

Policy History

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POLICY NUMBER

2022-003

Council Adopted

12-4-2023

PARK FACILITY RENTALS & RESERVATIONS

I. General Purpose and Objective

The City of Anoka provides many park facilities for all city residents to enjoy. The use of parks & facilities is administered as fairly and equitably as possible by the Public Services Department and governed by these procedures and policies established by the Anoka City Council as recommended by the Anoka Parks and Recreation Advisory Board.

The City encourages all city residents, civic groups, organizations, businesses, industry, churches, and schools (public or private) to make application for permits. Permits will be granted based on availability and facility conditions. The City is committed to providing clean, safe and fun parks for every resident to enjoy. It is the City's policy that the long-range care and maintenance of all park facilities takes precedence over any single event. Permits will be granted, denied, or revoked at the discretion of the Public Services Administrator. Appeals may be made to the Anoka Parks and Recreation Advisory Board for recommendations to the City Council for a final decision.

Activities and events for the purpose of fundraising or generating profits through fees, donations, merchandise sales, ticket sales, or other monetary contributions/solicitations on public property or in a park will be required to obtain a City of Anoka Special Event Permit prior to issuing a park facility use permit.

Special Event means any temporary, outdoor privately-sponsored event open to the general public and held on public property for the purpose of fundraising or for profit. Refer to *City of Anoka Code Section 10, Article V, Special Events, and Special Event Permit Policy* for specific information.

II. Applicant Classification

A. Resident

1. An individual, 21 years of age or older, residing within the city limits of Anoka. Proof of residency for 30 days or more may be required.
2. A non-profit group, youth organization, business, church, or school with its physical facilities located within the city limits of Anoka.
3. Any organization, community school, or church, which has provided a significant benefit or community service to and for the City in the current year.

B. Non-Resident

1. Any person, civic group, organization, business, church, or school that does not meet criteria outlined in section II A items 1 – 3 above.

In cases where it is not clear whether a group or organization merits residential status, the Public Services Administrator shall make the determination. Proof of non-profit status and/or additional information may be requested to assist in this determination.

III. Fees

- A. Fees are established annually by the City Council.
- B. All fees must be paid in advance to confirm reservation. All renters will be charged a refundable key/damage deposit for exclusive use of facilities requiring key access.
- C. Organizations that Adopt-a-Park, Sponsor-a-Park, or complete an approved community service project may request use of the outdoor park shelters / buildings up to three (3) times per year for a maximum of 2-hours at no charge or 1 time per year for 4-hours at the adopted park or equivalent facility.
- D. Events and activities held on park property that require a City of Anoka Special Event Permit are subject to all applicable park usage fees and deposit as specified in the Special Event Policy.

IV. Terms & Conditions

Indoor Facilities are defined as a building/pavilion, open shelters, and the band shell. All pavilions/buildings have a key, lights, electricity and have, or have close to them, restroom and water facilities.

Outdoor Facilities are defined as a field or court; i.e. softball, football, basketball, tennis, volleyball, horseshoes, Exclusive use reservations are for the current year only.

- A. Renter should include time needed for setup/decorating/clean up required when reserving a facility by the hour. The renter must relinquish the facility at the time specified on the permit.
- B. Priority will be given to Residents on a first-come first-served basis from the first working day in January through January 31. Reservations for the remaining available dates will be allowed beginning February 1, to either Residents or Non-Residents. Park Reservation may only be scheduled within the current calendar year.
- C. Requests for a permit may be made by phone, in person or online for available facilities. Rental fees must be paid in full at time of reservation. There will be no tentative reservations and same-day reservations for buildings/pavilions will not be granted.
- D. Web-based registrations require renter to agree to terms & conditions prior to confirming reservation.
- E. The renter shall provide estimated attendance and/or other pertinent information at the time the reservation is made. The City reserves the right to regulate and control the size of the group or organization using a specific facility.
- F. Permit is valid only for the date, time, and place specified on it and must be in the users' possession for verification, if needed. Park facilities are rented "as is" no special cleaning or preparation beyond normally scheduled maintenance will be provided.
- G. When a key is needed for entrance into a facility, a re-fundable damage/key deposit will be required. The renter shall pay the damage/key deposit at time of reservation and sign the permit when picking up the key. Failure to return the key within 24-hours of permit expiration may subject the permit holder to the forfeiture of the deposit and/or privilege to use park facilities for a period of 1-year.
- H. All renters are responsible for paying, in full, any and all damages resulting from inappropriate use, theft, or vandalism to any equipment or facilities used during the rental period. The City is not responsible for losses of personal property by individuals or renters when park and recreation facilities are being used for a permit activity.

