

RENTAL RULES & REGULATIONS

Parks & Recreation Department, 11955 Champlin Drive, Champlin, MN 55316

Phone: 763. 421.2820 / Website: ci.champlin.mn.us

GENERAL

1. The individual named on the rental application as the "Responsible Party" and/or the group in which whose name the application is issued, shall be held jointly responsible for any misuse of the facility which is rented and accepts responsibility for all damage done to City property. Additionally, the "responsible party" must be onsite for the duration of the event. No person under the age of 21 shall be permitted to rent a facility.
2. The City assumes no liability for loss of personal property, damage, injury or illness incurred by individuals or groups while utilizing a rental facility (see application form).
3. The City reserves the right to exercise supervisory authority to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of use for reasons beyond its control and reserves the right to cancel this rental for reasons of public safety or convenience. Additionally, the City reserves the right to deny application for previous rule violations, enforceable by City staff.
4. The use of facilities shall be restricted to those spaces requested and paid for on rental application. There may be other groups or activities utilizing other park facilities/amenities. Groups are asked to respect each other's space.
5. Special use permits are required for, but not limited to, runs/walks, bicycle events, concerts, food trucks and other special events.
6. Food trucks require a City of Champlin permit. If it is a City sponsored event, the truck may be approved by the Parks Department. Operator would still be required to provide proof of liability insurance naming the City as an additionally insured. Food trucks may be subject to random fire department inspections.
7. Should you desire alcohol at your event, you must apply for a special use permit (typically takes 30 days), and you must have security on-site for the duration of your event. This will be arranged by the City and the fee will be added to your rental costs.
8. Renters are prohibited from using tape, thumb tacks or other means to affix decorations to walls, floors or ceilings of facility.
9. Tents with stakes or tarps will not be permitted. Free standing canopy tents, secured with sand bags or weights, may be allowed if pre-arranged and approved. A special permit and user fee are required.
10. No radios, recorded music, loudspeakers, DJ's, live music or sound amplifying equipment are allowed in "excess" at any park / park shelter. Failure to comply may result in the forfeiture of your damage deposit. Special event permits are exceptions and application can be made with the City. Refer to Code of Ordinance 42-36. City staff will determine violation of "excess".
11. All City of Champlin parks are tobacco free and no tobacco use is allowed on park property. Damage deposits may be forfeited for violation.
12. Facility reservations for residents shall begin on January 1st annually and for non-residents on January 15th. Reservations are only taken for the calendar year.

13. Users may only bring in equipment or materials on the day of their rental and all items must be removed upon completion of rental period. **YOU MUST BOOK THE TIME** you will need for set-up, the actual event, and tear down. At the Jerry Ruppelius Athletic Complex (JRAC) blocking of the front doors is prohibited.
14. Keys for rentals must be picked up from the Parks & Public Works office during business hours, one or two days prior to rental. Keys must be returned by the first business day following the rental period. If keys are lost or not returned, the City reserves the right to keep all or some of the damage deposit for replacement costs.
15. Renters are responsible for cleaning the facility. It is your responsibility to make sure the facility is left in good condition for the next user. We suggest documenting the site when leaving by taking time stamped photos.
 - a. Wipe down tables, chairs and benches as needed.
 - b. Place trash in containers, if the amount of trash generated is excessive, you need to haul it away.
 - c. Double-check doors are locked before leaving. If a building is left unsecured and vandalism occurs, you will be held responsible and lose your damage deposit.
 - d. If additional staff time, beyond regular cleaning, is required you will forfeit some or all of your damage deposit depending upon the time and supplies need to return to the facility to a usable state. This will be billed according to hourly staff rates.
16. In addition to the above stated rental rules/regulations you must also abide by all City Ordinances; copies available upon request.

PARKING / OCCUPANCY

1. Parking is available in designated parking areas only. Parking on the grass or **driving on park trails** is strictly prohibited.
2. Each facility has a maximum occupancy limit. If the limit is exceeded, your damage deposit will be forfeited.

CANCELLATION / REFUND POLICY

1. Rental reservations, field/tournament reservations will not be refunded due to rain or inclement weather. Re-scheduling will be permitted, as availability allows.
2. If cancellation occurs 30 or more days in advance of rental date, the refund is 80% of rental fee. If cancellation notice is within 30 days of rental date, no refund will be issued. Cancellation notice must be received in written form, email is acceptable.
3. All cancellations/refunds are subject to a \$20 administrative fee.
4. Splash pad operation is independent of shelter rentals. Should the splash pad close for weather, mechanical or other reasons, this does not warrant shelter cancellations or refunds. *By renting the main shelter or shade shelter you do not have exclusive use of the splash pad.*

DAMAGE / LIABILITY

1. In the event of damage to the premises or facility, the damage will be documented with time-stamped photos. All repair bills will be assessed to the responsible party/group who has signed the rental agreement. Conduct deposits (for special permits / tournaments / leagues) may be forfeited for damage to property caused by the responsible party or group associated with responsible person.
2. All rental groups utilizing the facility will be required to create an account and agree to the terms of facility rental with the City.