



SOUTH ST. PAUL
PARKS & RECREATION DEPARTMENT
651-366-6200

PICNIC SHELTER RESERVATION POLICY

The Kaposia Park and Lorraine Park picnic shelters are available for use on a rental basis as scheduled by the Parks & Recreation Department. The policies that follow are necessary to insure the proper use of the shelters so that all people may equally enjoy them. As a renter you are responsible for reviewing and complying with all of the information provided.

RESERVATION PROCEDURE

Requests for use of a picnic shelter should be directed to the SSP Parks & Recreation Department at 651-366-6200.

1. Reservations will occur on a first come, first serve basis starting the first regular business day in January.
2. Reservations may be tentatively scheduled by visiting our office or by phone. Your tentative reservation will be held for seven (7) days. At the conclusion of seven days if full payment has not been received, accompanied by the official reservation form, your reservation will be released.
3. Confirmation of your reservation will only occur after you have submitted an official reservation form and full rental payment. Payment is accepted in the form of cash, check, and Visa, MasterCard, Discover, or American Express. When picking up your permit, a \$100 damage deposit will be due. This is only a deposit and will not be processed unless violations are assessed at the conclusion of your rental.
4. At the conclusion of your rental, your damage deposit will be returned if made by cash or check after inspection, unless violations are assessed. If deductions are made, there may be a waiting period for you to receive your deposit balance.

RENTAL PERMIT

A rental permit will be issued to you to confirm your rental at the time of submittal of the official reservation form and full rental fee. The "Name of Renter" listed on the official reservation form must:

1. Coincide with that person's proper address.
2. Be a minimum of 21 years of age.
3. Assume responsibility for supervision and compliance with all rules and policies during the rental.

If discrepancies or fraudulent information is discovered, such as residency status, the Parks & Recreation Department reserves the right to deny or revoke your permit. Permit holders will not assign, transfer, or sublet to others the use of the facilities. Any violations will result in the forfeiture of your reservation and any fees paid.

RENTAL SEASON AND HOURS OF USE

The picnic shelters are available for rental beginning the second weekend in May through the first weekend in October, seven days a week including holidays. Dates before or after the rental season may occur on a first come, first serve basis however, electricity and restroom access may be limited.

Hours available for half-day rental: 9:00 a.m. – 3:00 p.m. and 4:00 – 10:00 p.m.

Picnic shelters available for rental include:

Kaposia Park, 1028 Wilde Avenue
Lorraine Park North, 756 3rd Avenue South
Lorraine Park South, 756 3rd Avenue South

The picnic shelters located at Veterans Field and Kaposia Landing are available on a first come, first serve basis when field use and athletic activities are not present.

GROUP SIZE

The picnic shelters are designed for small group gatherings. The maximum capacity allowed for a rental group is 150 people. This includes the outside areas. Please plan accordingly with regard to your group size and possible weather conditions.

RESTROOM & HOT PLATE ACCESS

Portable toilet facilities are available at each shelter site along with an enclosed pit toilet at Kaposia Park and a restroom building at Lorraine Park. The restroom building at Lorraine Park is equipped with flush toilets and sinks. In order to use the restroom building at Lorraine Park or hot plates at Lorraine Park South, you must check out a key. A key will be issued to you for your rental and may be picked up within 24 hours of your scheduled rental at the Parks & Recreation Department, located at Central Square Community Center, during regular business hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. If your reservation is on a Sunday, you must pick up your key on the proceeding Friday.

The key must be returned within 48 hours after your rental **ON A REGULAR BUSINESS DAY** (see hours above). If your reservation is on a Friday, your key must be returned the following Monday. In order to check out the key for your rental, you must submit a \$100 damage deposit. Your damage deposit will not be released until the key issued for your rental is returned. Lost keys will result in forfeiture of your full deposit. It is your responsibility to ensure that the restroom building and hot plate doors are locked and secured at the conclusion of your rental.

AMENITIES

Amenities included in rental: The shelter area, all picnic tables located within the shelter area (quantities vary), electrical outlets, electric hot plates (Lorraine South shelter only), surrounding grills, and trash & recycling receptacles.

Please be respectful of the shelter and park amenities. If any city property is damaged, please inform the Parks & Recreation Department at the conclusion of your event. Resolution of any damages will be handled on a case-by-case basis.

SET UP & CATERING

Deliveries and pick-up of equipment, food, or other items must be completed during the rental period listed on the permit. If more than an hour or a different time frame is requested for set up, standard rental fees will apply.

DECORATIONS

Decorations are allowed however should not damage or litter the shelter area. Please note:

- All decorations must be removed at the conclusion of the event including the clean-up of any tape, string, rope, streamers, confetti, posters, piñatas, and balloons.
- Failure to pick up and discard excessive trash will result in deductions from your damage deposit.

