CITY OF SAINT PAUL
Mayor Christopher B. Coleman

DEPARTMENT OF PARKS AND RECREATION
PARK PERMIT OFFICE

2014
PARK PERMIT RULES AND REGULATIONS

The Department of Parks and Recreation retains the right to shutdown any rental for any violation of the park permit rules and regulations, city ordinances, or laws that are violated without refund of the rental fee.

CONTACT NUMBERS

If problems arise during rental, please contact one of the following for assistance.

DAY AND TIME	CONTACTS	PHONE NUMBERS
MON thru FRI 7 a.m. – 3:30 p.m.	PARK PERMIT OFFICE	651-632-5111
*EARLY MAY THRU EARLY OCTOBER MON thru FRI 3:30 p.m.– 9:30 p.m. SAT & SUN 7 a.m. – 9:30 p.m.	EVENING PICNIC STAFF OR WEEKEND SUPERVISOR	651-248-2525
MON thru SUN 7 a.m. – 9:30 p.m.	**PARKS SECURITY	651-248-1732

**Staff are available only during the picnic season and listed times.*
***Contact when unable to reach anyone from the first two phone numbers listed.*

PERMIT

Please be sure to have your permit with you during your rental.

UNLOCKING FACILITIES

For facilities that must be unlocked, staff will arrive 15 minutes prior to rental time and will wait no longer than 30 minutes past the start time listed on the permit for permit holder to arrive.

CLEANUP OF SITE/FACILITY

The Department of Parks and Recreation retains the right to collect damages from the permit holder if site/facility is left in an unacceptable manner and requires extensive cleanup or repair by Parks staff. Additional fee will be added to credit card on file. Permit holder is responsible for repair/replacement costs of park property damaged/destroyed as a result of their event. **No chalk or painting is allowed.** An additional fee will be charged to permit holder for any chalking or painting.

Facilities/shelters must **be vacated by the end of rental session** listed on the permit (this includes cleanup time). For rentals scheduled until 9:30 p.m., all takedown and cleanup must be completed and facility vacated by 9:30 p.m. **If facility is not vacated on time, an additional $50.00 per hour rental fee will be applied to credit card on file.**

RECYCLING

If beverages are provided in plastic or aluminum cans you must use designated recycling containers. DO NOT place in trash cans. Recycling of cardboard and boxboard (pop/beer carton, non-frozen food boxes) is encouraged. Please flatten boxes and stack near recycling or trash containers. No glass containers are allowed in any Saint Paul park.

CHANGES

There will be a $25.00 charge each time a permit is changed (time, date, location, etc.).

CANCELLATIONS

Refunds for cancellations require a 30 calendar day notice in advance of an event otherwise the fee is not refundable.

REFUNDS

No refunds will be issued less than 30 days prior to the permit. Permits under $150.00 will not receive a refund. Permits over $150.00 will receive 50% of the permit fee if the request is received 30 days prior to the event. There are no refunds for the fountains not being on, or for inclement weather.

The Department of Parks and Recreation reserves the right to cancel a reservation up to two weeks prior to the date. The Department will not be liable for any penalties, but will make a full refund of rental fees. The Department will make every effort to relocate reservation if another facility is available within the Department's jurisdiction.

DELIVERIES

All deliveries must be made during the rental period. Items cannot be stored at site. All equipment/supplies must be removed at the end of the rental period.

ELECTRICITY

If electricity is available at a site, it is 110 volts. Multiple crock pots, coffee pots, and roasters may cause overloads on power source.

EQUIPMENT

No equipment (tents, inflatable, etc) can be placed on parkland without prior written authorization from the Park Permit Office and payment of additional fees. To insure safety, all tent and inflatable locations must be approved by the Park Permit Office.

LARGE STRUCTURES

Events with structures such as a stages, platforms, bleachers, scaffolding, air-inflated or membrane structure, tents, or a building of any size (temporary or permanent), contact DSI

plan examiners, at 651-266-9007, to arrange for a review of the proposed structure. Insurance is required for any inflatable. NO DUNK TANKS ALLOWED in any Saint Paul park.