- I. All Anoka city parks and park buildings must be vacated by 11:00 p.m. No facility shall be reserved after-8:00 p.m. to allow for sufficient time to clean up and to vacate the park area.
- J. General clean-up of the facility is required. If more than routine cleaning is required after a rental reservation (by city staff or the contracted cleaning service) the key deposit will not be returned, ~~an~~ additional fees may be charged, and rental privileges may be revoked for a period of 1 year.
- K. Park amenities and city owned equipment shall not be altered, moved, or removed from buildings.
- L. Amplification equipment for musical instruments, PA system, or use of audio equipment with the intent to project the sound beyond a facility shelter or enclosure is not allowed in city parks without prior approval granted with an exclusive use park permit. Additional fees required. Use of amplification type equipment is not allowed after-8:00 p.m. *Refer to City Code Chapter 30 Section 24 Public Nuisance for more information.*
- M. The renter may not use tacks, staples, or other similar materials to hang decorations in facilities with wood plank or sheetrock walls.
- N. All park buildings requiring key access are alcohol, cannabis use and tobacco free. *Refer to Tobacco and Cannabis Free Parks Policy for more information.*
- O. Consumption of alcoholic beverages is allowed in parks unless posted. Strong Beer or other Malt beverages may not exceed 25% ABV (alcohol by volume) and must be consumed directly from the manufacturers individualized packaging containers, which may not exceed 26 oz. Plastic and/or aluminum containers only. Alcoholic beverages consumed in a park located within the Social District boundary must be purchased from a participating vendor and served in the approved Social District cup during the social district dates and hours of operation
- P. No motorized vehicles allowed in or upon any City park property unless approved by the Public Services Administrator and indicated on permit. *Refer to City Code Chapter 54, Article IV, Parks and Cemeteries for more information.*
- Q. Table/chair set-up and tear down is the responsibility of the renter.
- R. Prior notice and approval is required for use of canopy tents (free standing only), amusement devices (inflatable/bounce houses), and high demand electrical equipment (ice cream makers, slushy machines etc). Equipment that requires spikes or stakes to be driven into the ground to provide structural support are not allowed. Amusement devices utilizing water for operation are not allowed. Additional fees required.
- S. Animals are **NOT** allowed inside park buildings. Canine companions/guides expected to be present should be noted on the rental agreement.
- T. Senior activities have priority over rental reservation requests for the Senior Center.
 - 1. Senior Center is a locked/alarmed facility.
 - 2. A city staff member will provide access to the Senior Center at the scheduled time, orient the permit holder to the facility, and complete the pre/post rental checklist.
 - 3. Amplification equipment is allowed inside the Senior Center. Sound levels are required to be controlled and maintained at a level consistent with City Code Chapter 30 Section 24 Public Nuisance.
- U. Outdoor worship services by resident churches will be allowed on park property on Sunday mornings between the hours of 8:30 a.m. and 12:30 p.m. or by “special” request submitted to the Anoka Parks and Recreation Advisory Board in writing for review and approval.

1. The church using the park facility for a worship service will be allowed to collect its normal offertory only once per service.
 2. The selling of books, literature, or religious items is not allowed.
 3. Use of amplification equipment is allowed during the approved church service. Sound levels are required to be controlled and maintained at a level consistent with City Code Chapter 30 Section 24 Public Nuisance.
- V. Additional park rules and regulations are listed in City of Anoka Code Chapter 54 Article IV Parks and Cemeteries.

V. Cancellations

- A. Refunds will be given only if cancellation is made no less than 45-days prior to the reserved date on the permit. All refunds are subject to 10% administrative fee, deducted from the total reservation fee. Taxes and on-line processing fees are not eligible for refund. No refunds for cancellations made within 45-days of the reservation date.
- B. The City has the exclusive authority to determine whether a facility is in usable condition. In the case of mechanical or facility equipment failure, the City will notify the renter as soon as possible. The City is not liable to the renter for the consequences of cancellation other than to supply the renter with substitute equal rental time or a refund, including deposit.