



1902 County Road B East • gina.kuchenmeister@maplewoodmn.gov • Phone: 651-249-2120

PICNIC SHELTER RENTAL APPLICATION

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

EMAIL: _____

RENTAL INFORMATION

NAME OF PARK: _____ DATE AND TIME REQUESTED: _____

EXPECTED # OF PEOPLE: _____ INTENDED USE OF SHELTER: _____

PARK	ADDRESS	FEE	AMENITIES
Afton Heights Park	63 North Sterling	\$25.00 + \$100.00 damage deposit	Park Building
Applewood Park	822 Sterling Street South	\$50.00	Shelter
Hazelwood Park	1663 County Road C	\$50.00	Shelter
Joy Park	2615 Joy Road	\$50.00	Shelter
Lion's Park	618 Farrell	\$25.00	Shelter
Maplewood Heights	2078 Beam Avenue	\$25.00	Shelter
Pleasantview Park	1100 Marnie Street	\$25.00	Shelter
Wakefield Park <i>(may not be available due to construction)</i>	1590 Frost Avenue	\$50.00	Shelter (2 available)

RENTAL PROCEDURE: PARK HOURS 5:00AM – 10:00PM

Contact gina.kuchenmeister@maplewoodmn.gov or call 651.249.2120 for availability and to reserve the shelter. Details to include in the request: name of shelter you are interested in, event date and time, number of attendees, and the intended use of the shelter.

Fees are due at the time of reservation and are required to reserve the picnic shelter. Cash, check, Visa, MasterCard, Discover, and America Express credit cards are accepted. **NO outside use of bounce houses/inflatables is allowed in any of our parks.** The park remains open to the public during your rental.

The building key (if applicable) must be picked up the business day before the rental date and returned to Maplewood Parks & Recreation Department the following business day. **Park buildings and shelters are limited to use by rental applicant and party only.**

Damage deposit (if applicable) is due at the time the rental permit is issued. Damage deposit check should be written out to Maplewood Parks & Recreation. The damage deposit will be forfeited if damage is done to the interior of the park building and/or the key is not returned on the following business day after the rental.

Place all trash in appropriate trash receptacle. We offer recycling in our parks! Please recycle your cans and bottles in an effort to reduce waste and protect the environment. Additional trash and recycling containers are available with an advance request.

CANCELLATION POLICY

No cancellations due to inclement weather. All other cancellations must be received four weeks prior to rental.

KEY, PERMIT, AND DAMAGE DEPOSIT: PICK-UP DATE _____ **RETURN DATE** _____

By signing this application form I am agreeing to proper care and use of the facility I rented. I will leave the building in the condition that it was in when I arrived. Proper care includes making sure all trash is put into proper trash receptacle, tables are wiped down and cleared off, toilets are flushed, floors are cleaned, lights are turned off and doors are locked.

SIGNATURE OF APPLICANT _____ **DATE** _____

Office Use Only

Fee Amt _____ Check# _____ Cash _____ CC _____
 Date Rec'd _____ Staff _____
 Damage Deposit Forfeit: Yes or No Reason: _____