



Parks and Recreation Office

1616 Humboldt Ave

West St. Paul, MN 55118

Office: 651-552-4150

Fax: 651-552-4190

Policy Statement/Ordinance

The City Council values recreation and open space and provides park facilities throughout the City. City parks and park facilities are intended for the use and enjoyment of all residents and park visitors. To assure all residents and park visitors are able to enjoy the City parks and facilities, it is necessary to regulate activities and conduct within the park facilities. This Section regulates the use of City park facilities to promote, protect and provide for the health, safety, welfare, and comfort of residents and park visitors within the City.

NEIGHBORHOOD CENTER AT HARMON PARK 230 BERNARD STREET WEST WEST ST. PAUL, MN 55118

HOURS OF OPERATION: DAILY 8AM-10PM

Scheduling

Scheduling will be on a first-come first served basis.

The community room may be scheduled on a continuing basis up to one year in advance only.

Reservations are considered as confirmed when the reservation permit is signed and returned with \$100 non-refundable deposit toward the full rental fee. Full rental fee is due 90 days before the event.

Rental hours are determined from the time the renter enters the space to the time of departure.

West St. Paul Residents may not reserve the meeting room for a non-resident and/or non- West St. Paul business in order to obtain the resident rental rate.

Liability and Damage

Any individual, group or organization using the community room shall be fully responsible for any damage to that space or equipment and any unlawful acts associated with the user's program or event.

Any damages to the room or equipment must be reported immediately to the City of West St. Paul, and will be charged back to the renter's credit card on file.

Regulation, Supervision and Security

There will be no storage of users' materials in the community room. All materials may be brought in only during rental hours and must be removed by the end of the rental time.

Every user of the facility must be under competent adult leadership. The user shall assume full responsibility for group's conduct and for any damage to the building or equipment. The City of West St. Paul will not assume liability for unsupervised children. The City will be paid for any costs incurred due to damages or additional cleaning by the user/renter.

NO smoking is permitted in the Community Room.

Room limit is 70; failure to comply may result in shutting down the renter's event.

Respectful behavior must be shown to others in the park. No adolescent children allowed without adult supervision. No live music or bands are allowed except by special permit.

Pets are not allowed in the building.

Renter is required to leave at designated time on permit or will be charged accordingly.

Use of Patio area is included in the rental of the Community Room, but not exclusive use of the playground or splash pad.

Renters are responsible for clean-up of the Community Room by the end of their rental time.

Absolutely no vehicles are allowed on the sidewalk or patio area. Driving on these areas may result in charges for damages incurred.

Reservation and Damage Deposit

The Reservation Fee and Damage Deposit payment are required in full for reservation of the Community Room. Reservation must be made at least 3 days in advance. In the event of cancellation, notice must be received 90 days prior to reservation date or there will be no refund.

- Renter must have a credit card on file and agrees to be charged for any damage incurred during the event.
- Damage fee will be charged within 30 days of the event
- Failure to obey rules will result in renter being charged a damage fee.

Food and Beverages

Renters may bring their own food, employ a caterer or schedule a party package with the City of West St. Paul for their event.

Alcoholic beverages, excluding keg beer, may be served to guest free of charge.

Alcohol may not be *sold* without temporary on-sale license for beer and wine. Please call City of West St. Paul at 651 552-4100 for more information.

Room Decorations

Room decorations must be free standing. No tape/nails/adhesive products may be used in installing any decorations.

No burning candles are allowed in this building.

The use of fog/smoke (special effect fogging) machines is prohibited. No confetti, streamers, birdseed, rice, glitter, sand, silly string, or fresh flower petals are allowed in the Community Room or outside on the grounds.



NEIGHBORHOOD CENTER - CHECKOUT LIST

Parks and Recreation Office
1616 Humboldt Ave
West St. Paul, MN 55118

Office: 651-552-4150
Fax: 651-552-4190

Renter:		Phone No.
Reservation Date:		Rental time:

CHECK OUT LIST	
✘	Please complete the following after your event:
	Tables & chairs are wiped off
	Servery area is clean, floor is swept & all items stored by renters are removed
	Room layout if changed is returned to original order (see diagram)
	Area is vacuumed if needed
	Garbage is bagged & moved to dumpster area
	Bathroom is checked, trash removed if needed
	All personal property is removed – bowls, crockpots, etc.
	Mop floor if needed
	Patio area if used restored to original order; trash to be picked up from patio area.
	Turn off fire place
	All building doors need to be completely shut and secured
	Community room lights to be shut off
	Return building key and check out form to parks and recreation department or 24-hour brown drop box in city hall entrance.

