

**CITY OF SAINT PAUL**

Mayor Christopher B. Coleman

400 City Hall Annex
25 W. 4th Street.
Saint Paul, Minnesota 55102
www.stpaul.gov/parksTelephone: 651-266-6400
Facsimile: 651-292-7405**2012 Recreation Center Private Event Permit - Terms and Conditions**

Application for use of any Saint Paul Recreation Center operated by the City of St. Paul; Department of Parks and Recreation constitutes the applicant's agreement with the following Terms of Permit.

Provisions 1 through 30 apply to all rentals. Provisions 31 through 53 apply primarily to large outdoor events.

Administrative Regulations for Issuance of Recreation Center Permits

1. Exclusive use of any portion of a recreation center, that is not a part of the regular seasonal recreation center program by the public, requires a rental for which fees are charged.
2. Application must be submitted 14 days in advance of the date to be used.
3. Applications for rental use of recreation center venue shall be made to the City of St. Paul Department of Parks and Recreation on the Facility Rental Permit Application Form.
4. All permits are subject to the regulations contained in the City of St. Paul Legislative and Administrative Code.
5. Applicant shall conform to all applicable directives of the City of St. Paul Police Department and Fire Department and to the directives of the City of St. Paul Department of Parks and Recreation as set forth in the permit and as given verbally or in writing subsequent to the issuance of the permit and related use of recreation centers.
6. The City of St. Paul Department of Parks and Recreation reserves the right to refuse application for good cause or to revoke the applicant's permit privileges. In addition, all organizations must be in good standing with all departments of the City of St. Paul.
7. In compliance with the American with Disabilities Act (ADA) the permit holder shall not discriminate on the basis of disabilities for any public activity held at a St. Paul Parks and Recreation facility, and shall provide all necessary accommodations required by law based upon physical disabilities. The permit holder will also comply with all applicable State, Federal and Local laws and regulation prohibiting discrimination of any kind.
8. The City of Saint Paul reserves first claim to the use of its own property. Cancellations may be ordered by City authorities with or without due notice. Permission to use facilities is granted with this understanding.
9. Independent School District #625 has top priority in the use of facilities after recreational activities have been given prime consideration
10. Keys are not issued to individuals or community groups. City personnel must open and close the facility.
11. Use of general recreational and athletic equipment and supplies will not be permitted, unless requested and previously approved by the Facility Director.

12. Permit users will be responsible for setting up and returning rooms and equipment to the same location and arrangement they were in prior to usage. This must be completed within the times designated on the permit.
13. If facility is used for Softball Tournament, an approved sanction form must accompany application form.

Fees & Charges

14. Any organization issued a permit to use a recreation center will be required to pay according to the applicable fee schedule on the Facility Cost Worksheet and Recreation Center Facility Rental Price Sheet. It is the responsibility of the applicant to clarify any questions regarding these fees in advance of the event with the recreation center director.
15. Discounts
 - a. As listed, will apply to **indoor** facility rentals at the following recreation centers:

<u>(10%)</u>		
Baker	Hayden Heights	Merriam Park
Conway	Langford	Rice
Edgcumbe	McDonough	Wilder
Hancock	So. St. Anthony	
 <u>(20%)</u>		
Arlington	Groveland	Palace
Duluth & Case	Margaret	Scheffer
Griggs	Northwest Como	
 - b. Discounts for **multiple rental dates** by the same renter on the same permit are as follows:
3 - 10 rental dates: 10%
11+ rental dates: 25%
16. Payment of facility charges are due at the time that a permit is issued. Payment for estimated date of event charges are due a minimum of 48 hours prior to the event. Payment in full is due within a maximum of 30 days of the event. Failure to comply will result in relinquishing the right for any future reservations.
17. Holders of permits may cancel them by giving the Department of Parks and Recreation notice at least forty-eight (48) hours in advance of the date to be canceled. For Saturday and Sunday cancellations, seventy-two (72) hours are required.
18. City of St Paul Department of Parks and Recreation reserves the right to assess any additional charges deemed necessary due to expanding use of venues, damages, and/or additional clean up costs.
19. The City of St Paul Department of Parks and Recreation will render a service fee of \$25 for each check returned as not payable by financial institution.
20. Rental of any facility that necessitates a staff person opening and closing the facility outside of normal operating hours is for a minimum of two (2) hours. Rental of outdoor space for two (2) hours or more outside of normal operating hours will necessitate payment of a staff person to provide rest room access.

