

**CITY OF MENDOTA HEIGHTS
PICNIC SHELTER RENTAL POLICY**

CONTACT: Mendota Heights Parks and Recreation
1101 Victoria Curve
Mendota Heights, MN 55118
651-452-1850

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City of Mendota Heights Picnic Shelter Rental Policy

A. Purpose

The City of Mendota Heights, hereinafter referred to as the “City”, coordinates and issues permits for the use of picnic shelters owned by the City. The purpose of this policy is to establish guidelines to promote orderly and effective use and enjoyment of City picnic shelters and parks.

B. Picnic Shelter Use Permits

Picnic shelter permits are issued following the City’s picnic shelter permit process. A permit is issued only after a request is made, all required documents and information is received, and the City has approved the request, either in-part or in its entirety. A request does not constitute an approval.

Permit applicants must be 18 years of age or older. Requests may be submitted throughout the year and will be considered on a first come, first serve basis. Permit requests shall be submitted at least two (2) days in advance of the desired date of the event. Application forms will be made available at City Hall or on the City’s website

The City reserves the right to deny, limit or revoke use permits based upon an applicant’s performance history including compliance with the terms and conditions of use, park shelter conditions after use, and unruly behavior of participants and guests.

C. Terms and Conditions of Use

- The permit holder is required to be on-site during the entire event including set-up and clean-up of the event. A copy of the issued permit must be retained during the entire time of the rental and shown upon request.
- Picnic shelter reservations are for the picnic area only. Users that have a permit are allowed to use the permitted picnic shelter space, but public park areas including playgrounds, hard court surfaces, and grassy areas will remain open for use by the public and therefore cannot be reserved, roped off or otherwise restricted from use by the public.
- Reasonable decorating of the shelter is allowed. Temporary objects, signs, banners and other materials must be removed from City property at the conclusion of the event. Users are not allowed to attach objects to trees, shrubs or park features.
- The use of inflatable play equipment and similar items are prohibited in City parks. Water activities that can cause damage to the facility and/or grounds are not permitted.

- All users of City park shelters and areas are expected to leave the area(s) in the same or better condition than which it was found. Users are expected to dispose of waste in proper trash and recycling receptacles. The City of Mendota Heights prides itself on being a clean and green community, and renters are asked to recycle as much of their waste as possible.

D. Non-Use of Reserved Picnic Shelters

When permits are issued, a specific picnic shelter is reserved for the user, to the exclusion of others. Recognizing this exclusivity, users should only reserve the picnic shelter intended for use. Any user that has reserved a picnic shelter and subsequently determines that it cannot use it shall notify the City so that the shelter may be used by another user or the general public.

E. Fees

The City may charge application and use fees in order to recover public costs to operate, maintain, repair, improve and administer the use of City picnic shelters. For each application submitted, an application fee shall be assessed. Picnic shelter use fees shall be approved by the City Council and included in the City's Fee Schedule. Use fees are subject to change at the discretion of the City Council.

All users who receive a permit for exclusive use of a picnic shelter must pay the appropriate fee per the City fee schedule. Payments for permits must be received in advance of the start of the reservation. Payments can be made by cash, check or credit/debit card.

Additional fees may be charged based on the size of the group and the additional facilities requested such as a picnic tables.

F. Cancellation Policy

The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the condition of a park and picnic shelter takes priority. This may require the closure of picnic shelters, denial of use of picnic shelter, and/or the assignment of an alternate site for use.

Picnic shelter closures will be communicated to permit holders by the Recreation Program Coordinator. Permits cancelled by the City of Mendota Heights may be rescheduled as availability allows, or may be refunded in full. Permits cancelled due to non-adherence with the picnic shelter use policy, City Ordinances, or terms and conditions of use will not be refunded.

If the user cancels the event due to inclement weather, the permit holder should contact the City to reschedule the event. There shall be no refunds for weather-related cancellations. However, the permit holder may request to reschedule the event during the same calendar year at no additional charge.

Reservations which are cancelled more than seven (7) days in advance will receive a 100% refund. Reservations that are cancelled less than seven (7) days in advance will not be entitled to a refund. The application fee is non-refundable regardless of the date cancelled.

G. City Contact

All communication with the Recreation Program Coordinator must be made through the permit holder. This eliminates confusion and establishes direct, efficient communication.

Users should report any damage, accidents, dangerous or unsafe conditions to:

City of Mendota Heights Recreation Program Coordinator

Phone: 651-255-1354 or 651-452-1850 (Monday – Friday from 8:00 am to 4:30 pm)

After Hours Phone: 651-302-3301

Email: meredithl@mendota-heights.com