

City of Cottage Grove Recreation Department  
8020 80th St. So. Cottage Grove, Minnesota, 55016 Phone: 651-458-3400

FACILITY RESERVATION FORM

The City Parks and Recreation Department provides opportunity for special use of park buildings, shelters, ball fields, and other park amenities by youth and adult clubs/ organizations, public and private schools, businesses, associations and the general public.

**ORDINANCES**

All local and state ordinances and laws must be observed.

All electric or gas powered generators, tents, trailers, etc. must be removed nightly (No overnight camping is permitted), unless special permission has been granted.

It is prohibited to start a fire in a park, except in designated areas such as portable stoves or grills.

**PROCEDURES**

The application form must be filled out completely and submitted to the Recreation Department for processing. Department personnel will review the application to determine the availability of the facility and any fees that may be associated with the rental.

Damage Deposit Fee: Applicants may be required to submit a deposit. This fee is due to the Recreation office one week prior to the tournament or event.

Your damage deposit will be returned or applied to your event fee, once the facility key has been returned and the facility has been inspected and determined to be in satisfactory condition. In the event damage does occur, the permit holder accepts responsibility for all costs incurred, even those above and beyond the deposit fee.

**MOTORIZED VEHICLES**

Motorized vehicles or machines are not permitted on the grass or field areas for unloading of equipment or parking. The permit holder is responsible for the orderly parking of participant vehicles in the designated parking areas.

**EQUIPMENT**

Any use of recreational or other City equipment must be approved on the park permit. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly, so as not to interfere with normal City programs. Furniture and equipment may not be removed from the building without permission. Due to irrigation lines, if tents are being used, the stakes may not be longer than 12" without the approval from the City.

Each Park Facility Rental – Building includes two 8' folding tables and four 8' long benches.

**HOURS**

Parks are open from 7:00 a.m. until 10:30 p.m.

**ALCOHOL**

**Sec. 17A-4.Y PROHIBITED ACTS**  
Possess or consume any alcoholic beverages in all City Park and open space areas with the exception of River Oaks Municipal Golf Course during any adult sports tournament held on a Friday, Saturday and Sunday, or any combination of these days.

**SMOKING**

It is unlawful to smoke, carry a lighted cigar, cigarette, pipe, etc. in any municipal building.

**CLEAN-UP AND CARE OF FACILITY**

The permit holder is responsible for the orderly clean up of all debris and refuse on park property. Picnic tables should be cleared of debris and food residue. All garbage and debris should be put in plastic bags and placed in garbage receptacles.

The permit holder is responsible for the cleaning and care of all building facilities reserved. Please be sure you have left floors, counters, tables and walls clean. Also, be sure the bathrooms are tidy. All trash should be removed and placed in appropriate receptacles.

For health reasons, the City reserves the right to place additional dumpsters and satellite units as necessary at permit holder's cost.

#### PERMIT HOLDER LEGALITIES

Permit holders may not assign, transfer, sublet or charge a fee for the use of the facility. All permits shall be revocable and shall not be considered a lease. The City may reject any application or cancel any permit.

#### PERMIT HOLDER RESPONSIBILITIES

All activities must be under competent supervision. The permit holder will be the first person to enter the building and the last to leave. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.

#### INDEMNIFICATION

Persons, clubs and organizations using the City facilities indemnify the City for any and all damages by any person or persons attending the event and all damages to any persons or property.

#### REFUNDS

There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at **least two working days prior** to the scheduled event.

#### APPLICANT CLASSIFICATIONS

##### Class 1 – No Charge

- City of Cottage Grove sponsored events

##### Class 2 – No Charge - \$100 Deposit for Key

- Youth Athletic Association
  - league play
  - league practice
  - in-house tournaments
- Public School District Events
  - league play
  - league practice
  - in-house tournaments

##### Class 3

- Youth Athletic Association
  - open division tournaments
- Public School District Events
  - open division tournaments

##### Class 4

- Cottage Grove
  - residents
  - businesses
  - clubs & organizations
  - churches

##### Class 5

- Any non-resident individual, group, team, organization, business, church, or school outside the City limits of Cottage Grove.