

Owatonna Parks & Recreation Outdoor Rental and Use Policies

Thank you for choosing one of Owatonna's beautiful parks for your event! The City of Owatonna and the Parks & Recreation Department have implemented the following policies and procedures when renting or using any of the city's outdoor parks, green spaces, open-air or enclosed shelters. All renters and permit holders agree to the following rules when making a reservation.

To find the best park for you, try our Park Finder app: [Parks and Recreation Finder \(arcgis.com\)](https://arcgis.com)

Reservation, Payment & Deposit

- ✚ Payment is required at the time of reservation request
 - Reservations are complete only when paid. Tentative dates/reservations are not held
 - Fees vary based on location and do not include tax
 - Rental hours are considered an entire day, from 9 a.m. – 9 p.m.
- ✚ A Damage Deposit is required at the time of reservation request
 - Payable by cash, check or credit card; processed at the time of reservation request
 - Returned deposits are processed five business days after the rental
 - Processing times vary from five days to three weeks
 - Open Air Shelter - \$50
 - Enclosed Shelter, Building or Kitchen - \$200
 - Large container alcohol – Additional \$50
- ✚ A rental provides users exclusive use of the shelter; the park remains open for public use
- ✚ Warsinski Chalet at Morehouse – a key must be picked up at the Parks & Recreation office before the rental. Renter is NOT permitted access before their scheduled time. The deposit will not be returned if the on-call employee is called to open or close the facility.
- ✚ Water keys are needed to fill large water containers at Brown Park, Gainey Park, Jaycee Park, Manthey Park Small and Owatonna Soccer Complex. Keys are mounted in a realtor box at the park; a code is provided upon request.
- ✚ Individuals picking up keys must be 18 years old, complete and legibly sign a Key Check-Out form, and show photo identification at the time of pick-up
- ✚ Renter/Permit Holder must have their receipt/permit on-site the day of the reservation
 - Any issues on the day of rental should be reported immediately by contacting Park & Recreation staff at 507-444-4321
 - In case of any emergency – Call 911

Policies & Regulations:

Cancellation or Change Policy

- ✚ Cancellations require a \$10 processing fee
 - 90 days before reservation – full refund (less processing fee)
 - 60-days before reservation – 50% refund (less processing fee)
 - Cancellation by City of Owatonna – full refund
 - All other cancellations – no refund
- ✚ Change requests must be made 14 days in advance and granted based on availability

Alcohol – City Code Ordinance 91.02

- ✚ Glass containers are not allowed at any park facility
- ✚ Alcoholic beverages are not allowed at Central Park, Cashman Park, Kaplan's Woods Parkway, Archery Park on Elm, Sid Kinyon Courts (or any school property)

- ✚ Large container alcohol permits require a \$10 permit fee and an additional \$50 Deposit. MN State Statute 340 regulates against the sale of alcoholic beverages.
- ✚ No alcohol can be consumed on City of Owatonna premises by any person under the legal age
 - All guests must possess a valid ID if they plan to consume alcoholic beverages
 - Valid ID may be requested of any person(s) at any time during your event

Catering and Food

- ✚ Any sale of food (Event Permit) or use of concession stands or Food Trucks used as a caterer (Park Permit) requires appropriate permits and possibly additional deposits
- ✚ Concession equipment is NOT guaranteed to be in working order
- ✚ No cooking inside structures
- ✚ Rental/Use of Concession Areas may have additional fees and requirements

Dogs & Cats

- ✚ Animals must be on a leash within the city limits – City Code Ordinance 90.05
- ✚ Animal owners must remove any feces from park premises – City Code Ordinance 90.11

Music or Sound Amplification – City Code Ordinance 91.01-.06

Site Rules and Clean-up

- ✚ Expectations of renter/permit holder include (but are not limited to):
 - No staples or nails in tables, walls, trees or fixtures
 - No balloons in enclosed shelters
 - No cooking, grilling or candles inside shelters or buildings
 - No smoking in shelters
 - No fires set outside of designated fireplaces, grill sites or rings. (City Code Ordinance 91.03)
 - No confetti in any shelter or park
 - No staking of any tents/inflatables/etc. (Requires Park Permit)
 - Leave the facility in at least as good of condition as you found it
 - No driving on grass or turf of any kind
- ✚ Additional charges may be assessed if damage exceeds the deposit amount and may deny future permits/rentals.