General Information

21. The permit holder, or designee known to and approved by the City of St. Paul Department of Parks and Recreation, is required to be on site during the entire event including the complete load-in and load-out. This includes all deliveries and removal of all equipment and debris.
22. The permit is not transferable to any person or organization.
23. The permit holder is responsible for conveying all information, policies, and procedures to all parties involved in the event. This includes all vendors and sponsors.
24. The attachment of any objects, banners, or materials to trees, light poles or sculptures is prohibited. In addition, the distribution of logo stickers is not permitted
25. No cars or trucks will be permitted to operate in the event area from one-half hour prior to the event until the crowd has been dispersed. Between those hours, all equipment and supplies will need to be transported by golf cart or "Cushman".
26. A copy of the issued permit must be retained during the entire time of the rental and shown upon request.
27. Only the facilities as specified in the permit shall be used.

Insurance

28. The City of Saint Paul and the Department of Parks and Recreation does not insure your group's operations or activities. By signing a rental application, you agree that any injury or damages to your attendees or participants or the general public as a result of your activities or operations are solely the responsibility of your group, the attendee or participant. The City of Saint Paul does not provide medical payments or other no-fault payment coverage for persons injured on City property. You may wish to notify your attendees or participants of this information.

Renter agrees that they accept the premises and facilities in the condition they are in, and that renter will return the premises to the pre-rental condition. Renter shall notify the City of any problems with the property. Renter shall be responsible for any damages caused by their attendees or participants.

Renter agrees to indemnify and hold the City of Saint Paul, the Department of Parks & Recreation, its' employees, agents and elected officials harmless from any and all claims for damages or injuries that occur as a result of your activities or operations while on City property. The City reserves the right to require renter to carry general liability insurance and name the City of Saint Paul as an additional insured for any rental and for any reason. If insurance is required you will be notified, in writing, after your rental application has been submitted for approval. You will have twenty (20) days from the date of the letter to provide proof of insurance. Proof of Insurance shall be a Certificate of Insurance written in the ACORD format. If proof of insurance is not received, your rental application will be denied, and returned to you with your deposit, less a \$10.00 non-refundable administration fee.

Alcohol

29. General Conditions - Alcohol may be sold or served at a recreation center provided that the seller/server is the holder of an On-Sale applicable license, obtained from and verified by the City of St. Paul Department of Safety and Inspections (DSI) (651-266-9090). Prior to contacting DSI, applicants **must first** obtain the written permission of the Director of Parks and Recreation (266-6398). Failure to obtain the necessary approvals and permits will result in the immediate termination of all sales/service alcohol beverages.
30. Outdoor consumption is limited to the sale under the conditions of paragraph 29 of 3.2 malt. Indoor consumption under the same conditions of 3.2 malt or liquor is limited to renters that have exclusive use of the entire indoor facility during non-public hours.
All alcohol sales are subject to the restrictions and conditions as directed by the City of St. Paul Department of Parks and Recreation and the City of St. Paul Police Department. Restrictions

and conditions may include but are not limited to: required use of wristbands, required use of tickets, security provisions, and the designation of a specific area for consumption.

Event Description & Site Map

31. The City of St. Paul Department of Parks and Recreation requires a preliminary site map a minimum of 60 days prior to the event. A final site map is required a minimum of 15 days prior to the event
32. If the estimated attendance is more than 5,000, a City of St Paul Block Party Permit is required, this may be obtained by contacting the City of St Paul Police Department, Community Service Unit at 292-3525. Block Party Permits must be obtained a minimum of 60 days prior to the event. Depending on the size and type of the event, the permit holder may be required to hire City of St Paul Police Officers and /or Paramedics.
33. All expenses for trades services (electrical, plumbing or carpentry) must be paid by the permit holder. Any trades services performed by Department of Parks and Recreation staff will be billed to the permit holder at a rate of \$70/hour.

Tents, Booths, Fencing, & Barricades

34. The City of St. Paul Department of Parks and Recreation reserves the right to approve the size and location of all tents and booths prior to installation. All tents and booths must be shown on the site map.
35. The driving of stakes to install tents or booths is **strictly prohibited** in all areas of any recreation center facility, except as specifically directed by the Department of Parks and Recreation.
36. If utility location is requested / required, this expense will be the sole responsibility of the permit holder.

