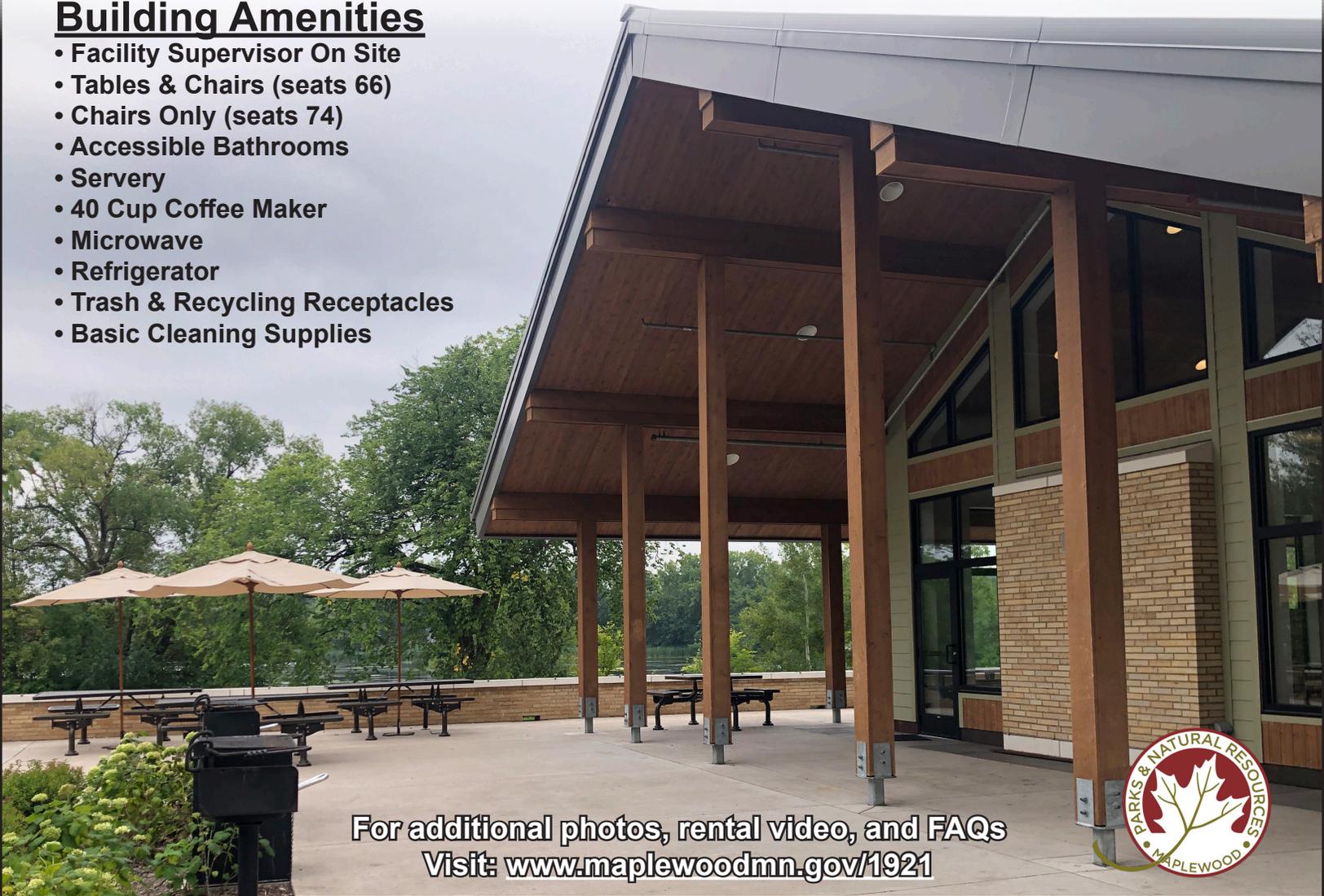


# Wakefield Park Community Building

1860 Hazelwood Street

## Building Amenities

- Facility Supervisor On Site
- Tables & Chairs (seats 66)
- Chairs Only (seats 74)
- Accessible Bathrooms
- Servery
- 40 Cup Coffee Maker
- Microwave
- Refrigerator
- Trash & Recycling Receptacles
- Basic Cleaning Supplies



For additional photos, rental video, and FAQs  
Visit: [www.maplewoodmn.gov/1921](http://www.maplewoodmn.gov/1921)



