



Park Use Policy

The City of Pine City has a variety of parks that provide different recreational and leisure amenities to the community. Voyageur, Robinson, Westside Park & Beach, the LeRoy Samuelson Memorial Park (softball fields), and Hilltop Recreation Area can be reserved. Park facilities are open to the public on a first come first serve basis unless a reservation has been made. Nonprofit and for-profit organizations are required to supply a certificate of insurance as a condition to reserve park facilities and grounds for events.

City Parks

The following parks are designated City owned and managed parks: Lions Park in Woodpecker Ridge, Meadow Ridge Park, Voyageur Park (excluding the VFW), Challeen Park (fishing pier), Robinson Park, Westside Park & Beach, Fawn Meadows Park, Riverside Park, LeRoy Samuelson Memorial Park (softball fields), Cross Lake Preserve Park, and Hilltop Recreation Area (outdoor skating rinks).

Park Use

The City of Pine City has set guidelines for park use to preserve the function and beauty of the city parks and protect the enjoyment of all the patrons. An overview of Chapter 3 of the City Ordinances states that all parks are to be used in a respectful way. The City does not allow signs or items to be affixed to city property. Nothing should be tied, posted, nailed, stapled, or affixed in any way to any city structure or tree. All signs must be free standing on non-permanent posts and cleared after the event. Unauthorized vehicles are not allowed to drive on park property.

Patrons will use structures as they are intended; play on the playgrounds, sit at the picnic tables and benches, and fish, swim, and play disk golf in designated areas. Unauthorized uses include but are not limited to: fishing from the beach docks, skateboarding in non-skateboarding areas, hanging in the trees and standing, or sitting on tabletops. Tobacco use of any kind; including but not limited to cigarettes, cigars, chewing tobacco, and e-cigs is prohibited. For more information visit Chapter 3 and Chapter 7, Sections: 315: Other Public Property; Subd. 315.01 Injury to Public Grounds, Subd. 315.02 Rubbish, Subd. 315.03 Notices, 315.04 Permits Required, 315.06 General, 315.07 Picnic Tables, 710: Prohibited Acts; Subd. 710.03 Postings, 710.04 Smoking in Restricted Areas, 710.05 Unauthorized Graffiti, and 710.06 Skateboarding.

Any patrons who bring any additional attractions/activities (for example inflatables, stages, tents, canopies, and dunk tanks) to the city parks must submit a location sketch and liability insurance certificate to City staff for approval. If the additional attraction/activity is approved, the person obtaining the permission will be required to provide liability coverage for such attractions/activities. Patrons will be responsible for placing a Gopher One call to locate underground utilities prior to securing additional approved attractions. The City will need proof of insurance on file before the date of the attraction/activity/display.

Park Reservations

If persons/groups are interested in having an event at a City park and would like to make a reservation please contact City staff one week prior to your event by calling 320.629.2575 or by viewing our online Park Reservation Calendar here: <https://pinecity.govoffice.com/parkreservations>

1. When booking a park reservation, the applicant agrees to this Park Use Policy.
2. Requests for reservation can be made during regular business hours and are subject to approval by City staff (attachment A).
3. The City retains the right to cancel any event reservation due to the park conditions or inappropriate conduct of the person making the reservation or participants.
4. Keys for LeRoy Samuelson Memorial Park (softball fields) can be picked up one (1) business day before the event and MUST be returned one business day after the event to the City Hall Offices to avoid any additional charges, schedule pickup and drop off times by calling 320.629.2575.
 - a. Keys returned late will be subject to a \$5/day late fee.
 - b. Lost or stolen key replacement actual cost or \$10 minimum.
5. Payment of a \$50 refundable damage deposit and \$25 facility fee per event.
6. Applicants must choose a specific reservation time. The time block must include setup and cleanup time. Set up and clean-up must be done during the allotted time of the rental. Failure to provide proper clean-up will result in additional charges and potential forfeiture of future use of the facilities.
7. Annual recurring events will have priority for reservation blocks.
8. Cancellations are accepted up to 24 hours prior to the event with a full refund of the facility fee.
9. Cancellation due to weather. The event may be rescheduled to an alternate date in the same calendar year, but if no date can be scheduled a full refund will be issued.
10. Reservations will be accepted no more than eighteen (18) months prior to the event.
11. Any additional requests (moving picnic tables, hanging banners, extra garbage cans, etc.) as part of the park reservation will be subject to fees established by fee schedule or will be charged to the applicant for the actual cost of the request.
12. Live or played music is permitted in the parks as long as the music is not disruptive, and is subject to the City's current noise ordinance. 700.05 Noise Violations E.
13. Persons reserving or using the City park for an event shall save and hold harmless the City of Pine City, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the use of the park.

LeRoy Samuelson Memorial Softball Field Reservations

Regular Annual Use of Ball Fields:

An annual maintenance fee of \$150 payable to the City of Pine City is required by all league teams (women's, men's, and church) in advance of using the fields.

The field maintenance fee will not be charged to the Pine City Summer Recreation Program, CLO, or Pine City Public Schools.

