



NORTH PARK JAYCEE SHELTER RESERVATION FORM

City Resident (resides inside City limits): \$107.13 (includes MN sales tax)
Non-resident (resides outside City limits): \$214.25 (includes MN sales tax)
Checks payable to "City of Albany" – Mail to P. O. Box 370, Albany, MN, 56307

Non-profit Organization: No Cost
Shelter capacity including OUTSIDE tables: 150 people

NAME(S) OF INDIVIDUAL(S) RESPONSIBLE FOR RESERVATION: _____

MAILING ADDRESS: _____ TYPE OF EVENT: _____

EMAIL ADDRESS: _____

PHONE NUMBER(S): _____ ATTENDANCE ESTIMATE: _____ people

RESERVATION DATE: _____ ARRIVAL TIME: _____ DEPARTURE TIME: _____
 (INCLUDE SET UP AND CLEAN UP TIME)

(If you cancel your registration, there will be NO refund.)

The shelter is locked. Key is available for pick up at City Hall between 8 am – 4:30 pm Mon.-Fri.

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO CLEAN THE SHELTER, INCLUDING THE RESTROOMS, IMMEDIATELY FOLLOWING YOUR EVENT. The key you received opens the doors to the outside of the shelter as well as the utility room where cleaning supplies are located for you to use as needed to clean up following your event. Failure to clean up will prohibit future reservations.

IF YOU HAVE ANY QUESTIONS REGARDING THE SHELTER, CALL JOE MERGEN, PWS: 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 person responsible for reservation)

 (Date)

OFFICE USE ONLY~

Date received: _____ Payment by: _____ Amount: _____

Confirmation sent: _____ Received by: _____

Reservation is for the shelter only. The reservation does not guarantee or reserve any additional Park or parking space or recreational area. Parking is limited and carpooling is encouraged. This completed form will be returned to you as confirmation for your records.

Bring this form with you to the Park on the day of your event for proof of reservation.

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 a fee as established. **NO refund if you cancel your reservation.**

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 12:00 Midnight and 6:00 a.m. the following day except in the areas designated for camping. Any person wishing to remain in a Park after closing hour may contact the City Clerk Adm. at (320)845-4244 for a permit application.

No person in any Park shall fail to cooperate in maintaining restrooms in a neat and sanitary condition.

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.