

**City of St. Paul Park**  
600 Portland Avenue  
St. Paul Park MN 55071  
Phone: (651) 459-9785  
Fax: (651) 459-6144

**OFFICE USE ONLY:**

Rental Paid: cash:  Check: \_\_\_\_\_

Deposit Paid: cash:  Check: \_\_\_\_\_

Key Number: \_\_\_\_\_ Key Returned:

**APPLICATION AND PERMIT FOR USE OF  
Heritage Building, Pavilion, and Ball Fields**

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_ to \_\_\_\_\_

**\*Keys must be picked up one business day before the event by 3 p.m. and must be returned one business day after the event.**

**BUILDING & PICNIC PAVILION ½ DAY RENTAL HOURS: 9AM - 3PM & 4PM - 10PM**

**HERITAGE BUILDING**

**PICNIC PAVILION**

**Resident ½ Day** \$70 + \$5.86 tax = \$75.86  
**Resident All Day** \$140 + \$11.73 tax = \$151.73  
**Non-Resident ½ Day** \$120 + \$10.05 tax = \$130.05  
**Non-Resident All Day** \$240 + \$20.10 tax = \$260.10

**Resident ½ Day** \$40 + \$3.35 tax = \$43.35  
**Resident All Day** \$80 + \$6.70 tax = \$86.70  
**Non-Resident ½ Day** \$80 + \$6.70 tax = \$86.70  
**Non-Resident All Day** \$160 + \$13.40 tax = \$173.40

**HERITAGE BUILDING & PAVILION**

\$100.00 Damage Deposit is due (cash or separate check accepted refundable upon key return and cleaning inspection)

*Misrepresentation: Residents may not make reservations for other individuals or groups at the resident rate. Requests for reservations can be made by any individual 18 years of age or older.*

Name/ Organization: \_\_\_\_\_

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

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

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

Approximate Number in Group: \_\_\_\_\_

**Cancellations** made more than five (5) business days prior to the reservation will be subject to a \$20 cancellation fee. Cancellations made with (5) or less business days' notice to the reservation are non-refundable. No refund due to adverse weather conditions. There will be a clean-up fee assessed of \$50/hr. (1 hour minimum) if the facility is not cleaned up after use. All trash must be taken with.

The City of St. Paul Park and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.

I hereby certify that I am responsible for observance of the rules and regulations as a condition to the issuance of this permit. I will be responsible for the actions of participants in this activity and the security of the facility used, as well as any damage that should occur in association with the usage.

\_\_\_\_\_  
Signature of Applicant/Authorized Agent

\_\_\_\_\_  
Date

## RULES AND REGULATIONS HERITAGE PARK FACILITIES

### Applicant Copy

- Requests for reservations can be made by any individual 18 years of age or older.
- **\*Keys must be picked up one business day before the event by 2 p.m. and must be returned one business day after the event.**
- **LOST KEY(S) – APPLICANT WILL BE BILLED FOR COST TO RE-KEY BUILDING.**
- Set up and clean-up must be done during the allotted time of the rental.
- No use of facilities will be permitted after 12 midnight except with Council approval.
- **No smoking allowed inside building. No electronic cigarettes allowed inside building.**
- **No alcoholic beverages allowed.**
- **No open burning.** Grills can be used – all charcoal must be extinguished before leaving.
- Facilities must be cleaned and secured, and equipment returned to proper place before leaving. Please bring cleaning supplies to clean tables, chairs, and floors. Failure to do so will result in a clean-up fee assessed at a rate of \$50/hr. (1 hour minimum). **All tables that you are using MUST be covered with tablecloths.** Building tables **DO NOT** use tape. All trash must be taken with at end of rental.
- Food is authorized within facilities and all trash must be cleaned up, removed, and disposed of in dumpster or taken home.
- Applicant/organization will be held responsible for any phone charges accrued during the time they are using the building.
- Applicant/organization is responsible for any damage to the building and/or facilities.
- Pavilion and ball field use – applicant/organization using facilities will be responsible for the bathroom being cleaned and locked before leaving.
- Please notify Washington County Dispatch at 651-439-9381 or call 911 if you witness any damage to the facility or plumbing problems.
- **Cancellations** made more than five (5) business days prior to the reservation will be subject to a \$20 cancellation fee. Cancellations made with five (5) or less business days' notice to the reservation are non-refundable. No refund due to adverse weather conditions.
- The City of St. Paul Park and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
- **Failure to conform to these policies and rules may be cause for forfeiture of future use privileges.**

Thank you for observance of these rules and regulations – they are for safety and cleanliness on everyone's behalf.