



PRIOR LAKE RECREATION DEPARTMENT COMMUNITY PARK SHELTER RENTAL POLICY

City of Prior Lake Parks and Recreation Department Contact Information:

Direct Phone: 952-447-9820

Email Address: recreation@PriorLakeMN.gov

Office Location: Prior Lake City Hall – 4646 Dakota Street SE, Prior Lake, MN 55372

Regular Office Hours: Monday – Friday, 8AM - 4:30PM

Reservation Website: www.PriorLakeMN.gov/recreation under Rentals tab.

RENTAL PROCEDURE

Rentals for private use of a Community Park Shelter can be made online or in person at City Hall. Rentals will occur on a first come, first serve basis with a minimum of 10-day notice. Registration with the full rental fee must be submitted to secure a rental date. The policies that follow are needed to ensure the proper use and control of the facility so that all people may equally enjoy it. Permit holders are responsible for reviewing all the information provided, including the [City Parks ordinance](#). Contact the Recreation Department for any clarification you may need.

COMMUNITY PARK SHELTERS

Community Park Shelters available for reservation rental include:

Lakefront Park, 5000 Kop Parkway, Prior Lake, MN 55372

- Lakefront Park Shelter #1 - up on the hill by the play structure
- Lakefront Park Shelter #2 - by the baseball field (no electricity)
- Lakefront Band Shell* - no tables or chairs provided

Memorial Park, 5181 160th Street SE, Prior Lake, MN 55372

- Memorial Park Shelter #1 - by play structure
- Memorial Park Shelter #2 - behind field (no electricity)

Sand Point Beach, 14349 Crest Ave NE, Prior Lake, MN 55372

- Sand Point Beach, Shelter #1 - closest to the parking lot
- Sand Point Beach, Shelter #2 - wooded/closest to beach/public access

*LAKEFRONT BAND SHELL RENTALS

Tables and chairs (not provided) are only allowed to be set up in the immediate area of the Band Shell. Tents are not allowed to be set up adjacent to the Lakefront Park Band Shell during rentals. If your group plans on any amplified sound, please refer to *“Amplified Music/Sound”* section.

NEIGHBORHOOD PARK SHELTERS

All neighborhood park shelters are available on first come first serve basis at NO charge. No reservation is required. A list of neighborhood parks can be found online.

SHELTER AVAILABILITY

Current availability can be found online or by calling. Rental season is May 1 – October 10. Park Shelter Reservations can only be booked in the current calendar year. All available dates for each year will be released at 9AM on the second Tuesday of the year.

RENTAL HOURS

When a reservation is made, the shelter is reserved from 8AM-10PM.

APPLICANT

The Applicant on the registration must coincide with that person’s proper address, must be a minimum of 18 years of age, and is solely responsible for supervision of the rental. Permit holders will not assign, transfer, or

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sublet to others the use of the facilities. Any violations will result in the forfeiture of your reservation and any fees paid. If discrepancies are discovered, the City of Prior Lake reserves the right to deny a permit.

SHELTER RENTAL FEES

Rental fees are based on user types and are charged on a per day basis & will not be pro-rated.

USER TYPES:

Resident	Fee: \$100/day
Non-Resident (Reside outside city limits of Prior Lake)	Fee: \$150/day
School District #719, Youth Organizations, Non-Profit Civic Groups, Churches, Governmental Agencies	Fee: *Mon.-Thurs. FREE

*Please note that you are unable receive the Monday - Thursday discount rate online. Contact our office.

PAYMENT TYPES

Acceptable forms of payment include cash, check, Visa, MasterCard or Discover. If reserving online, must use credit/debit card. Please make checks payable to the City of Prior Lake.

ADJUSTMENT TO RESERVATION

Reservation details are final once submitted. If an adjustment to location, time, or date needs to be made, a fee will be collected at the time the adjustment is requested (at least 7 days in advance). This fee is 10% of the rental fee. Adjustments can be made by phone or in person.

CANCELLATIONS AND REFUNDS

Permit holders will receive a full refund less 10% of the rental fee if your reservation is cancelled 14 or more days prior to reservation date. If cancelled less than 14 days prior, no refund will be issued. Cancellations can be made by phone or in person.

WEATHER CONDITIONS

If there is a cancellation on the date of your event due to weather, you may reschedule your rental date to occur within 60 days of the cancellation. NO refunds issued for inclement weather.

