



CITY OF SAINT PAUL  
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## 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 29 apply to all rentals. Provisions 30 through 59 apply to outdoor events with an estimated daily attendance of over 100 people. Large outdoor rentals with an estimated daily attendance of over 500 people will be referred to the City of Saint Paul Department of Parks and Recreation Permit Office to find a suitable location.

### Administrative Regulations for Issuance of Recreation Center Permits

1. Exclusive use of any portion of a recreation center, this is not part of the regular seasonal recreation center program by the public, requires a rental for which fees are charged.
2. Application must be submitted 21 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 Saint 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 Saint Paul Legislative and Administrative Code.
5. Applicant shall conform to all applicable directives of the City of Saint Paul Police Department and Fire Department and to the directives of the City of Saint 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 to use of recreation centers.
6. The City of Saint 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 Saint 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 Saint 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 athletic tournaments, an approved sanction form must accompany the application form.

### Fees and Charges

14. Any organization issued a permit to use a recreation center will be required to pay a \$15 application / administrative fee and the calculated invoice.
15. Discounts
  - a. As listed, will apply to indoor facility rentals at the following recreation centers:

10%	Duluth & Case	Hayden Heights	Rice
	Groveland	Langford Park	Wilder
	Hancock	Merriam Park	



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b. Discounts for multiple rental dates by the same renter on the same permit are as follows:

3-10	Rental Date:	10%
11+	Rental Date:	25%

16. Payment of facility charges is due at the time that a permit is issued. 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 of at least forty-eight (48) hours in advance of the date to be canceled. For Saturday and Sunday cancellations, a notice of at least seventy-two (72) hours must be given. Refunding of rental reservations are subject to a \$10-\$25 administrative fee per City Refund Policy.
18. A damage deposit of \$300 is required at the time of your permit. Damage deposit can be paid using a credit card, check or cash. The City of Saint Paul Department of Parks and Recreation reserves the right to assess any additional charges deemed necessary due to expending use of venues, damages, and/or additional cleanup costs. The damage deposit will be returned after the event.
19. The City of Saint Paul Department of Parks and Recreation will render a service fee of \$25 for each check returned as not payable by financial institution.

### General Information

20. The permit holder, or designee know to and approved by the City of Saint Paul Department of Parks and Recreation is required to be on site during the event including the complete load-in and load-out. This includes all deliveries and removal of all equipment and debris.
21. The permit is not transferable to any person or organization.
22. 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.
23. 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.
24. 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."
25. A copy of the permit must be retained during the entire time of the rental and shown upon request.
26. Only the facilities as specified in the permit shall be used.

### Insurance

27. The City of Saint Paul and the Department of Parks and Recreation does not insure your group's operations or activities. By signing the 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 coverage for persons injured on City property. You may wish to notify the 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 and 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. If you will be bringing in non-city equipment such as a jump castle, climbing wall, dunk tank, staging, or similar items or are having a large event; you must provide general liability insurance in the amount of \$1,500,000 per individual and \$3,000,000 in aggregate, and shall further include the City of Saint Paul being named as an additional insured. 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 non-refundable administrative fee.

### Alcohol

28. 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 Saint Paul Department of Safety and Inspections (DSI) (651-266-9090). Prior to contacting DSI, applicants **must first** obtain written permission of the Director of Parks and Recreation (266-6400). Failure to obtain the necessary approvals and permits will result in the immediate termination of all sales/service alcohol beverages.
29. Outdoor consumption is limited to the sale of 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 Saint Paul Department of Parks and Recreation and the City of Saint Paul Police Department. Restrictions and conditions may include but not limited to: required use of wristbands, required use of tickets, security provisions, and the designation of a specific area for consumption.

## General Information for Large Outdoor Events with an Estimated Attendance of over 100 people

30. Rental application must be submitted at least 60 days advance of the date to be used.
31. If the permit is cancelled less than 30 days in advance prior to the event, the permit holder will forfeit 50% of the total fees paid. Any fees paid in excess of the original amount will be refunded. If the permit is cancelled less than 15 days prior to the event, the permit holder will forfeit 100% of the total fees paid.
32. Once a permit is granted, it may not be transferred to another person or organization and cannot be transferred to a different calendar year.
33. Proof of insurance is required 15 days prior to the event.
34. No refunds will be issued due to inclement weather.
35. Large outdoor event rentals require the renter to pay for a minimum of 1 Parks and Recreation staff to be present during the rental. The Department of Parks and Recreation reserves the right to require the permit holder to have more Parks and Recreation staff on hand depending on the nature of the event.
36. Large outdoor events with an estimated daily attendance of over 500 people will be referred to the Department of Parks and Recreation Permit Office to find a suitable venue.

