



## Parks Use Policy

The City of Pine City has a variety of parks which provide different recreational and leisure amenities to the community. Voyageur, Robinson, and Westside Park/PC Beach and the City Softball Fields can be reserved. Park facilities are open on a first come first serve basis unless a reservation has been made. Non-profit and for-profit organizations are required to supply a certificate of insurance as a condition to reserve park facilities and grounds for events.

### **City Parks**

The parks listed below are designated City owned and managed parks.

Lions Park in Woodpecker Ridge, Meadow Ridge Park, Voyageur Park (excluding the area as shown on attached exhibit), Challeen Park/Fishing Pier, Robinson Park, Westside Park/PC Beach, Thomas Park, Riverside Park, City Softball Complex, and Hilltop Park (outdoor skating rinks).

### **Parks Use**

The City of Pine City has set guidelines for parks use to preserve the function and beauty of the city parks and protect the enjoyment of all the patrons. An overview of Chapter 3 of the City Ordinances states that all parks are to be used in a respectful way. The City does not generally allow signs or items to be affixed to city property. Nothing should be tied, posted, nailed, stapled, or affixed in any way to any city structure or tree without authorization, in writing, from the City.

Unauthorized vehicles are not allowed to drive on City park property.

Patrons will use structures as they are intended; play on the playgrounds, sit at the picnic tables and benches and fish, swim and play disk golf in designated areas. Unauthorized uses include but are not limited to: fishing from the beach docks, skateboarding in non-skateboarding areas, hanging in the trees and standing or sitting on tabletops. These activities will not be tolerated. Tobacco use of any kind; including but not limited to cigarettes, cigars, chewing tobacco and e-cigs is prohibited. These products are only allowed in designated areas at certain park locations and certain times as posted.

Any patrons who bring any additional attractions/activities (for example: inflatables, stages, tents, canopies and dunk tanks) to the city parks must submit a location sketch and liability insurance certificate to City staff for approval. If the additional attraction/activity is approved, the person obtaining the permission will be required to provide liability coverage for such attractions/activities. Patrons will be responsible for making a Gopher State One call / notification to locate underground utilities prior to securing additional approved attractions. The City will need proof of insurance on file before the date of the attraction/activity.

## **Park Reservations**

If persons/groups are interested in having an event at a city park and would like to make a reservation please contact City Staff at least one week prior to your event by calling (320)629-2575, ext. 109.

- When booking a park reservation, the applicant agrees to the Park Rules/Policies and Reservation Procedures.
- Requests for reservation can be made during regular business hours and are subject to approval by the City Administrator or designee (attachment A).
- The City retains the right to cancel any event reservation due to the park conditions or inappropriate conduct of the person making the reservation or participants.
- Keys can be picked up one (1) business day before the event and MUST be returned one business day after the event to avoid any additional charges – Keys returned late will be subject to a \$5/day late fee. – Any lost Park & Rec or Public Works keys are subject to a fee per key or the actual cost of rekeying buildings if needed as references in the City of Pine City Fee Schedule.
- Payment of a refundable damage deposit and facility fee per event Reservations, as per the City of Pine City Fee Schedule must be made one (1) week in advance. \*Note - damage deposit and facility fee will be cashed immediately for all reservations.
- Applicants must choose a specific reservation time. The time block must include setup and cleanup time. Annual recurring events will have priority for reservation blocks.
- Set up and clean-up must be done during the allotted time of the rental. Failure to provide proper clean-up will result in clean up charges and forfeiture of future use of the facilities. This will be determined by the City Administrator.
- Cancellations are accepted up to three (3) business days prior to event with a full refund of the facility fee.
- Reservations will be accepted no more than eighteen (18) months prior to the event.
- Any additional requests (moving picnic tables, hanging banners, extra garbage cans, etc.) as part of the park reservation will be subject to fees established by the City Council.
- Live or played music is permitted in the parks as long as the music is not disruptive, and are subject to the City's current noise ordinance.

## **City Softball Field Information**

If persons/groups are interested in reserving the ball fields, please contact City Staff at least one week prior to your event by calling (320)629-2575, ext. 109.

- The fee for ball field reservations for tournaments or events is as per the City of Pine City Fee Schedule. The damage deposit will be refunded only after a walk-thru inspection is conducted by City staff after the event. The City may retain all or part of the damage deposit to remedy the failing of the permittee to abide by these policies and regulations.
- When booking a reservation, the applicant agrees to the Park Rules/Policies and Reservation Procedures.
- Requests for reservation can be made during regular business hours and are subject to approval by the City Administrator or designee (attachment B).
- The City retains the right to cancel any tournament (event) due to field conditions or inappropriate conduct of the tournament director or participants.
- Motorized vehicles are not allowed outside of the designated parking areas.

