



# CITY OF BIG LAKE

## Facility Rental Agreement

### City of Big Lake

160 Lake Street North  
Big Lake, MN 55309  
www.biglakemn.org

### Recreation and Communi- cation Coordinator:

612-297-6331  
cscott@biglakemn.org

### City Hall Office Hours:

Mon-Thurs: 7:30 a.m. to 5 p.m.  
Friday: 7:30 a.m. to 11:30 a.m.

## APPLICANT INFORMATION

Date of Application \_\_\_\_\_

Person Responsible \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## PARK LOCATION INFORMATION

Park Shelter Location Being Reserved:

Lakeside Park Upper Shelter       Lakeside Park Lower Shelter       Wrights Crossing Park

Reservation Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

**\*Contact Recreation and Communication Coordinator for open dates** Approximate Attendees: \_\_\_\_\_

Will you need electricity? (Lakeside Park only)       Yes       No

Type of Activity: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Signature indicates applicant has reviewed and agrees to the terms and conditions on the backside of this form



**\*\*\*for office use only\*\*\***

Staff person accepting application: \_\_\_\_\_ Date approval message sent: \_\_\_\_\_

Date reservation published: \_\_\_\_\_  \$30.00 Registration Fee Paid per Shelter

Payment Type [circle one]: CC / CHECK (# \_\_\_\_\_) / CASH

Payment Made [circle one]: At City Hall -or- Online

Recreation and Communication Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(APPLICATION IS NOT APPROVED UNTIL SIGNED BY RECREATION AND COMMUNICATION COORDINATOR OR DESIGNEE)

**Rules and Regulations listed on backside of application form**



# FACILITY RENTAL AGREEMENT

## RULES AND REGULATIONS FOR USE OF CITY PROPERTY

- The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of facilities listed in this Agreement for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.
- The applicant represents and agrees that they have read and understand the information regarding the use of this City of Big Lake facility, including cancellation procedures, liabilities and responsibilities assumed, times, and curfews.
- Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City of Big Lake for damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.
- The City will not be held liable for loss, damage, injury, illness, or expense incurred in connection with the use of the City facility under this Agreement.
- The individual signing this request must be a competent adult (21 years of age or older) and agree to abide by all City codes and policies.
- Every group must be under competent and adequate adult (21 and older) leadership. Adult supervisors are required to remain with the group at all times and are responsible for the group's conduct.
- The Facility Rental Agreement must be signed and submitted to the City. Once City staff has notified the applicant that the requested date for rental is available, the applicant can pay the rental fee. A confirmation email will be sent to the applicant confirming approval only after the rental fee has been paid.
- No refunds will be issued.
- Set up and clean up are the full responsibility of the individual or organization renting the facility.
- The Facility Rental Agreement is only for rental of Shelter areas. The rest of the park area shall remain open to the public.
- Disorderly Conduct of any kind strictly prohibited.
- The individual signing the Agreement assumes full responsibility for any damages to the shelter/equipment.

## AVAILABLE SHELTER INFORMATION

### LAKESIDE PARK FACILITIES

Address: 101 Lakeshore Drive  
 Hours Open: 5:00 a.m. to 10:00 p.m.  
 Parking Fees at Lakeside Park will apply.  
 Park Regulations apply.

- 12.4 acres
- Picnic area
- Beach
- Playground structure
- 3 volleyball courts
- Skate Park
- Basketball court
- Boat launch
- Fishing
- 2 Shelters
- Parking lot
- Picnic tables
- Restrooms
- Grills
- Dock
- Water fountain
- Wi-Fi
- No pets allowed



### WRIGHTS CROSSING PARK FACILITIES

Address: 514 Forest Road  
 Hours Open: 5:00 a.m. to 10:00 p.m.  
 Parking is limited.  
 Park Regulations apply.

- 3.1 acres
- Playground structure
- Swings
- Volleyball court
- Gazebo
- Picnic tables
- Parking lot
- Satellite restroom
- Benches
- Grill