Damage Deposits & Additional Charges (not an exhaustive list)

- ✚ Damage Deposits are not returned, additional charges may be incurred, as well as future rental privileges may be denied for the following conditions:
 - Not following stated rules within this policy or any other agreement
 - Not providing appropriate documentation
 - Staff is called to open or close the facility (not picking up the key)
 - Not returning key
 - Additional cleaning necessary outside of routine cleaning
 - Damage to the pavilion, park amenity or grounds
 - Not returning amenities to the original location

Special Requests, Amusements and Equipment – Additional Permits & Requirements

- ✚ Park Permits are required at least 30 days in advance
- ✚ Event Permits are required at least 60 days in advance
 - There may be additional fees & requirements incurred
 - No exceptions as to the minimum advance notice and requirements

Park Permit Request Requirements

- ✚ Recurring Events
 - Weekly or monthly events must pay for each event
- ✚ Exclusive use of space outside of the pavilion or open-air shelter
 - Pavilion rental required
 - General description of use is required.
 - No fires allowed outside of a provided fire pit, grill or fireplace
- ✚ Park Amenities
 - Only amenities currently located at the park/area are provided by the City
 - Picnic Tables, Trash Barrels, Restrooms, etc.
 - Additional needs must be rented from a rental company
 - Items may be moved within the park by the permit holder and must be returned to the original location (or loss of deposit + additional charges for labor to move items back)
- ✚ Insurance Certificates
 - A certificate of insurance must be turned in to the Park Department at least two weeks before the event, with the City of Owatonna named as additionally insured
 - Required for the use of bounce houses, inflatables, obstacle courses, dunk tanks or any other amusement items
 - Required for organized tournaments at ballfields
- ✚ Tournaments
 - Additional application and approval needed per tournament policy
- ✚ Staking
 - Staking requires prior permission and approval of the area
 - Permit holders must call Gopher One for ANY staking, regardless of size
- ✚ Rental Hours
 - Any requests outside of regular rental hours (9 a.m.-9 p.m.)
 - Requests for use between 11 p.m. and 6 a.m. will not be granted
 - Any requests to set up a day before or clean up the day after an actual rental require a two- or three-day rental
- ✚ Amplified Sound
 - Any amplification outside of a small, personal speaker needs prior approval
- ✚ Cleaning
 - Requests for additional cleaning will not be granted, regardless of the use
 - Park areas are cleaned on a scheduled weekly rotation, as well as before and after rentals
 - Park areas are expected to be in the same condition as before the rental
- ✚ Concessions
 - Use of kitchen area requires additional deposit, agreement
 - Sale of food items requires the permit holder to have a food or catering license
- ✚ Central Park Use
 - Stage use – person opening or closing must be approved/trained, or there is a \$250 charge for park staff to open and close.
 - Sound system or tech person is NOT provided
 - Stage key is checked out per event

- ✚ Variance from any details in the Park Permit may result in additional charges
 - Change requests must be made at least 14 days in advance and must comply with the policy
- ✚ Partnership Requests
 - Community-wide events may request additional city service fees reduced or waived in exchange for recognition or services
 - Not all partnership requests may be granted
 - Activities must align with the City and Department Mission, Vision and Values
 - Audience and community benefit expressly and specifically communicated

Event Permit Request Requirements

- ✚ Detailed event information includes:
 - Location(s)
 - Specific dates and times of set-up, event(s) and clean-up
 - Sponsoring organization, representative and contact information
 - Purpose for use
 - Audience
 - Use of any city property
- ✚ Needed for:
 - Fundraising events (5K, sale of items, etc.)
 - If activity prevents public use of a park, a pavilion rental fee may be required
 - Use of streets or parking lots
 - Use of city property for financial gain
 - Request for exceptions to city ordinances
 - Use of images in commercial media
 - Use of vendors
 - Use of any city property
 - Requests from more than one city department
 - Requests for exceptions to any city ordinance
- ✚ Approval process:
 - Administrative intake
 - Departmental approval
 - Park Board approval (if applicable)
 - City Council approval
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Disqualification from Consideration of Permitted Use

- ✚ Previous activity of rental or park use disqualifying future use/rentals
- ✚ Activities not consistent with city ordinances
- ✚ Any outstanding fees or charges due to any City department