Sanitation & Trash Removal

37. The permit holder must provide a roll off box or a packer for trash removal if the estimated attendance is more than 5,000 people. This expense will be the sole responsibility of the permit holder. For smaller events, an additional pick-up of trash may be necessary to be paid for by the permit holder.
38. For events with an estimated daily attendance of over 5,000 persons, a trash picking service is required. This expense will be the sole responsibility of the permit holder. For multi-day events the service is required on each day of the event. The trash picking service is required to commence their work a minimum of one-half hour following the dispersal of the crowd.
39. For events of 500 people or more, a minimum of 2 portable toilets per each 500 people estimated to attend are required. However, if alcoholic beverages are sold or served, 3 portable toilets per 500 people are required. The locations for placement of these units shall be designated by the City of St. Paul Department of Parks and Recreation.
40. All events with portable toilets are required to have a minimum of one that is handicap accessible. Events must make handicap accessible portable toilets available at a minimum ratio of 1:10.
41. All portable toilets must be equipped with hand sanitizers. Sales for alcoholic beverages shall end one-half hour prior to the end of the event.

Safety & Security

42. Large group activities such as performances, celebrations etc., are subject to providing a security plan based on the type of event, number of attendees, and other related factors, as determined by the City. Any needed security must be contracted through the St. Paul Police Department. All security and safety expenses will be the sole responsibility of the permit holder. **The facility director /designee has the authority to adjust these requirements** for any and all permit activities he/she approves for a facility.
43. Applicant is responsible for providing adequate First Aid staff and equipment. For events with an estimated daily attendance of over 5,000 persons, the permit applicant must submit its first aid plan to the City of St. Paul Fire Department for review and approval a minimum of 60 days prior to the event.

Concessions

44. Food, drinks, or other items may be sold at recreation centers provided that the applicable licenses are obtained from and verified by the City of St. Paul Department of Safety and Inspections (DSI) (266-9090). Permit applicant shall provide DSI and the Department of Parks and Recreation with a complete list of concessionaires who are authorized engage in such sales as part of the event a minimum of 30 days prior to the event. All concession sales shall occur only during the hours as stated in permit. Failure to obtain the necessary approvals and permits will result in the immediate termination of all sales/service of concessions.
45. The placement of all concession locations is subject to approval of the City of St Paul Department of Parks and Recreation. A site map showing the locations of concession booths and trailers must be provided by the permit applicant a minimum of 60 days prior to the event. A final site map is required a minimum of 15 days prior to the event. At the discretion of the City of St. Paul Department of Parks and Recreation, it may be required that plywood is placed under the entire booth. The City of St. Paul reserves the right to require the concession locations be moved until the time of event load-in.
46. It is the responsibility of the permit holder to limit concessionaire vehicles to paved surfaces only during load-in and load-out. During the event, cars and trucks are prohibited on parks grounds and concessionaires are limited to the use of smaller equipment such as golf carts and "Cushman's". Although the permit holder is responsible, the City of St. Paul Department of Parks and Recreation may prohibit individual concessionaires that fail to abide by these guidelines from vending at future events.
47. Distribution of pamphlets, fliers, newspapers or free product samples at any Parks and Recreation facility must be approved in writing by the Director of Parks and Recreation.
48. The permit holder and their concessionaires serving soft drinks, water, sports drinks and fruit juice products may only serve Coca-Cola products, in accordance with the City of St. Paul Department of Parks and Recreation's agreement with the Midwest Coca-Cola Bottling Company (2008-2012).
49. The person/organization holding the permit agrees to clean up all areas immediately following the event. This includes removal of all debris. The City of St Paul Department of Parks and Recreation reserves he right to charge the permit holder for all expenses incurred if clean up is not properly completed.
50. For events with an estimated daily attendance of over 5,000 persons, the permit holder must provide a water station. The City of Saint Paul Department of Parks and Recreation will provide access to a water source.

Entertainment & Attractions

51. Amplification equipment is permitted only if it is noted on the permit. Amplification is permitted only between the hours of 10:00am and 10:00pm. All amplification is subject to applicable City of Saint Paul ordinances and any sound which can be heard on adjacent properties may require a noise variance. Events requiring variances should contact the office of DSI a minimum of 60 days prior to the event to initiate an application.
52. The driving of stakes to install tents or booths or secure inflatables is strictly prohibited in all areas of any park, except as specifically directed by the Department of Parks and Recreation.
53. The City of St. Paul Department of Parks and Recreation requires that a completed Band Profile be submitted a minimum of 30 days prior to the event. Information such as anticipated crowd size, demographics, history for the band's last five (5) performances, and current popularity of the band must be provided