- Games must be completed by 10:00pm with all people out of the park by 10:30pm.
- Concessions must be sold through the concession stand building.
- In the event that the sale of alcohol will be allowed, a permit must be obtained with the proper licensing, and proof of Dramshop insurance. All City Liquor Ordinances must be abided by. "Alcohol" includes intoxicating liquors, wine, and non-intoxicating malt beverages as defined by MN Statutes 340A.
- Keys can be picked up one (1) business day before the event and MUST be returned one business day after the event to avoid any additional charges. Keys returned late will be subject to a \$5/day late fee.
- Reservations must be made a minimum of one (1) week in advance. The earliest reservation for an adult event at the softball fields will be the third week in May.
- Applicants must choose a specific reservation time. The time block must include setup and cleanup time. Annual recurring events will have priority for reservation blocks.
- Applicants must have adequate insurance coverage for all events for any liabilities that may be incurred.
- Set up and clean-up must be done during the allotted time of the rental. Failure to provide proper clean-up will result in clean up charges and forfeiture of future use of the facilities. This will be determined by the City Administrator.
- Applicants will be charged a garbage fee based on the amount of waste picked up at the end of the event.
- Cancellations are accepted up to three (3) business days prior to event with a full refund of the facility fee.
- Reservations will be accepted no more than eighteen (18) months prior to the event.
- The City reserves the right to approve or deny signage, which must comply with the City's sign ordinance.
- Any additional requests (moving picnic tables, hanging banners, extra garbage cans, etc.) as part of the park reservation will be subject to fees established by the City Council.
- Live or played music is permitted in the parks as long as the music is not disruptive, and are subject to the City's current noise ordinance.

#### **Regular Annual use of ball fields:**

- An annual maintenance fee, as per the City of Pine City Fee Schedule, is payable to the City of Pine City is required by all league teams (women's, men's and church) in advance of using the fields.
- The field maintenance fee will not be charged to the Summer Rec Program, Community Living Options (CLO) or Pine City Public Schools.

#### **Canoe Rack**

The City of Pine City has installed a canoe rack for public use at Challeen Park (fishing pier). The canoe rack is for public use from May 1<sup>st</sup> to October 31<sup>st</sup> each year and it is FREE of charge. Anyone wishing to keep their canoe at the park can simply padlock it to the canoe rack. There are 6 slips for the public to use. This will be on a first come first serve basis and it is an on your honor system. Those using the canoe rack will be responsible for their property, the City does not assume any liability for the personal property or the use of the canoe racks. Please respect the City's property as well as other people's property. All property belonging to citizens must be removed on or before

October 31<sup>st</sup> each year, otherwise it becomes property of the City of Pine City. Any questions, please call City Hall @ 320-629-2575.

### **Enforcement**

The City and its officers will enforce the City Ordinances and Policies as adopted by the City Council. The following Ordinances provide the detailed parameters for park use. To view or print any City Ordinance, please visit the official city website at <http://pinecity.govoffice.com>. Chapter 3- City Property

Section 315: Other Public Property; Subd. 315.01 Injury to Public Grounds, Subd. 315.02 Rubbish, Subd. 315.03 Notices, 315.04 Permits Required, 315.06 General, and 315.07 Picnic Tables.

Chapter 6-Liquor and Beer

Sections 600.10 and 605.11 Subd. 10 restricting consumption of alcohol in public places

Chapter 7- Nuisances, Weapons, Prohibitions and Blight

Section 700: Nuisances; Subd. 700.05 Noise Violations

Section 710: Prohibited Acts; Subd. 710.03 Postings, 710.04 Smoking in Restricted Areas, 710.05 Unauthorized Graffiti, and 710.06 Skateboarding.

Adopted by the City Council on June 1, 2011.

Revised by the City Council on May 7, 2014.

Revised by the City Council on September 30, 2015.

Revised by the City Council on January 2, 2019



Voyageur Park Property is defined by the most southern red dotted line including the most southern yellow line and along Hwy 61 to the river. It does not include the parking lot, horse arena or VFW property.



## Parks Reservation Request Form (attachment A)

Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Park and /or Facility Requested: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Day: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

City Administrator \_\_\_\_\_ Date \_\_\_\_\_

Parks & Rec Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\*Please provide a sketch for approval if additional equipment is being used or outside items (play structures or vendor booths) are being brought in.

\* Please provide a copy of your liability insurance certificate.



## Softball Field Reservation Request Form (attachment B)

Name: \_\_\_\_\_

Name of Organization/Team: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Other Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Event or field use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Fields Requested: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Day: \_\_\_\_\_

Approximate Number of Teams participating: \_\_\_\_\_

I have read the policies and regulations and agree to abide by them.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

City Administrator \_\_\_\_\_ Date \_\_\_\_\_

Parks & Rec Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\*Please provide a sketch for approval if additional equipment is being used. If alcohol is being sold a sketch must be included with application. Include liability insurance certificate.