## APPLICANT INFORMATION

RENTER NAME: \_\_\_\_\_ ORGANIZATION/GROUP: *(if applicable)* \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**RENTAL DAY CONTACT: *If different from applicant***

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

## RENTAL INFORMATION

DATE REQUESTED: \_\_\_\_\_ TIME OF EVENT: Start \_\_\_\_\_ End \_\_\_\_\_ EXPECTED # OF PEOPLE: \_\_\_\_\_  
\*Time of event must include set up/clean up time

**PROVIDE BRIEF DESCRIPTION OF EVENT/EVENT DETAILS**

### CHECK APPROPRIATE BOX

Rental Length	MONDAY – THURSDAY <i>Evenings 4-9pm</i>	FRIDAY – SUNDAY <i>Between 9am-9pm</i>
4 Hours	<input type="checkbox"/>	<input type="checkbox"/>
6 Hours	<input type="checkbox"/>	<input type="checkbox"/>
Rental Length	MONDAY – THURSDAY <i>Between 9am-4pm</i>	
2hr min	<input type="checkbox"/>	
Additional Hours # Requested: <input type="checkbox"/>		(\$75 per hour)

**RENTAL FEE DUE:**  
 Rental date is not confirmed until rental fee is paid in full within 7 days of approval email.

**REFUNDABLE DAMAGE DEPOSIT:**  
 \$200 deposit due week of rental at key pick up.

Is your organization tax exempt?  
 If **YES** please provide a copy of current verification with your application.

### APPLICATION PROCEDURE:

- Review rental packet for full application procedure and facility rental rules prior to signing the application (Pg 1 and 2).
- Complete application in full, sign and email to [recreationonline@maplewoodmn.gov](mailto:recreationonline@maplewoodmn.gov).
- Application must be at least 14 days prior to requested rental date. To check availability email [recreationonline@maplewoodmn.gov](mailto:recreationonline@maplewoodmn.gov) with your specific date request.
- Your application is timestamped via email. Please allow 1-3 business days for review prior to following up.
- If approved, an approval email will be sent and outline the final rental fee along, payment information and next steps to secure the rental.

### CANCELLATION POLICY:

- Review “Rental & Cancellation/Refund Policy” on pg 2 prior to signing the application.

By signing this application I am acknowledging I have read and agree to the rental rules and regulations stated in the Wakefield Building Rental Packet.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# WAKEFIELD PARK COMMUNITY BUILDING RATES

*Reservation is not confirmed until rental fees have been paid.*

## RENTAL RATES

MONDAY – THURSDAY <i>Evenings 4-9pm</i>		FRIDAY – SUNDAY <i>Between 9am-9pm</i>		
Rental Length	Resident Rate	Non-Resident Rate	Resident Rate	Non-Resident Rate
4 Hours	\$170	\$215	\$225	\$280
6 Hours			\$325	\$400
<i>\$200 refundable damage deposit required for all rentals</i>				
<i>Additional Hours: \$75 per hour</i>				

## WEEKDAY MEETING RATES

MONDAY – THURSDAY <i>Between 9am-4pm</i>	
Rental Length	Rate
2-Hour Minimum	\$60 per hour
<i>\$200 refundable damage deposit required for all rentals</i>	

## IMPORTANT APPLICATION AND RENTAL INFORMATION

- Application must be received at least 14 days prior to requested rental date. To check availability email [recreationonline@maplewoodmn.gov](mailto:recreationonline@maplewoodmn.gov) with your specific date request.
- Your application submittal is time-stamped via email. Please allow 1-3 business days for review prior to following up.
- If approved, an approval email will be sent and outline the final rental fee, payment information and next steps to secure the rental. **After approval email is sent, rental fee is required within 7 days** to reserve the facility, after 7 days the hold will be released and date opened back to public.
- Facility use, including setup and cleanup, is limited to specific reservation times listed on rental permit.
- A temporary keycard will be issued when the damage deposit is collected. You will receive an email with further information the week prior to your scheduled rental. Keycard must be turned in to the Facility Supervisor upon arrival at the building on the day of your rental.
- Exclusive use of the outdoor patio is included with each rental. Patio cleanup is required if used.
- **Maplewood Parks and Natural Resources provides:** Facility supervisor, 40 cup coffee maker (bring your own ground coffee), microwave, refrigerator/freezer, trash & recycling receptacles, basic cleaning supplies and flat screen TV for AV needs.
- Facility Supervisor will be on site for the duration of your rental.
- Facility Supervisor will get room set-up with tables and chairs as requested prior to rental start time.
- Facility is great for family gatherings, birthday parties, and other celebrations of **75 or less** attendees.