## Event Description and Site Map

37. The City of Saint Paul Department of Parks and Recreation requires an event description and 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.
38. All expenses for trade 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 \$75 per hour.

## Tents, Booths, Fencing and Barricades

39. The City of Saint 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.
40. The driving of stakes to install tents and booths is strictly prohibited in all areas of any recreation center facility, except as specifically directed by the Department of Parks and Recreation.
41. If utility location is requested / required, this expense will be the sole responsibility of the permit holder.
42. The permit holder must provide trash barrels and a trash picking service if the estimated attendance is more than 100 people. The trash picking service is required to commence their work a minimum of one half hour following the dispersal of the crowd. An additional pickup of trash may be necessary. All trash related expenses are the sole responsibility of the permit holder. The City of Saint Paul Department of Parks and Recreation reserves the right to charge the permit holder for all expenses incurred if cleanup is not properly completed.
43. A minimum of two (2) portable toilets if required for events with an estimated attendance of over 100 people. At least one (1) of the portable toilets must be ADA accessible. This expense will be the sole responsibility of the permit holder. The City of Saint Paul Department of Parks and Recreation shall designate the location for placement of the portable toilets.
44. All portable toilets must be equipped with hand sanitizers.
45. Events with an estimated attendance of over 100 people are required to have a police officer onsite. A police officer is required for every 100 people in attendance. Any needed security must be contracted through the Saint Paul Police Department. All security and safety expenses will be the sole responsibility of the permit holder.
46. Recreation center rentals with 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. **The facility director/designee has the authority to adjust these requirements** for any and all permit activities he/she approves for a facility.
47. The permit holder is responsible for providing adequate First Aid staff and equipment.
48. 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 Saint Paul Department of Safety and Inspections (DSI) (651-266-9090). The permit applicant shall provide DSI and the Department of Parks and Recreation with a complete list of concessionaires including food trucks who are authorized to 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 the permit. Failure to obtain the necessary approvals and permits will result in immediate termination of all sales/service of concessions.
49. The placement of concession locations is subject to approval of the City of Saint Paul Department of Parks and Recreation. The use of food trucks on Park and Recreation grounds must be approved in writing by the Director of Parks and Recreation. A preliminary site map showing the locations of concession booths and food trucks 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 Saint Paul Department of Parks and Recreation, it may be required that plywood is placed under the entire booth or food truck. The City of Saint Paul reserves the right to require the concession locations be moved until the time of event load-in.
50. 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, cards 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 Saint Paul Department of Parks and Recreation may prohibit individual concessionaires that fail to abide by these guidelines from vending at future events.
51. 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.

52. 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 Saint Paul Department of Parks and Recreation's agreement with the Midwest Coca-Cola Bottling Company (2013-2018).
53. The person/organization holding the permit agrees to clean up all areas immediately following the event. This includes removal of debris. The City of Saint Paul Department of Parks and Recreation reserves the right to charge the permit holder for all expenses incurred if cleanup is not properly completed.

#### **Entertainment and Attractions**

54. Amplification equipment is permitted only if it is noted on the permit. Amplification is permitted only between the hours of 8 a.m. and 10 p.m. All amplification is subject to applicable ordinances and any sound that 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.
55. It is the responsibility of the permit holder to get a generator to provide electricity for the event. The Department of Parks and Recreation does not provide electricity for outdoor rentals.
56. If the event is scheduled to disburse after sundown, portable lights or field lights may be required by the Department of Parks and Recreation. This expense will be the sole responsibility of the permit holder.
57. 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.
58. The City of Saint 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 of the band's last five (5) performances, and the current popularity of the band must be provided.
59. Large outdoor events with an estimated daily attendance of over 500 people will be referred to the City of Saint Paul Department of Parks and Recreation Permit Office to find a suitable venue.