish by 10:30 p.m.

## **Additional Guidelines for Special Use Permit Procedure**

The following activities require a written Special Use Permit approved by Superintendent of Recreation and Superintendent of Parks in addition to the Outdoor Facility Permit:

- A gathering of one hundred individuals or more;
- A gathering at a pavilion/building when the expected attendance exceeds the identified capacities;
- Burning of logs, charcoal or other fires outside of the designated picnic grills;
- Creation or emission of any amplified sound or music;
- Use of a facility for an overnight activity;
- Use of equipment requiring outdoor auxiliary power;
- Use of a tent, canopy, platform, or other temporary structure.

The following activities will require a Special Use Permit approved by Superintendent of Recreation and Superintendent of Parks in addition to the Outdoor Facility Permit. In addition, proof of general liability insurance coverage and product liability coverage, (if serving food) in accordance with City Code, and certificate of insurance naming the Maple Grove Parks and Recreation Board as an additional insured is required:

- A sporting event/tournament not sponsored by the Maple Grove Parks and Recreation Board;
- Animals for show, display or rides;
- Operating a motorized vehicle on parkland or trails;
- Landing or cause to descent within a park, any apparatus for aviation;
- Use of inflatables such as a moonwalk, climbing wall, amusement rides, battery or gas powered toys.

These listed activities will be issued a Special Use Permit only by formal Park Board approval and upon providing all the above listed insurance policies:

- Selling or offering for sale any goods or service, (See Ordinance 220:10 for eligibility);
- Serving or sale of alcoholic beverages, (See Ordinance 220:15 for eligibility);
- Gambling of any nature including bingo, raffles, pull-tabs;
- All other requests that are not specifically identified and are not normally permitted by Park ordinance.

## **Use of Equipment Guidelines**

### **Flotation Devices at Beach**

The use of any inner tube, life raft or other inflatable or buoyant object or flotation device intended to support a person will not be allowed. The lone exception will be a United States Coast Guard approved type 1, 2, or 3 personal flotation device used when it is properly secured, of the proper size and is undamaged. Use of such devices shall be restricted to specific sections of a swimming beach under adult supervision and any use of outside these specific sections is not allowed.

### **Roller Skates – In-line Skates**

Use of roller skates and in-line skates and/or hockey sticks shall be prohibited on all hard surface courts.

### **Motorized Scooters**

Scooters with battery operated or gas operated assistance are considered a motorized vehicle and are prohibited from parks and trails.

### **Picnic Kit**

Picnic kits will be made available for rent to residents of Maple Grove. Phone reservations for a kit will be accepted. The fee for renting the kit will be established on the Fee Schedule. The kit may include volleyball sets with poles, standards and ball; softballs, bats bases; soccer ball, Frisbee and football. Other equipment may be added or deleted as recreational interests change.

## Fee Schedule

### Eagle Lake Community Building

#### Deposit

All Permit Holders

Key and Room Use only Deposit.....\$30.00

Key, Room and Kitchen Use Deposit .....\$80.00

#### Permit Fees

Individual/Private Use by Resident, Maple Grove Businesses, Non-profits, Churches, Civic Organizations and ISD #279

Room Use Permit Fee .....\$ 0

Kitchen Use Permit Fee .....\$ 0

All Non-Resident Users

Room Use Fee .....\$30.00

Room and Kitchen Use Fee .....\$80.00

### Pavilions

#### Deposit

All permits must submit a \$30.00 clean-up deposit

#### Permit Fees

Arboretum	Resident (Private or Business User) .....	\$30.00*
	Non-Resident/All Other Users .....	\$60.00

Lions Site	Resident (Private or Business User) .....	\$40.00*
	Non-Resident/All Other Users .....	\$80.00

Weaver Lake	Resident (Private or Business User) .....	\$50.00*
	Non-Resident/All Other Users .....	\$100.00

\* If an anticipated group size is larger than 50 people at the Arboretum or 100 people at the Lions site and Weaver Lake, the group would pay the Non-Resident/All Other Users rate.

Agencies that hold a Joint Powers Agreement with the City may use any of the three sites for a \$20.00 fee. This would include the schools in Maple Grove in the Osseo Area School District, St. Joseph the Worker Church and Maple Grove Evangelical Free Church.

Users of Weaver Lake Pavilion may request use of restrooms when Park Supervisor/Lifeguards are not present with a key deposit of \$30.00. There is no swimming at beach if Lifeguard is not on duty.

Users of Lions Pavilion may use Community Center restrooms when facility is open.

There will be no refunds due to any inclement weather conditions. Event may be rescheduled on another available date.

**Fee Schedule**  
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**Athletic Facilities**

i.e. ballfields, multi-use fields, soccer fields, tennis courts, volleyball courts

**Deposits**

Damage/Clean Up Deposit .....	\$200.00 per permit
Parking Lot Deposit (MGJH only) .....	\$200.00
If any player or spectator is found parking at St. Joseph Church, this deposit will be forfeited.	
Field Liner Use Deposit .....	\$75.00 per unit
Peg Bases Deposit .....	\$75.00 per field

**Permit Fees**

MGJH Complex (no dragging) .....	\$425.00 per weekend
MGJH Complex (dragging) .....	\$700.00 per weekend
Private, one time use by resident .....	\$ 25.00 per field/per day

**All Other Facilities in Park System**

All other facilities such as Civic Center Campus area, trails, shelter building, open space at any neighborhood park or community playfield

**Deposits**

Clean Up and Damage Deposit .....	\$200.00 per permit
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**Permit Fees**

Non – Exclusive use for any area .....	\$25.00
Note: If group attendance is anticipated to be over 100 a Special Use Permit is required.	

**Other Available Services**

Field Marker Compound.....	\$ 3.00 per bag
Lights .....	\$15.00 per hour, per field
Field Attendant or Skating Rink Attendant .....	\$12.00 per hr/plus actual OT
Field Maintenance staff (Field Dragger) .....	\$15.00 per hr/plus actual OT
Picnic Kits (\$30.00 deposit, forfeited if not returned on due date) ...	\$ 8.00 per use

Last approved by Park Board on October 17, 2002