

## **Guidelines for Temporary Use of HRA Parcels**

### **Objective**

The objective of these guidelines is to accommodate occasional requests to temporarily use HRA Parcels for community events, block parties, or other events.

### **Purpose**

The purpose of these guidelines is to:

- 1) Streamline the process for requesting the temporary use of HRA parcels; and
- 2) Provide standard terms and conditions for the temporary use of HRA parcels.

### **Eligible Users**

Any community organization, business, individual, or other interested party may apply for temporary use of an HRA parcel.

### **Eligible HRA Parcels**

Users shall submit the attached Application for Temporary Use of an HRA Parcel to request the use of an HRA parcel. Staff shall review applications to ensure that the use does not conflict with any redevelopment project planned for the parcel.

### **Eligible Usage**

Any Application for a reasonable legal usage which is compatible with the site, fulfills a public purpose and is consistent with neighborhood priorities shall be considered by PED staff.

### **Review by HRA Commissioner and District Planning Council**

Staff shall advise the appropriate district planning council and the HRA Commissioner in whose jurisdiction the HRA parcel is located of the proposed temporary use of an HRA parcel, and shall obtain the approval of said HRA Commissioner prior to executing a Use Agreement.

### **Terms and Conditions of the Use Agreement**

The following terms and conditions shall be incorporated into a Use Agreement to be executed by the user and the HRA prior to use of the parcel:

**I. Usage of HRA Lots:** The usage of the HRA lot must be restricted to that shown on the application. No other usage will be allowed. The Property shall be used in a manner that is

consistent with all local, state, and federal laws.

**II. Term of Use Agreement:** The term of use shall not exceed a period of thirty (30) calendar days. An Application for a term in excess of thirty (30) days requires approval of the HRA Board of Commissioners.

**III. Rent and Damage Deposit:** Rent and/or damage deposit may be waived at discretion of PED staff. In the event that rent and/or damage deposit is required, they shall be paid in advance at the time the Use Agreement is executed.

**IV. Indemnity:** The user shall execute a sworn statement agreeing to indemnify, defend, and hold the HRA and the City of Saint Paul harmless from and against any and all claims, demands, causes of action, suits, damages, claims of damages, liabilities, expenses, liens, costs or attorney's fees, including any acts or omissions by the HRA or the City of Saint Paul, or losses arising, or which may arise, from or as a result of, the use, occupancy, or activities undertaken, or improvements made on the HRA parcel. The user is aware of the condition of the HRA parcel and agrees to execute the Use Agreement for the same "as-is".

**V. Insurance:** Insurance coverage shall be required if the use of the lot is such that the HRA will be exposed to unnecessarily high risk. If insurance is required by staff, evidence of insurance, with amounts and terms of coverage as advised by the City Attorney, shall be submitted to the HRA.

**VI. Maintenance of Lot:** User shall be responsible for keeping the parcel in a clean, safe, and sanitary condition throughout the term of its use and in a manner that is consistent with all local, state, and federal laws. No motorized vehicles shall be permitted on the premises unless approved otherwise in writing by the HRA. No permanent improvements shall be constructed. Any temporary improvements installed by the user shall be removed by the user at user's expense at end of term. The parcel shall be returned to the HRA in the same condition as it existed prior to the term of the Use Agreement.

**VII. Permits:** User shall be responsible for obtaining any and all applicable permits.

**VIII. Expenses Related to Use:** User shall be responsible for obtaining and paying for any utilities or other services including, but not limited to, electricity, rubbish removal, and clean-up during the term of the Use Agreement.

**IX. Termination of Use Agreement:** The HRA may terminate the Use Agreement for any reason at any time upon giving written notice to the user.

## Application for Temporary Use of an HRA Parcel

Address of Parcel to Be Used:

Applicant's Name:

The Applicant is (check one):  Individual  
 For-profit Corporation  
 Non-profit Corporation  
 Other (Specify: \_\_\_\_\_)

Social Security Number/Employer Identification Number:

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ (Street)  
(City) (State) (Zip Code)

Please describe the proposed usage for which you would need this parcel, including a specific description of the event or usage you are proposing, the estimated number of persons who will occupy the parcel, the date(s) for which you are requesting use of the parcel, how you intend to provide for maintenance and clean-up of the parcel, etc. (attach a sheet if necessary):

.

Please itemize and describe any temporary improvements which you intend to construct on the parcel:

.

Applicant's Signature:

Date:

Note: A letter from the applicant including the above information will serve as an Application in lieu of this form.