



CITY OF RAMSEY PARK FACILITY USE & RENTAL POLICY

- A. BACKGROUND:** The park facilities of the City of Ramsey are provided for the leisure of all residents or by the public or outside organizations. The City has multiple park facilities available for rent including an amphitheater, picnic shelters/pavilions, warming house, concession stands and two buildings.
- B. PURPOSE:** The purpose of this policy is to establish written rules, regulations, definitions and a fee schedule that shall guide the use and rental of available park facilities within the City of Ramsey. The City makes its facilities available for public rental to encourage community engagement and establishes rates by classifications of youth organization/501c3 groups and general public.
- C. AVAILABLE FACILITIES:** The following facilities may be available for public use in the City of Ramsey:
- 1) **Loral I Armstrong Delaney Central Park - 7925 161st Avenue NW**

Park Center Building	Capacity 74
Lions Pavilion	
Concessions	
Ice Rink Warming House	Capacity 30

 - 2) **Elmcrest Park – 16303 Quicksilver Street NW**

Meeting Room	Capacity 52
Pavilion	Capacity 100
Building (Mtg Rm/Concessions/Pavilion)	

It is by the discretion of the parks department to seasonally close the pavilion typically November – March based on weather conditions and winter maintenance needs.

 - 3) **The Draw - 7401 East Ramsey Parkway**

The Draw Amphitheater*	Capacity 350+
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**Please note that the amphitheater has a three (3) hour rental minimum. Events that are put on for the enjoyment of all Ramsey residents, such as the Summer Concert Series, will take precedence over private events. The Amphitheater will generally not be reserved for events or amplified music after 7 PM Sunday through Thursday, when K-12 schools are in session.*

D. HOURS AND DAYS OF USE:

- 1) Ramsey Park Facilities: The City of Ramsey parks may be reserved during the following times:
Monday - Sunday: 7:00 a.m. - 10:00 p.m.

E. ELIGIBLE USERS: Eligible users are broken down into two (2) groups: 1. 501c3/youth organizations and 2. General Public

- 1) **Non-profit organizations/Youth Organization:** Recognizes City of Ramsey 501c3 groups or non-profit groups that provides significant service to and for the City in the current year. These are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited

to): youth organizations, 4-H, Lions Clubs, Rotary Clubs, Beyond the Yellow Ribbon, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Proof of local non-profit 501c3 status is required.

Free community seminars on products or services that a business sells shall not constitute non-profit status for renting park facilities: For example, free insurance educational training from an insurance firm. These types of businesses shall be considered for-profit along with events involving sales such as garage sales, tupperware, craft and sportsman's shows, business marketing events. These types of events fall under the category of Special Events – for profit in the schedule of rates and charges of \$240 along with deposit fees.

- 2) General Public: This includes anyone who does not fall under the non-profit 501c3 organization/youth organization.

In cases where it is not clear whether a group or organization merits a certain status, the City of Ramsey personnel shall make a determination. Proof of local non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

The general public are also classified by resident and non-resident users.

a.) Resident:

- Valid I.D. such as a driver license or other proof of residency.
- A civic group, organization, business, industry or school with its physical facilities located within the City limits.
- A representative of a youth organization, community school, or church wherein at least fifty (50) percent of the participants are Ramsey residents or which have provided significant benefit and service to and for the City.

b.) Non-Resident: Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

F. PRIORITY OF USE: The need to conduct City business takes precedence over any reservation. Reservations will be rescheduled, if possible, or refunded if City business replaces the said reservation. All remaining reservations will be accepted on a first come first serve basis upon receiving a completed application and payment.

G. APPLICATION: Park Facility reservations must be submitted on-line at www.cityoframsey.com/ReserveOnline within three (3) days prior to proposed date of rental and can be scheduled up to 16 weeks in advance from the current calendar date.

Governmental functions normally are scheduled at a minimum of three (3) days in advance. However, this requirement may be waived if the need is significant or an emergency exists. Governmental functions may supersede any other use with or without reservations if 1) three (3) days' notice is given; or 2) there is no other practical alternative. An attempt should be made, as practicable, to find other alternatives and give three (3) days' notice whenever possible.

The permit to utilize a park facility is valid only for the date, time and person specified in an approved application. **Groups may not occupy a facility longer than their reserved time frame.**

H. FEES AND DEPOSITS:

- 1) Rental Fees: In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the below fee schedule has been developed (effective January 1, 2023)

Maintenance fees on annual lease agreements must be paid at the beginning of the lease calendar.

2023 RAMSEY PARK FACILITIES RENTAL RATES				
Rates are Per Hour		Youth Organizations 501c3 Groups	General Public	
Facility	Requires \$100 Deposit		Resident	Non-Resident
Central Park				
Park Center Building	Yes	\$10	\$30	\$50
Lions Pavilion	No	\$ 5	\$15	\$25
Lions Pavilion & Concessions	Yes	\$10	\$30	\$50
Warming House	Yes	\$ 5	\$25	\$35
Elmcrest Park				
Meeting Room	Yes	\$10	\$30	\$45
Pavilion	No	\$5	\$25	\$40
Building-meeting rm/concessions/ pavilion (requires deposit)	Yes	\$20	\$40	\$60
The Draw				
Amphitheater – 3-hour minimum rental	Yes	\$10	\$50	\$75
Additional Fees				
Facility Use Deposit		\$100	\$100	\$100
Special Events Permit for all Groups		\$50	\$50	\$50
Special Event Facility & Maintenance Fee (less than 100 people)		\$50	\$50	\$50
Special Event Facility & Maintenance Fee (100 people or more)		\$100	\$100	\$100
Special Event Permit – For Profit		\$240	\$240	\$240
Picnic Table moving – per table		\$65	\$65	\$65

1. Facility Use Deposit:

- a) Facility Use Deposit and Key Pickup:

Keys for access to the facilities are included with the facility use deposit. This deposit will be reviewed and adjusted periodically by Council resolution. Transfer of the key to another individual or group is not allowed. Keys cannot be duplicated. Violation of this policy will result in forfeiture of your deposit and revocation of your reservation privilege. All groups (including non-profit group/youth organizations) are charged for this deposit. Keys can be picked up at the Public Works Facility, 14199 Jasper Street NW, Ramsey. 1-2 business days prior to your event from the key pickup lockbox located outside of the main entrance to the building. The pickup access code will be provided to you on your park registration receipt or by separate email the week of your rental.

