



# NORTH PARK JAYCEE SHELTER RESERVATION FORM

Address: 771 1<sup>st</sup> Street, Albany, MN 56307

Shelter capacity including outside tables: 150 people

Rental Fee: \$150.00 (includes MN sales tax)

Non-profit Organization: No Cost

**NO refund if you cancel your reservation.**



Checks payable to "City of Albany" – Mail to P. O. Box 370, Albany, MN, 56307

## EVENT DETAILS

Shelter rentals are for the reserved date ONLY. Please note that early setup or decorating the night before requires an additional day rental.

Event Date: \_\_\_\_\_

Estimated Number of People Attending: \_\_\_\_\_

Event Start Time: \_\_\_\_\_  
(INCLUDING SETUP)

Event Finish Time: \_\_\_\_\_  
(INCLUDING TAKE DOWN)

Event Type: \_\_\_\_\_

## CONTACT INFORMATION

Individual Responsible for Reservation: \_\_\_\_\_

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

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

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

## INFORMATION & SIGNATURE

- The shelter is locked. Key is available for pick up at City Hall between 8 am – 4:00 pm Mon.-Fri.
- It is your responsibility to clean up the shelter immediately following your event. Please remove and tie garbage bags from provided receptacles and place inside the shelter for public works staff to dispose of.
- The key you received opens the doors to the utility room where supplies are located for you to use as needed following your event. Failure to clean up will prohibit future reservations.
- The restrooms located within the park shelter are available for use during your reservation. Please note that these facilities remain open to the general public throughout the day.

**IF YOU HAVE ANY QUESTIONS REGARDING THE SHELTER, CALL JOE MERGEN, Public Works Supervisor: 320-980-2990.**

To the fullest extent permitted by law, I shall indemnify and hold harmless the City, its' officers, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of this agreement, that results in any Claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting there from that is caused in whole or in part by me or anyone attending.

I, the undersigned, hereby agree to abide by all rules and regulations of the City Ordinance listed on the back of this form.

\_\_\_\_\_  
(Signature of individual responsible for reservation)

\_\_\_\_\_  
(Date)

### OFFICE USE ONLY

Date received:

Payment by:

Amount:

Received by:

# City of Albany Park Rules

If you observe anyone breaking these rules,  
please report it to the Albany Police Department by calling (320) 845-2200.

- **Park Shelter Fee**

All persons desiring to use park shelters shall make reservations at City Hall and pay the City the fee as established. Shelter rentals are for the reserved date ONLY. Please note that early setup or decorating the night before requires an additional day rental. NO refund if you cancel your reservation. The restrooms located within the park shelter are available for use during your reservation. Please note that these facilities remain open to the general public throughout the day.

- **Hours of Use**

No person shall be in, remain in, or leave any vehicle in any City Park at any time between the hours of 10:00 p.m. and 6:00 a.m. the following day. Any person wishing to remain in the park after closing hours may contact the City Clerk/Adm. at (320)845-4244 for approval.

- **Vandalism**

No person shall remove, break, destruct, injure, mutilate or deface in any way of any park property, including but not limited to any structure, monument, statue, vase, fountain, fence, railing, flagpole, vehicle, bench, tree, shrub, fern, plant, flower, or other property shall be prohibited.

- **Climbing**

No person shall climb buildings or flagpoles, sit or stand upon monuments, vases, fountains, railings or fences in any park or recreation area.

- **Amplified Music/Sound**

No person shall use loudspeakers or public address systems in any park without the City Council's written authorization.

- **Dumping**

No person shall dump or deposit bottles, broken glass, ashes, paper, boxes, cans or refuse of any kind except in the Park's refuse containers.

- **Erection of Structures**

No person shall construct, erect or bring into any park any permanent or temporary building or structure or run or string any public service utility into, upon or across a park without the City Council's prior approval and issuance of a special permit.

- **Dangerous Games or Throwing of Missiles**

No person in any park shall throw or cast any stone or missile carelessly or heedlessly in disregard of others' rights or safety or in any manner that endangers or likely endangers any person or property except in areas specifically designated for those forms of recreation. No firearms, air-rifles, BB guns, slingshots, explosives, fireworks, or devices capable of discharging blank ammunition into or use in park areas, except by the Chief of Police's written approval.

- **Camping**

NO CAMPING IN CITY PARK! No person shall set up tents, shacks, or any other temporary shelter, or leave any moveable structure or special vehicle, including but not limited to a house trailer, camp trailer, or camp wagon.

- **Drugs and Other Activities**

Use or possession of drugs, selling or offering for sale any article or thing or disorderly conduct in parks shall be prohibited.

- **Fires**

No person shall start any fire in any park, except in freestanding barbecue grills or in the places provided and designated for cooking or grilling. Any fire shall be completely extinguished before leaving the park.

The above rules governed by City Ordinance #40 (Public Parks). For more information, contact City Administration at 320-845-4244 or Albany Police Department at 320-845-2200. For issues regarding the shelter, call Joe Mergen, Public Works Supervisor: 320-980-2990.