CITY OF SAINT PAUL
PARKS AND RECREATION
1100 HAMLINE AVENUE N., SAINT PAUL, MINNESOTA 55108
PHONE: 651-632-5111/FAX: 651-632-5115
WWW.STPAUL.GOV

If PROBLEMS arise on weekdays, PLEASE CALL the PERMIT OFFICE at 651-632-5111, from May through October in the evening or on weekends, contact the evening picnic staff or the WEEKEND SUPERVISOR at 651-248-2525. If you are unable to reach them, contact PARK SECURITY at 651-248-1732.

PLEASE NOTE: *No refunds will be issued due to fountains not operating.

*No EQUIPMENT (TENTS, RIDES, INFLATABLES, ETC.) can be placed on parkland without prior written authorization from the Permit Office and payment of additional fees.

*Events with structures such as a stage or platform, bleachers, scaffolding, an air-inflated or membrane structure, a tent, 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.

*All equipment/supplies must be removed at the end of the rental period.

*All DELIVERIES must be made during the reserved time only. Items cannot be stored at site.

*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 rental party to arrive.

*Facilities/Shelters **must be vacated by the end of rental session** listed on the schedule (this includes cleanup time). For rentals scheduled until 10:00 p.m., all takedown and cleanup must be completed and facility vacated by 10:00 p.m. If facility is not vacated on time, an additional $50.00 per hour rental fee will be applied.

*AUTOMOBILES belong in the streets and parking lots. If parked on the grass they can be subject to being tagged and towed.

*CHANGES: There will be a $10.00 charge each time a permit is changed (time, date, location, etc.)

*CANCELLATIONS: Refunds for cancellations must be requested at least 14 calendar days in advance of an event. No changes to dates will be accepted or refunds made due to weather conditions such as rain, temperature, etc.

*REFUNDS will be issued as follows: Original Fee Amount: $0.01 - $10.00: No refunds given; $10.01 - $50.00: $10.00 reduction; $50.01 and up: $25 reduction. If a permit is issued within 14 days of an event, and the event is canceled, the fee is not refundable.

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

*AMPLIFIED MUSIC in the park system must be approved prior to an event by calling 651-632-5111.

*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. City of Saint Paul ordinance prohibits the possession or consumption of alcohol in all other City parks.

*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.

*For events that SIGNAGE is needed, please DO NOT attach signs to trees with nails or staples or paint or permanently mark the curb or pathways in any way. Use cardboard 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 651-632-5111 at least 7 days in advance to discuss the location so that utilities can be located. Remove all signs when your event is over.

*If a BICYCLE EVENT is being held, please remember that in many areas, bikes and pedestrians must use the same pathways. Please warn participants.

*FIREWORKS of any kind are not allowed on park property.

*CLEANUP OF SITE/FACILITY: The Division of Parks and Recreation retains the right to collect damages from the permit holder if site/facility is left in an unacceptable manner and it requires extensive cleanup or repair by Parks staff. Permit holder is responsible for repair/ replacement costs of park property damaged/destroyed as a result of their event.

*CATERED EVENTS: If an event with an estimated attendance of 250 people or more is catered, an approved caterer MUST be used. The Park Permit Office will have a list of licensed and approved caterers available after March 1, 2009. Caterers not currently on the approved list may contact the Park Permit Office at 651-632-5111 for further information on how to be added to the list.

*Please be aware that information on permit rentals is provided to the Division of Parks and Recreation's approved caterers. Please note that if this information is requested, it is public information and will be provided. If you do not want your name and phone number shared with these caters, please contact the Park Permit Office at 651-632-2407.

*DOGS are involved in many events or are brought along by their owners. Dogs must be kept on a leash no longer than six feet, and the dog owner is responsible for the clean up and disposal of any litter left by the animal. Dogs are not allowed in the Como Zoo area.

*If INSURANCE is required for an event, a requirement of this rental is that the lessee obtain a public liability insurance policy and possibly automotive coverage from a company licensed to do business in the State of Minnesota. For events taking place from January through June 2009, such insurance shall be at the minimum of $400,000 per individual claim, and $1,200,000 in aggregate, and shall further include the City of Saint Paul being named as an additional insured. Effective July 1, 2009, such insurance shall be at the minimum of $500,000 per individual claim, and $1,500,000 in aggregate.

*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.

EMERGENCY ACTION PLANS FOR VISITORS AND PARTICIPANTS

It is the intent of the City of Saint Paul, Division 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 the necessary precautions to ensure your safety. In the event of impending severe weather conditions and/or a medical emergency, please follow these guidelines for your safety and the safety of your guests.

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.

YOU ARE USING THIS PARK SPACE AT YOUR OWN RISK.

Updated November 2008