ALCOHOL

The possession or consumption of alcohol is prohibited in City parks, except as designated below:

The possession and consumption of non-intoxicating malt liquor (containing not more than 3.2% alcohol by weight) is permitted from 8:00 a.m. to 8:00 p.m. within the designated picnic areas in Cherokee, Como, Harriet Island, Highland and Phalen parks, and at Rice and Arlington, McMurray and Dunning fields. Glass beverage containers are not allowed.

AMPLIFIED SOUND

Amplified sound (music, DJ's, bands, sound systems, etc.) in the park system must be approved by Parks staff at least 7 business days prior to event and must be listed on reservation permit. Some amplified sound requires a City of Saint Paul noise variance. Call 651-266-8989 for assistance.

BALLOONS

Balloons are prohibited on zoo grounds. Balloons ingested by animals can compromise their health and, under the most extreme circumstance, may contribute to or directly cause the death of a zoo animal. This includes visitors with balloons and balloons at events and other activities held on zoo grounds. Balloons are allowed in the picnic areas outside of the zoo grounds in Como Park. Water balloons are not allowed at any park picnic sites.

INSURANCE REQUIREMENTS

If insurance is required for an event, the permit holder must obtain comprehensive general liability insurance from a company licensed to do business in the State of Minnesota. Such insurance will be at the minimum of $1,500,000 per individual claim, and $3,000,000 in aggregate, and include the City of Saint Paul named as an additional insured. Insurance must be received 15 business days prior to permit date, or permit will be canceled.

SIGNAGE

For events requiring signage, **please do not attach signs to trees or paint or permanently mark the curb or pathways**. Use signs that can be easily removed or stakes that can be pounded into the ground or freestanding signs. If you plan to use staked signs, you must contact the Park Permit Office at least 7 business days in advance so a utility locate can be done. Remove all signs when your event is over.

WALKS, RUNS, AND BICYCLE EVENTS

All walks/runs/bicycle events must provide clear direction to inform participants of the appropriate paths to be used and all park rules must be observed during event participation.
If a BICYCLE EVENT is being held, please remember that in many areas bikes and pedestrians must use the same pathways. Please forewarn participants. Walks, runs and bicycle permits must have insurance sent to permit office at least 15 business days prior to event, or permit will be canceled.

MARKING PATHS AND/OR ROUTES

For events that need to mark paths and/or routes, **only chalk, cones or flags** may be used. Spray paint of any kind is prohibited.

DOGS

Dogs must be effectively restrained on a leash no longer than six feet. Dogs may only be "off-leash" in a designated City of Saint Paul Off-Leash Dog Area. An "Off-Leash Dog Area" is provided at Arlington/Arkwright Park and the new High Bridge Dog Park. Owners and/or handlers of dogs must prevent their animals from the pursuit or harassment of wildlife or wildlife nests, burrows or habitat on park property. The owner or person handling a dog is responsible for feces clean-up, and must carry a device for such clean-up. Violation of this Ordinance may result in a fine of $108, or five hours of public lands fecal clean-up. Dogs are not allowed in the Como Zoo area.

FIREWORKS

Fireworks are not allowed on park property.

GRILLS

No grills allowed in downtown parks. We are not responsible for grills that are broken or missing from park locations.

VEHICLES

Parking vehicles on the grass is prohibited. Vehicles parked on grass are subject to being tagged and towed at the owner's expense.

EMERGENCY ACTION PLANS FOR VISITORS AND PARTICIPANTS

It is the intent of the City of Saint Paul, Department of Parks and Recreation, to make your visit to our facilities a safe and enjoyable experience. The picnic facilities are not severe weather facilities; please take necessary precautions to ensure your safety. You are using this park space at your own risk.

In the event of impending severe weather conditions and/or a medical emergency, please follow these guidelines:

Impending Thunderstorms/Tornado Warnings/Watches

- Designate a person to coordinate emergency procedures, if necessary.
- Designate someone to monitor a radio.
- Be prepared. Determine a safe area within the facility (an area away from windows).
- Have an accurate head count of persons in your party.
- Keep your party members together.
- Do not allow people to stand outside or by windows to watch a storm.
- Monitor children's activities.

Medical Emergencies

- Dial 911. Explain the type of emergency. Stay on line until you are dismissed.
- Designate someone to greet the emergency providers.