OUTDOOR TENTS

If your group wishes to use outdoor tents, call with the size and desired location of any tents you wish to set up. All tents must be freestanding, you are not allowed to pound any stakes into the ground due to underground utilities and irrigation lines. Tents must be set up and taken down during your rental. The City of Prior Lake reserves the right to deny the size and or quantity of any tent requests.

SET UP, DECORATING & CATERING

All set up and take down of the event including deliveries or pick-up of equipment, food, or other items must be completed during rental hours. Decorations are allowed; however, should not cause damage to the facility or litter in the park, and the use of confetti is strictly prohibited. If it is necessary to mount items, please use drafting tape only. The use of pins, tacks or nails on any structure or picnic table is strictly prohibited.

AMENITIES

Amenities included in rental: The shelter area, all picnic tables located within the shelter area (quantities vary per shelter), surrounding grills, and surrounding trash receptacles. Additional amenities vary per park.

ALCOHOL

Consumption and display of beer, cider and wine is permitted in City parks and Park Shelters. No hard liquor is permitted in City parks or Park Shelters. No sale or distribution of alcohol as part of a commercial transaction is permitted in City parks or park shelters except by the holder of a valid liquor license and with prior written approval from the City Manager. All beverages must be served in cans, plastic bottles, or plastic cups only. NO GLASS! Please refer to the [City Parks ordinance](#).

FOOD TRUCKS

Food Trucks are currently permitted in Prior Lake if they abide by the following regulations:

- **NEW IN 2024:** All food trucks serving within Prior Lake must register with the City. Trucks will need to provide the City with their current license to serve and insurance information. Please contact the City Clerk for more information, hsimon@priorlakemn.gov
- Must know and abide by all State statues, ordinances, rules, and regulations pertaining to food service.
- Must provide own generator to power their truck and water supply.
- Must be parked in a parking lot stall, that is not a handicap stall, and not on any trails/sidewalks, grassy areas in the park and not blocking any parking lot or park entrances.
- Must remove all food packaging related trash from the park.
- If a food truck intends to sell alcohol, they must contact the City Clerk for a permit at least 30 days before the event. City Clerk, 952-447-9805.

AMPLIFIED MUSIC/SOUND

Renters planning on having outdoor amplified music **and** 50+ attendees at the event, must read [Ordinance No. 307](#) and fill out the [Public/Private Gathering Application Form](#) that can be found online at www.PriorLakeMN.gov under Licenses and Permits.

SIGN ORDINANCE

Event or directional signs are not allowed to be displayed anywhere within the city limits. We suggest that you include a map, directions, and park address when sending out invitations.

RENTAL PERMIT

A rental permit will be issued the week prior to the reservation via email, please print permit and have present during the reservation.

PARK USERS

Be aware, parks remain open to the public during your rental. Other activities, sporting events, and parking congestion may occur. If you have questions regarding scheduled activities, please call.

PARKING

Please be aware that there is limited parking available at some facilities. Rental groups are not allowed to reserve parking spaces at any parks or facilities. Overnight parking is not allowed in any City parks. You must remove your vehicle from City parking lots by 10PM.

Sand Point Beach charges a parking fee applicable to all park users including shelter rental groups. The Sand Point Beach Park Parking Lot has limited parking and is for vehicles only (vehicles with trailers not permitted). Parking is available on a first come first serve basis for all park users with a per vehicle parking fee charged daily. The \$6 daily fee can be paid by credit card only (Visa, MasterCard or Discover) at the parking meter located in the parking lot. Annual passes are also available at the meter, \$60/vehicle.

CONCLUSION OF THE RENTAL

At the conclusion of your rental, your group is required to return the shelter to the original condition including:

1. Placing all waste material in the large trash barrels located adjacent to each shelter.
2. Returning all tables to the original configuration.
3. Removing any hangings, decorations, tablecloths, etc.
4. General cleaning of any spills or soiled areas, including grills.

Our parks staff will assess the final condition of the shelter and surrounding areas at the conclusion of your event, noting that public use may also have occurred. Any extreme issues may result in future rental restrictions.

FEEDBACK

The City of Prior Lake welcomes any comments, feedback or general questions regarding your rental. Please contact the Parks & Recreation Department to provide your feedback. Thank you.