

# SHELTER RENTAL INFORMATION



Thank you for your interest in hosting your next event with Plymouth Parks & Recreation. Included are many helpful details to assist you with planning your event. Please contact the Plymouth Parks & Recreation office if you have any additional questions at 763-509-5200 or [recreation@plymouthmn.gov](mailto:recreation@plymouthmn.gov).



## Reservation Time Blocks

Our locations are available for reservation in three convenient time blocks. Options are; 9:00 a.m. - 2:00 p.m., 4:00 p.m. - 9:00 p.m., and 9:00 a.m. - 9:00 p.m.



## Shelter Policies

1. Group using the facility must be under competent adult supervision. The organization or user group shall assume full responsibility for the group's conduct and for any damages to the building or equipment.
2. The use of alcohol or tobacco products is not permitted in the shelter building, in the parking lot, or surrounding park areas.
3. The City assumes no liability for loss, damage, injury or illness incurred by the users of these facilities. The City is not responsible for lost or stolen personal items.
4. Decorations can be used during your rental. Clear tape, duct tape, or similar cannot be used in any shelters or park buildings. Blue painters tape is an approved tape option. Nails and tacks are not allowed. Staking of any kind is not allowed in the parks. All items and decorations used must be removed and disposed of properly.
5. Tables and chairs are available within the Park Buildings. You are able to set up the room however works best for your event. Renters must return all tables and chairs to the storage location when done.
6. Damage deposits will be refunded within one week of your event to the same method of payment used to make the reservation. A portion or all of the deposit may be held to cover any damages during your event.
7. Please clean up after your rental. Wipe down any tables or chairs used and return to their original location. Sweep floors and clean up any spills. Remove all decorations, mounting putty, string, or any other materials used to secure decorations. Bag all garbage. Turn off all lights. Close all windows (building rentals only).
8. Per City Ordinance 805.09 (subd. 13): No person, group, association or organization can operate business in the park without obtaining a permit. Parks and Recreation reviews permit requests to determine use. This includes selling items, or offering a service (for free or at a cost) on park property.



## Access to Facility

The shelter doors will be automatically unlocked for you; you will not need a key to access the facility. Doors will be scheduled to unlock at the start of your reservation and lock at the end of your reservation. Please contact the Parks & Recreation office if you only need the doors available during a portion of your time block.



## Cancellation Policy

To cancel a reservation you must contact the Parks & Recreation office at least 10 business days prior to your rental. A \$25 cancellation fee will be retained from your rental fee, and the remainder will be refunded back to you.

If your reservation was canceled due to severe weather, please contact the Parks & Recreation office the next business day in order to receive a refund. Rentals are not refunded for rain.



## **SHELTER RESERVATION FREQUENTLY ASKED QUESTIONS**

**PLEASE CONTACT PLYMOUTH PARKS & RECREATION IF YOU HAVE ADDITIONAL QUESTIONS.**

### **WHO DO I CALL IF THERE IS AN ISSUE AT THE PARK SITE DURING MY RESERVATION?**

Please call the Plymouth Parks & Recreation office at 763-509-5200 Monday - Friday, between 8-4:30pm. Outside of those hours, please call the Plymouth Creek Center at 763-509-5280.

### **CAN I BRING AN INFLATABLE/BOUNCE CASTLE?**

Inflatables and bounce castles are able to be used in conjunction with a shelter/building rental at Bass Lake Park Building, Parkers Lake North Picnic Shelter, and Parkers Lake Park Building Pavilion. Renters must contact the Parks & Recreation office at least two weeks prior to the event to notify staff of their interest in using an inflatable or bounce castle. Renter must provide a copy of their insurance showing the City of Plymouth listed as an additional insured, having \$2 million General Aggregate and \$1 million Occurrence coverage.

### **CAN I BRING MY OWN FOOD?**

You may bring your own food to your event.

### **IS ALCOHOL ALLOWED?**

Per City Code, possession or consumption of alcohol is not allowed in any City park.

### **CAN I SMOKE IN THE PARK?**

Per City Code, possession or use of tobacco/chewing tobacco/e-cig is not allowed in any City park.

### **ARE PETS ALLOWED?**

Dogs are allowed in City parks as long as they are on a leash. Please pick up and dispose of any dog waste.

### **CAN I HAVE A FOOD TRUCK ONSITE?**

Food trucks are able to be onsite in conjunction with a shelter/building rental at Bass Lake Playfield, Parkers Lake North Picnic Shelter and Parker Lake Pavilion. Renters must contact the Parks & Recreation office at least two weeks prior to the reservation. Renter must provide the food truck's food license. Food trucks are only allowed to park within the parking lot; no trucks are allowed on grass or sidewalks.

### **CAN I BRING IN A DJ?**

A DJ may be onsite during your reservaton. Be sure to abide by the City Code's noise ordinance.

### **CAN I BRING A GRILL?**

Per City Ordinance 805.09 (subd. 9): Fires are prohibited in City parks except in a metal grill. Charcoal grills are available at outdoor picnic shelters for use.

### **CAN I SET UP DECORATIONS?**

Decorations can be used during your rental. Clear tape, duct tape, or similar cannot be used in any shelters or park buildings. Blue painters tape is an approved tape option. Nails and tacks are not allowed. Staking of any kind is not allowed in the parks. All items and decorations used must be removed and disposed of properly.

### **I'D LIKE TO RESERVE A PLAYFIELD/TENNIS COURT/VOLLEYBALL COURT AS WELL.**

Contact the Parks & Rec department for more information. Additional fees may apply.

### **CAN I BRING A MOVIE SCREEN?**

You are welcome to bring in a movie screen during your event. Please note that there is no staking allowed within the parks. Your screen would need to be anchored down with weights, sandbags or similar. Electrical outlets are available at East Medicine Lake and Parkers Lake.

### **I'D LIKE TO HOLD A 5K/FUNDRAISER/BENEFIT EVENT.**

We would love to hear about your event ideas. Please complete either a Race Event Request or Special Event Permit and return to the Parks & Recreation office at least 45 days prior to your event.

### **CAN I HOLD MY WEDDING/GROOM'S DINNER AT THE PARK?**

Absolutely! Our sites are great for weddings, showers and groom's dinners. \*Please note alcohol is not allowed in any City Park.