



**City of Chaska Parks & Recreation**

**Park Shelter Rental Application**

1661 Park Ridge Drive

Chaska, MN 55318

Date \_\_\_ / \_\_\_ / \_\_\_

**Please check the shelter you are requesting:**

(Applicant **MUST** be over 18 yrs old)

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

Day and Date of Use \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Start Time \_\_\_\_\_ am pm Completion Time \_\_\_\_\_ am pm  
(no earlier than 8 am) (no later than 10 pm)

**\*No more than a 6-hour block of time may be booked for shelters, unless other arrangements are made with the Facility Coordinator.**

Shelter Only  Shelter AND Kitchen\*  Ball Field (if available at facility requested)

Gazebo – for wedding ceremonies only. **NO MORE THAN A FIVE-HOUR BLOCK OF TIME CAN BE BOOKED for the Gazebo.** Pictures and Rehearsals must also be scheduled and cost 1/2 of the regular rate.

Name:		Email:
Address:		City/Zip:
Phone Number:	Alternate Number:	Name of Business/Organization:

Purpose of Rental/Type of Function: \_\_\_\_\_

**Check all of the information that applies to your event. Some additional information may be required for some of the event features.**

Will you be serving alcohol at your event?  Yes  No – If Yes, **NO GLASS, NO HARD LIQUOR, AND YOU MAY NOT SELL IT.**

Are you having a caterer or large cooking device at your event?  Yes  No - If Yes, please explain: \_\_\_\_\_

Do you plan on having any amplified sound at your event?  Yes  No - If Yes, please explain: \_\_\_\_\_

Will you be using any tents, Inflatable Jumpers, or any other large entertainment device at your event?  Yes  No – If Yes, please explain: \_\_\_\_\_

Will you have any vendors or booths at your event?  Yes  No – If Yes, please explain: \_\_\_\_\_

**Rental Fees and Payment Information**

Payment 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 the event.

	Chaska Resident	Non-Resident
City Square Park.....	\$25	\$75
All Other Park Shelters.....	\$25 + \$25 Refundable Deposit*	&75 + \$75 Refundable Deposit*

\*You are required to leave a debit/credit card number for the Refundable Deposit that will be HELD - the card will not be charged the deposit, just held, providing no damages are done. Please leave credit card info below:

Card # \_\_\_\_\_ Visa Mastercard American Express Exp. \_\_\_\_/\_\_\_\_

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to indemnify and hold the City harmless from, and against, any and all liability for any injury that may be suffered by them or any guests connected with this reservation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## City of Chaska Park Rental Policies and Procedures

### Booking Procedure

- 1) Applicant must be over 18 years old. 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. You are required to leave a debit/credit card number for the Refundable Deposit that will be HELD - the card will not be charged the deposit, just held, providing no damages are done and the park is left in the manor it was found. If you do not have a debit/credit card, you may leave a separate check that will be held.

**Kitchen Facility Information** – Lion’s, Fireman’s, Pioneer and Community Parks all have sink, stove, and refrigerator; McKnight & Schimelpfenig have only a sink and refrigerator.

### General Guidelines/Information for Shelter Rentals

- Applications will be accepted beginning January 1<sup>st</sup> of each year.
- Park hours are 8 am – 10 pm
- No more than a 5 hour block of time may be booked for the City Square Park Gazebo; no more than a 6 hour block of time may be booked for all other park shelters, unless other arrangements are made with the City Facility Coordinator.
- KITCHEN USE – If you are using the kitchen, the key can be picked up from the Parks & Recreation office anytime during the week of your rental, during office hours of Mon-Fri, 8am-4:30 pm.
- Swimming at Fireman’s Park Clayhole Beach is allowed only in the confines of the designated swimming area and during open beach hours. 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 in the trash cans provided.
- You may not store items in the park shelter early, as there may be renters before you. You have the park for the date and time stated on your Facility Permit.
- Please do not leave anything behind (clear all food and cooking items), as there may be renters after you. 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 GLASS CONTAINERS AND NO HARD LIQUOR.**
- 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 from it is audible beyond the immediate vicinity of the shelter area 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.
- Inflatable jumpers may be set up **HOWEVER** they cannot be anchored by staking them in to the ground because of electrical/gas/irrigation lines. Please find another way to anchor without staking into ground. The City of Chaska is not responsible for accidents or injuries due to use of an inflatable.