



# CITY PARK AND FACILITY RENTAL RESERVATION POLICY GUIDELINES

COMMUNITY ROOM  
617 6<sup>TH</sup> AVE

LIONS PARK  
455 6<sup>TH</sup> ST

MEMORIAL PARK  
104 10<sup>TH</sup> AVE

*Reservations & Maintenance Requests*  
Howard Lake City Hall  
(320-) 543-3670

*Emergencies*  
Health/Safety - 911  
Police Dispatch (763) 682-1162

Name	<input type="text"/>		
Phone#:	<input type="text"/>	Email	<input type="text"/>
Address:	<input type="text"/>		
Facility:	<input type="text"/>		
Event Date:	<input type="text"/>		
Event Description:	<input type="text"/>		

## GENERAL RULES, GUIDELINES & PROCEDURES

- Howard Lake has made available public spaces for private uses under certain guidelines. These facilities and parks are generally available to citizens of Howard Lake, Wright County and non-profit organizations having their principal offices in Howard Lake. The parks and facilities are generally intended for recreational uses such as birthday parties, baby showers, receptions, meetings, and nonprofit fund raising. Non-Profit organizations may be asked to furnish a copy of their certification upon request. Private individuals and businesses may also make use of the parks and facilities for noncommercial purposes such as corporate meetings and social events.
- Historic City Hall & Community Room hours of operation are Monday – Sunday, 8am – 9pm unless explicitly approved by the City of Howard Lake.
- Memorial Park and Lions Park hours of operation are seasonal, sunrise to sunset unless explicitly approved by the City of Howard Lake.
- Users are responsible for setting up and taking down tables, chairs, and equipment.
- Decorations may be hung using “Sticky Tack” reusable adhesive or a similar product. Absolutely no tape, tacks, nails, command strips or staples may be used.
- Remove all decorations from the walls, tables, chairs and ceiling.
- Floors must be swept, mopped or vacuumed as needed to restore the room to its original condition.
- Tables and/or countertops must be wiped down after use.
- Trash must be properly bagged.
- Windows closed and locked.
- Check bathrooms for running faucets and toilets.
- Turn off all lights.

**\*\*The City of Howard Lake does not rent out the concession stand at Memorial Park for public use. That area is not included in your pavilion rental.**

- Close and lock exterior doors.
- Groups must comply with maximum capacity of assigned room. Any group using the facility must accept responsibility for the supervision of all the people in their group at all times.
- Applicant will be held responsible for any damaged or stolen property. Immediately report any damages or issues to City of Howard Lake staff.

**PROHIBITED USES:**

- No person or organization shall be permitted to carry or conduct any business, trade, occupation or profession in any community center except in support of permitted uses.
- Illegal use of alcoholic beverages, non-prescription drugs, disorderly conduct or willful destruction of property is prohibited. Violators will be prosecuted in accordance with the law.
- No bands, live music or DJs are allowed unless explicitly permitted by the City.
- All City facilities are designated as nonsmoking.

**PAYMENT & FEES**

- Community Room, Lions Park Pavilion & Memorial Park Pavilion: We rent these spaces for 6 hours or a full day. Check with City Hall for rates
- The City reserves the right to exempt organizations from the fee based on non-profit status or for community-oriented events.
- Payment must be made in advance of the scheduled event.
- Fees will be assessed based on real damage, lost or stolen keys, etc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*I have read the rules, guidelines and procedures and understand I am responsible for the items listed above.*

**Return form to one of the following:**

Email: [cityofhowardlake@howard-lake.mn.us](mailto:cityofhowardlake@howard-lake.mn.us) | 625 8<sup>th</sup> Ave between 8:00 AM – 4:30 PM

# RENTERS COPY

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