A refundable facility use deposit will be charged to all groups using the facilities. Deposits are due at the time of reservation along with full payment for the reservation fee.

If an organization has recurring meetings and meets 4 or more times per year in the same or similar room, one deposit can be placed and held for all meetings. Deposits may be held for up to five years, after which time a new deposit is required and the prior deposit will be returned. If any organization meets 3 times per year or less, individual deposits will be required per each rental date and not held.

It is the responsibility of the group utilizing the facility to lock doors, perform general cleanup of the facility, remove all decorations and place trash in the outside dumpster. The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the deposit.

- b) Facility Use Deposit refund: Deposits are refunded after the key has been returned back to the public works department in a timely manner, and the facility was left in good condition. Deposit will be refunded back to the credit card used. If the credit card transaction was processed older than four months, or the deposit was made by cash or check, a city refund check will be issued.

To ensure return of the full deposit, please complete the following:

- General clean-up of the facility and wiping down tables is the responsibility of the group. Please be courteous that the facility is in clean condition for the following renter.
- Pick up surrounding area of trash.
- All trash should be thrown in the outside dumpster and recycling should be thrown away in the correct bins.
- Remove all banners, balloons and signage used during your reservation.
- Put back chairs and tables as they were when you arrived.
- Lock all doors to ensure that no damage or vandalism occurs at the facilities after your reservation.
- Return key to public works in a timely manner.

- c) Additional Park Facility Notes: To keep park rental costs to a minimum, park staff does not work after hours; therefore, your cooperation may include the need for light pre-cleaning, due to normal public use of park facilities or wildlife impacts, etc. Please note that after-hours staff should be contacted for emergency purposes only through Anoka County Police and Fire dispatch.

When scheduling your reservation, please schedule extra time to allow for your set-up and to check that the facility is in good operating order with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlets may trigger a circuit to break. Consider alternatives to weather conditions or power surges. Tents with stakes or tarps will not be permitted. Free standing canopy tents secured with sandbags or weights will be allowed. Activities such as water balloons or games filled with candy may forfeit part of your deposit if balloons and wrappers are not picked up. Do not paste, glue, staple or tack decorations or posters to any part of the park facility building. Bounce houses require a Certificate of Liability Insurance naming the City as additional insured for approval.

- I. **CANCELATION POLICY:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancelation is made less than five (5) working days prior to the event.
- J. **SEVERE WEATHER/EMERGENCY PROCEDURE:**
- 1) In the event of an emergency and/or severe weather, find the nearest emergency shelter.
- K. **CLEAN-UP AFTER USE:** General clean-up of the facility is the responsibility of the applicant. If any item such as confetti or similar is thrown; including playground, your group is responsible for cleaning up said material. All trash and recycling should be thrown away in the correct bins.
- Additionally, if a facility is not cleaned up, the cost the City incurs will be assessed to the applicant, which may exceed the deposit amount.
- L. **SMOKING:** All municipal facilities and City parks are public buildings and are smoke free. Smoking is not permitted in any City facility, or on the Municipal Center Campus or Municipal Parking Facility.
- M. **PETS AND ANIMALS:** In City of Ramsey parks all dogs shall be restrained at all times on adequate leashes no greater than eight (8) feet in length.
- N. **STORAGE:** The Ramsey Municipal Center and Ramsey park facilities are not to be used for storage of equipment or supplies for organized groups of the general public. Items, equipment and supplies must be removed after each meeting.
- O. **ALCOHOL AND CONTROLLED SUBSTANCES:** Alcoholic beverages are allowed in City of Ramsey parks, by permit only with exception to The Draw for City sponsored events. Except by permit or license, no person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under Chapter 6 or where the consumption and display of liquor is lawfully permitted. The selling and consumption of alcoholic beverages may be allowed on the premises if a special event permit is obtained and approved by City Council. All glass bottles must be removed from the premises. For more information regarding a special event permit, please contact the Public Works Administrative Assistant at 763-433-9820.
- P. **USE OF CANDLES:** Candles may not be used without the prior approval of the City's Fire Marshal. There is no open flame allowed in any park facilities. For more information please contact the Fire Marshal at 763-427-4452
- Q. **LIABILITY FOR DAMAGE:** The users of the facilities as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. If damage is found, the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in a \$1,000 fine and/or ninety (90) days in jail.
- R. **SPECIAL EVENT PERMITS:** Please note that a special event permit will be required for all events where alcohol is sold or consumed, and/or where there will be amplified music. The application

must be submitted a minimum of thirty (30) days prior to the requested event. For more information please contact the Public Works Administrative Assistant at 763-433-9820.

This Facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994, amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010, amended February 26, 2013, amended August 8, 2016, amended November 27, 2018, amended August 5, 2019, amended July 31, 2020, amended January 5, 2022. Adopted December 13, 2023 by City Council consent of the 2023 Park Facility Rental Fees.