

CITY OF CHAMPLIN

RULES AND REGULATIONS

FOR COMMUNITY RENTAL SPACES AND PARK FACILITIES/FIELDS

Parks and Recreation Department • 11955 Champlin Drive • Champlin, MN 55316 • Phone: (763)421-2820 • Fax: (763) 923-7163

1. The individual named on the Application for Rental the "Responsible Person" and/or the group in whose name the Application is issued shall be held jointly responsible for any use to which a facility is rented and shall accept responsibility for all damage done to City property.
2. The City assumes no liability for loss of personal property, damage, injury, or illness incurred by individuals or groups when Park and Recreation facilities are being used for a rented activity. (See Application Form.)
3. The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this rental for reasons of public safety or convenience. The City reserves the right to deny application for rule violations and past rule violations, enforceable by City Staff.
4. The use of facilities shall be restricted to those spaces specifically requested on the invoiced document. Other groups or activities may take place at the same time at another shelter. Groups are asked to have respect for each other's space.
5. The signer "Responsible Person" of the group/individual on the application form or invoiced form must be on site during the event and shall assume full responsibility for any unlawful act committed. No person who had not attained the age of 21 years shall be allowed to rent a facility.
6. No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted.
7. Tents or other structures with stakes, tarps, or any part of portion thereof attached to the facility are prohibited. Free standing canopy tents are permitted and may be secured with sandbags or weights. A special use permit and user fee is required.
8. No radios, boomboxes, recorded music, loudspeakers, DJ, live music or sound amplifying equipment are allowed in "excess" in any park or park shelter, Special event use permits are exceptions and application can be made at the City. Please refer to Code of Ordinance 42-36. Staff will determine "excess".
9. All City of Champlin parks are tobacco free and no tobacco use is allowed on park property. Conduct deposits may be forfeited for violation.
10. Reservations for the current year for park facilities begin the 1st working day in January each year for residents, or the 15th of January for non-residents.
11. All rules and regulations stated in the policy are subject to all restrictions defined in the City Ordinance: "Park Rules and Regulations." (copies available upon request)
12. Equipment or materials brought in by groups should be brought in the day of rental and taken out the same day or night. No storage of personal property is allowed. **At the Jerry Ruppelius Athletic Complex (JRAC) building, blocking of the front office/building doors (east access) is prohibited.**
13. All keys must be returned the next business day after your event is complete, and may be fined \$100.00 and not allowed to rent again until fine is paid.

Parking

14. Parking is available in designated parking areas. Groups that underestimate their number of guests may not have adequate parking.
15. No parking on grass or driving on trails.

Clean-up of the facility is the responsibility of the renter. It is your responsibility to make sure the shelter is left in good condition for the next renter. We recommend documenting your site when leaving by taking photos with a time stamp.

16. Wipe off tables and benches as needed, place trash in containers, or haul away anything else necessary to leave the facility in a clean and orderly fashion.
17. Please double check that all doors are locked before you leave. If the building is left unsecured and vandalism occurs, you will be held responsible.
18. If additional staff time, beyond that necessary for normal cleaning, is required to clean the facility, an additional charge for personnel and cleaning supplies and excessive garbage pick-up and or removal may be applied. This will be billed according to hourly Parks/Public Works Staff rates.
19. Applicants are required to move, at their expense, materials, equipment, furnishings or rubbish that cannot be contained in the trash receptacles provided. No equipment or supplies may be left beyond end time.

Cancellation and Refund Policy

20. Picnic reservations, and field/tournament reservations will not be refunded due to rain or inclement weather.. All reservations apply to cancel policy.
21. 30 days or more in advance of rental date: 80% refund
22. 30 days or less in advance of rental date: No refund.
23. \$10.00 Administration fee will be charged to all refunds

Occupancy

24. Each facility has a maximum occupancy limit. If this occupancy is exceeded, a fine of \$100.00 may be assessed.

Damage

25. In the event of damage to the premises, the damage will be documented with photos and any repair bills will be assessed to the Responsible Person and or Group who has signed to rent facility. Conduct deposits (when collected for special permitting/tournaments/leagues), may be forfeited for damage to property caused by the Responsible Person or group affiliated with the Responsible Person.

Liability

27. All rental groups using the facilities will be required to sign a waiver of liability on the rental contract form.
28. A certificate of insurance is required to cover the use of specialized equipment, walks/runs or special events open to the public. A special use permit and user fee is required.
29. Special use permits are required for the following (but not limited to): games/carnival activities, inflatables, special concerts, and run/walk/bike events.