It is the responsibility of the Renter to leave the Neighborhood Center in the same condition as when the renter arrived. It is the Renter's responsibility to inform the City of West St. Paul of any damages found prior to their rental event. If the City of West St. Paul discovers any damages/lost or stolen property from the Neighborhood Center after the rental, the renter will be held responsible for the replacement and may be subject to additional charges.

Signature	Date:
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NEIGHBORHOOD CENTER REQUEST FORM

1616 Humboldt Ave
West St. Paul, MN 55118

office: 651-552-4150
Fax: 651-552-4190

Rental Rates		Reservation Fee <i>Non-refundable</i>	Alcohol Fee (if applicable)	2 hour minimum required for all rentals Rental includes: adjacent patio, 10 tables, 80 chairs, servery area with refrigerator, upon request, podium with microphone, TV/DVD, Wi-Fi
Resident Rate	\$50 per hour +tax	\$100 (applied to final bill)	\$50	
Non-Resident Rate	\$60 per hour +tax	\$100 (applied to final bill)		
Non-Profit Rate	\$30 per hour +tax	\$60 (applied to final bill)		

Applicant Information			
Date Requested:	Start Time:	End Time:	
Contact Person:		Number of Guests:	
Organization (if applicable):		<input type="checkbox"/> Resident	<input type="checkbox"/> Non Resident
Address		City	State
			Zip
Work Phone		Cell phone	
Email Address			

<input type="checkbox"/> Non-Profit	501(c)3#	MN Tax Exempt#
Business/Organization		

Key Pick-up & Drop Off

The facility is self-serve, therefore you agree to pick up the key prior to your reservation and let yourself in/out no earlier/later than this reservation form states. Keys can be picked up at City Hall located at 1616 Humboldt Avenue, West St. Paul, MN. Return keys to Parks and Recreation department or utilize the 24-hour drop off brown box at City Hall entrance.

If you have a weekend reservation, you must pick up the key on Friday by 4:30pm – **Key #** _____

The Renter must pay a non-refundable \$100 reservation fee to the City of West St. Paul at the time the reservation is made. This reservation fee will be applied to your balance if all reservation requirements are met. Payment is due, in full, at the time of reservation if your balance due is less than \$100 or if your reservation is within 30 days of requested Date of Use. In this case, the Reservation Fee will be immediately applied to the balance. If the reservation is canceled, the City will refund all payments made with the exception of the \$100 reservation fee.

Check One: Cash Check Charge

Amount Paid: \$ _____

OFFICE USE ONLY

Amount Paid:	Balance Due:
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Damages or Other Billable Charges

Your signature will constitute a binding agreement for payment of specified charges incurred for damages to the Harmon Park Community Room and/or surrounding grounds if directly caused by your rental; including any companies contracted by you for catering or your guests. Once damages or billable charges are reported, the City of West St. Paul will charge your credit card for the cost of repair.

Applicant Initials _____

Damage Deposit

A valid Visa or Mastercard number is required to hold your reservation. The credit card will not be charged unless damages are incurred to the property. I acknowledge that this credit card will be charged for any damages that occur during this reservation. If a credit card is not available a cash payment of \$300 will be used as a damage deposit. This will be refunded if no damage occurs.

Damages Reported by (staff member):

Staff Signature

Damages Incurred	Date

Damage Amount Charged \$

Damaged Charges Processed by (staff member)		Date Processed
Staff Signature		Date:

The reserving party shall hold harmless, defend and indemnify the City of West St. Paul, its officer, agents and employees from and against for any liability, related to the Reserving Party’s use of the building. **Read the attached “Community Room Policies” and then sign application.**

Signature of Applicant: _____ Date: _____

Waiver: I understand that participation in City of West St. Paul sponsored activities and program is completely voluntary and I hereby release, absolve and hold harmless the City of West St. Paul, its officers, employees and agents from damage resulting from any injury incurred by me or my child (or person I am responsible for as guardian), while participating in the programs/classes I have registered for. In addition, I understand this waiver includes injuries that my result from the condition of any facility used in said activity/program. I further agree that city of West St. Paul assumes no responsibility for injury before, during or after programs. I give my consent to use any photograph or video tape taken of my child (or person I am responsible for as guardian), or myself for future promotional or marketing materials. Registration: Participants must meet the age/grade requirements for class or may be denied entry. Full payment must accompany this registration form. Registrations are accepted until the class is full or until the registration deadline. Cancellations/Refunds: Refunds prior to the registration deadline are subject to a \$5 processing fee per person, per activity. There are NO REFUNDS given after the registration deadline date. If the Recreation Department cancels a class, you are not subject to the processing fee, all money will be refunded.

Parent/Participant Signature: _____ Date: _____

By signing this form, I agree to these terms