

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 Street	\$55.00 + \$100.00 damage deposit	Park Building
Applewood Park	822 Sterling Street South	\$55.00	Picnic Shelter
Four Seasons Park	1685 Gervais Avenue	\$55.00 + \$100.00 damage deposit	Park Building
Hazelwood Park	1663 County Road C	\$55.00	Picnic Shelter
Lion's Park	618 Farrell Street North	\$55.00	Picnic Shelter
Maplewood Heights	2078 Beam Avenue	\$35.00	Picnic Shelter
Pleasantview Park	1100 Marnie Street	\$35.00	Picnic Shelter
Wakefield Park	1590 Frost Avenue	\$75.00	Picnic Shelter

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 the 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: _____