



City of Chaska Park Rental Policies and Procedures

Booking Procedure

- 1) Complete the park rental application and pay appropriate fees. Reservations can be made over the phone with the Facility Coordinator with payment by credit card, or at the CCC Front Desk. Reservations should be made at least one week in advance.
- 2) Parks and Recreation office receives application and fees, and checks for availability.
 - a. If available, a Facility Permit confirming your reservation is sent by mail to the applicant.
 - b. If not available, applicant is called immediately to see if times/day can be shifted to accommodate them. If times/day cannot be changed a full refund will be granted.

Booking Policy

- 1) No parks are held or "penciled in" without payment; nothing is booked in or guaranteed until payment is received. Rentals are based on a first come, first served basis – first completed application form and fees received by the Parks and Recreation office gets the space.
- 2) Do not consider the park booked for your group until the City Facility Coordinator issues a Facility Permit. The Parks and Recreation offices are open Monday – Friday, 8am – 4:30 pm. Requests received evenings or weekends will be processed the next business day.
- 3) For refunds – cancellations must be 2 or more working days prior to day of rental. There is a \$5 administrative fee for cutting a refund check.

Damage Deposits

All renters are required to provide a damage deposit for any park shelter rentals. This deposit will be returned/refunded to you after your rental provided no damages are done and the park is left in the manner it was found. You may leave a separate check that will be held and returned to you, or you may leave a credit card number that will be held, not charged, providing no damages are done.

General Guidelines/Information for Shelter Rentals

- Applications will accepted beginning January 1st of each year.
- Park hours are 8 am – 10 pm
- Swimming at Fireman's Park Clayhole Beach is allowed only in the confines of the designated swimming area. There is a daily admission fee for entry to the Clayhole Beach, **not** included in your park shelter rental fees.
- All waste and litter should be disposed of in trash receptacles. Please throw your garbage away and take to the dumpster located in the park lot.
- Please do not leave anything behind (clear all food and cooking items). You are expected to leave the park the way you found it, or it could result in part or all of your damage deposit being held.
- Alcohol may be consumed in city parks. No alcohol may be sold in city parks except where allowed by a separate city ordinance.
- No user shall operate or play any musical instrument, radio, tape player, loudspeaker or sound amplifying equipment in such a manner that the sound emanating there from is audible beyond the immediate vicinity of the set or instrument and interferes with the use of the park by other users or disturbs residents of the adjacent property.
- No tents or other alternative shelter may be put up that requires staking into the ground.



City of Chaska Park Shelter Application

Park Shelters (please check the shelter you are requesting)

- Fireman's Park
 City Square Park (Gazebo)
 McKnight Park
 Lions Park
 Community Park
 Schimelpfenig Park
 Pioneer Park

Applicant Information

DATE ____/____/____

Name _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Alternate Number _____

Email _____

Name of Organization (if applicable) _____

Purpose of Rental/Type of Function _____

Day and Date of Use _____ Estimated Attendance _____

Start Time _____ AM PM
(no earlier than 8 am)

Completion Time _____ AM PM
(no later than 10 pm)

Please indicate which your group is interested in renting:

- Shelter Only
- Shelter and Kitchen*
- Gazebo ~ for wedding ceremonies only. Pictures and rehearsals must also be scheduled and cost 1/2 of the regular rate.
- Ball field – if available at facility being requested

*Lion's, Fireman's, Pioneer, and Community Park have kitchens with a sink, stove and refrigerator. McKnight and Schimelpfenig Park have a kitchen with only a sink and refrigerator.

*If the kitchen is being requested a key must be checked out from the Parks and Recreation office during office hours of 8 am-4:30pm, Monday through Friday.

Rental Fees

	Chaska Resident	Non-Resident
City Square Park.....	\$25.....	\$75
All Other Park Shelters.....	\$25 + \$25 refundable deposit*.....	\$75 +\$75 refundable deposit*

*Your deposit can be a separate check that will be held and returned providing no damages are done and the facility is left in the manor it was found; or you may leave a credit card number for your deposit here (the card will not be charged, just held, providing no damages are done):

Card # _____ Visa MasterCard American Express Exp. ____/____

If there is a fee required for the facility you are requesting it must accompany this application form prior to approval and a permit being issued. Cancellations must be 2 or more working days prior to the day of rental.