CONCLUSION OF THE RENTAL

At the conclusion of your rental, your group is required to return the picnic shelter to the original condition including:

1. Placing all waste and recycling material in the designated receptacles. The City of South St. Paul prides itself on being a clean, green community, and we encourage you to recycle as much as you can.
2. Returning all tables to the original configuration.
3. Removing any hangings, decorations, tablecloths, etc.
4. Removing all items from and cleaning any surrounding grills.
5. General cleaning of any spills or soiled areas.

Park staff will assess the final condition of the shelter and surrounding areas, noting that public use may also have occurred. Any issues may result in deductions from your damage deposit and future rental restrictions.

RENTAL FEES & DAMAGE DEPOSIT

Rental fees are charged on a half-day basis and will not be pro-rated. A \$100 damage deposit must be submitted prior to your rental in order for a permit to be issued. See "Reservation Procedure" and "Restroom & Hot Plate Access" sections.

GROUP TYPE:

Resident of South St. Paul - *with proof of address*

FEE:

\$60.00/half-day (plus MN sales tax)

Non-resident - *outside the city limits of South St. Paul*

\$80.00/half-day (plus MN sales tax)

Community non-profit organizations based in South St. Paul are eligible for a waiver of fees for facilities that they have contributed toward the construction or renovation of. Fee waiver requests must be submitted in writing to the Parks & Recreation Department for consideration.

PARKING

Parking is permitted in the parking lot designated spaces only and on street adjacent to the park where signage allows. Vehicles are not allowed to drive or park on grass areas, park trails, or sidewalks at any time. Any vehicles violating this policy risks being ticketed by the South St. Paul Police Department. If special vehicle access is needed, please request at the time of reservation for consideration and approval.

OUTDOOR TENTS & INFLATABLE STRUCTURES

If your group wishes to use outdoor tents or inflatable structures, please note the size and desired location of any tents or inflatables you wish to set up. Tents and inflatables must be set up and taken down the day of your rental. A separate indemnification form must be submitted if using an inflatable structure. The Parks & Recreation Department reserves the right to limit or deny the size and or quantity of any outdoor tent or inflatable structure set up requests.

ALCOHOL AND GAMBLING

South St. Paul City Ordinance #835.29 states: "It is unlawful to have in possession, or to consume intoxicating liquor, as defined in Minnesota Statutes, section 340A.101, subdivision 4, in, upon, or within any park or park and recreation facilities or properties within the city."

Groups are permitted to have non-intoxicating beer and liquor (3.2% or less). Private groups are not allowed to sell alcohol. Non-intoxicating beer and liquor may only be displayed and served in the interior of the picnic shelter area. All beverages must be served in cans, plastic bottles, or plastic cups, **NO GLASS!** Any version of gambling on park property is not allowed.

AMPLIFIED MUSIC

South St. Paul City Ordinance #615.03 Subd. 7 states: "It is unlawful to use or operate, or permit the use of any radio receiving set, musical instrument, phonograph, paging system, machine or other device for the production or reproduction of sound in a distinctly and loudly audible manner as to disturb the peace, quiet, and comfort of any person nearby."

OTHER PARK USERS

Please be aware that any public park remains open to the public before and during your rental. The City of South St. Paul Public Works Department endeavors to regularly clean and maintain shelters, trash cans, grills and surrounding areas however we cannot guarantee that other park users will not use and soil your shelter area immediately before your rental period, especially on Sundays. Other activities, Kaposia Pavilion rentals, sporting events, and parking congestion may occur. If you have questions regarding other scheduled park activities, please inquire at the Parks & Recreation office.

EMERGENCIES

An emergency contact number will be provided on your rental permit if there are any minor issues during your rental. If an emergency situation warrants please contact the South St. Paul Police Department using 911.

WEATHER CONDITIONS

There are no refunds or credits for inclement weather.

CANCELLATIONS

Rental fees are eligible for refund if the cancellation is made thirty (30) or more days prior to the date of rental. No refunds or credits will be given for reservations cancelled less than thirty (30) days in advance. A \$5.00 cancellation fee will apply.

FEEDBACK

The Parks & Recreation Department welcomes any comments, feedback or general questions regarding your rental. Please contact our office at 651-366-6200 to speak with a staff member or have an evaluation form sent to you.

CONTACT INFORMATION

City of South St. Paul Parks & Recreation Department 100 - 7th Avenue North, South St. Paul, MN 55075

Parks & Recreation Department at Central Square Community Center
South St. Paul Police Department
City information is available on-line at www.southstpaul.org.

651-366-6200
911

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