# RENTAL GUIDELINES AND RESPONSIBILITIES

## **Rental & Cancellation/Refund Policy:**

- Reservations must be made at least 14 days in advance of your desired rental date.
- Facility use, including setup and cleanup, is limited to specific reservation times listed on rental permit.
- A temporary keycard will be issued when the damage deposit is collected. Keycard must be turned in to the Facility Supervisor upon arrival at the building on the day of your rental.
- Payment in full is required within 7 days of approval email after which the date will be released.
- Cancellations made at least 46 days prior to scheduled reservation date will receive a 75% refund.
- Cancellations made 30-45 days prior to scheduled reservation date will receive a 50% refund.
- No refunds will be issued for cancellations made 29 or fewer days prior to scheduled reservation.
- Refunds granted, at our discretion, only for weather conditions deemed severe (e.g. tornado, excessive snow).

## **Please respect & care for facilities by following these facility rental guidelines:**

- **No alcohol** of any kind is allowed.
- Absolutely no driving is allowed on park pathways. There is a small cart to bring up items if needed.
- No tobacco/marijuana or vapor products in/around the building.
- No glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium filled balloons, and/or piñatas allowed inside.
- **Painter's tape is the ONLY** adhesive product allowed inside the building. No command strips, other tapes, push pins, putty or thumbtacks allowed.
- Facility use, including setup and cleanup, is limited to specific reservation times listed on rental permit.
- In respect to our neighbors, we do not allow amplified music outside the park buildings.
- No animals (other than service animals) are allowed.

## **Rental Party responsible for the following tasks at the end of reservation time:**

- Clean servery amenities including kitchen counter, sink, coffee maker, microwave, refrigerator & floor area. Necessary supplies are provided onsite.
- Place all garbage & recycling in provided containers, contact facility staff if additional bags are needed.
- Wipe off all tables and chairs used & notify facility staff of any major spills.
- Stack chairs on racks prior to sweeping the floor. Staff will help with this.
- Sweep/vacuum the floors of the servery and community room. Scrape off any food stuck to the floors.
- Remove all items not belonging to the facility by the end of scheduled rental time.

## **Maplewood Parks & Natural Resources provides:**

- Facility Supervisor to service rentals prior, during and after rentals.
- Room set-up of tables and chairs as requested.
- 40 cup coffee maker, microwave, refrigerator/freezer, trash & recycling receptacles, and basic cleaning supplies.
- Large flat screen TV for AV needs with an HDMI cable connection. (*appropriate port/adaptor needed for your device*)

## **Liability:**

- Permit holder is liable for conduct of rental group. This includes any damage, loss or breakage as a result.

# COMMUNITY & NEIGHBORHOOD GROUPS

Maplewood Parks and Natural Resources offer a limited number of rentals to registered community and neighborhood groups without assessing rental fees. Please fill out and submit the appropriate Reservation Request Form to request a facility for your next community or neighborhood event. Requested facility use is open to all Maplewood residents, is non-discriminatory and non-political in nature.

## **Community Groups:**

Must acknowledge service to Maplewood residents as the central component of the organization's objective. 50% or more of group membership must consist of Maplewood Residents.

- Requested date must fall between Monday-Thursday and not on a major holiday.
- Facility requests must be made at least 14 days in advance of your desired rental date.
- Group must be registered as a 501(c)3 organization.
- Detailed description of meeting content/purpose must be submitted at time of request.
- Maplewood Community Groups may schedule up to 6 dates annually, based on availability.

## **Neighborhood Groups:**

Must acknowledge service to Maplewood residents as the central component of the organization's objective. 100% of group membership must consist of Maplewood Residents.

- Requested date must fall between Monday-Thursday and not on a major holiday.
- Reservations must be made at least 14 days in advance of your desired rental date.
- Detailed description of meeting content/purpose must be submitted at time of request.
- Maplewood Neighborhood Groups may schedule up to 3 dates annually.

## **Additional Considerations & Expectations for All Groups:**

- Any reservation not used & not cancelled a minimum of 29 days prior to scheduled reservation will be charged current resident rental rate.
- It is up to the discretion of Maplewood Parks and Natural Resources department whether a request is approved based on availability and event details.
- Violation of facility use requirements will have consequences, including loss of “no cost” reservation privilege.
- Maplewood Parks and Natural Resources reserves the right to relocate a group to an alternative site or in the rare occurrence, cancel a reservation.