1. If persons/groups are interested in reserving the ball fields, please contact City staff at least one week prior to your event by calling 320.629.2575, or by emailing info@pinecitygov.com.
2. The fee for ball field reservations for tournaments or events is \$50 per tournament for Pine City organizations and a \$150 per tournament fee for non-Pine City organizations; plus, a \$500

refundable damage deposit. The damage deposit will be refunded only after a walk-through inspection is conducted by City staff after the event. The City may retain all or part of the damage deposit to remedy the failure of the permittee to abide by these policies and regulations.

3. When booking a reservation, the applicant agrees to the Park Use Policies.
4. Reservation requests can be made over the phone, online using the Park Reservation form or via email and are subject to approval by City staff (attachment B).
5. The City retains the right to cancel any tournament (event) due to field conditions or inappropriate conduct of the tournament director or participants.
6. Motorized vehicles are not allowed outside of the designated parking areas.
7. Games must be completed by 10:00 PM with all people out of the park by 10:00 PM.
8. Concessions can be sold through the concession stand building and must be licensed as appropriate, through the Minnesota Department of Health.
9. To allow the sale of alcohol at an event, a temporary liquor license must be obtained with the proper proof of insurance, as outlined in Chapter 6 of the City's Code of Ordinances. "Alcohol" includes intoxicating liquors, wine, and non-intoxicating malt beverages as defined by MN Statutes 340A.
10. Keys for the facilities can be picked up one (1) business day before the event and MUST be returned one business day after the event at the City Hall Offices to avoid any additional charges, schedule pickup and drop off times by calling 320.629.2575.
 - a. Keys returned late will be subject to a \$5/day late fee.
 - b. Lost or stolen keys actual cost or \$10 minimum
11. Reservations must be made at least 3-5 business days prior to the event to ensure the park is ready for the reserved activity. The earliest reservation for an adult event at the softball fields will be the third week in May due to the school district's use of the fields for student activities.
12. Applicants must choose a specific reservation time. The time block must include setup and cleanup time. Set up and clean-up must be done during the allotted time of the rental. Failure to provide proper clean-up will result in clean up charges and forfeiture of future use of the facilities.
13. Annual recurring events will have priority for reservation blocks.
14. Applicants must have adequate insurance coverage for all events for any liabilities that may be incurred.
15. Applicants will be charged a garbage fee based on the amount of waste picked up at the end of the event.
16. Cancellations are accepted up to 24 hours prior to the event with a full refund of the facility fee.
17. Cancellation due to weather. The event may be rescheduled to an alternate date in the same calendar year, but if no date can be scheduled a full refund will be issued.
18. Reservations will be accepted no more than eighteen (18) months prior to the event.
19. The City reserves the right to approve or deny signage.
20. Any additional requests (moving picnic tables, hanging banners, extra garbage cans, etc.) as part of the park reservation will be subject to fees.
21. Live or played music is permitted in the parks as long as the music is not disruptive, and is subject to Section 700: Nuisances; Subd. 700.05 Noise Violations.

Canoe Rack

The City of Pine City has installed a canoe rack for public use at Challeen Park. The canoe rack is for public use from May 1st to October 31st each year and it is FREE of charge. Anyone wishing to keep their

canoe at the park can simply paddle lock it to the canoe rack. There are 6 slips for the public to use. This will be on a first come first serve basis and it is an on your honor system.

Those using the canoe rack will be responsible for their property, the City does not assume any liability for the personal property or the use of the canoe racks. Please respect the City's property as well as other people's property. All property belonging to citizens must be removed on or before October 31st each year, otherwise, it becomes property of the City of Pine City. Any questions, please call City Hall @ 320.629.2575 or email info@pinecitygov.com.

Enforcement

The City and its staff will enforce the City Ordinances and Policies as adopted by the City Council. To view or print any City Ordinance, please visit the official city website at <http://pinecity.govoffice.com>.

Section .110 OF CHAPTER 5.28 Consumption in Public Places.

No alcoholic beverages can be present or consumed during organized youth activities.

No alcoholic beverages can be present or consumed at designated playgrounds or on swimming beaches.

Glass containers are prohibited pursuant to PCC section 3.24.040(c).

Kegs are prohibited.

The sale of alcoholic beverages is prohibited except at organized events for which a permit has been obtained per PCC 5.24.

Alcoholic beverages are not to be consumed, or served, as a part of a public or organized event unless a permit has been obtained per PCC 5.24.



Park Reservation Request Form (attachment A)

Name: _____

Name of Organization: _____

Address: _____

City, State & Zip Code: _____

Phone #: _____ Alt. Phone #: _____

Email Address: _____

Park and/or Facility to be Reserved: _____

Type of Event: _____

Date(s) of Event: _____

Reservation Start Time: _____ Reservation End Time: _____

Approximate Number of People Attending: _____

Additional Information: _____

I have read the policies and regulations and agree to abide by them.

Signature of Applicant: _____ Date _____

City Staff: _____ Date _____

*Please provide a sketch for approval if additional equipment is being used or outside items (play structures or vendor booths) are being brought in.

* Please provide a copy of your liability insurance certificate. * Persons reserving or using the City park for an event shall save and hold harmless the City of Pine City, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the use of the park



Softball Field Reservation Request Form (attachment B)

Name: _____

Name of Organization/Team: _____

Address: _____

City, State & Zip Code: _____

Phone #: _____ Alt. Phone #: _____

Email Address: _____

Type of Event or Field Use: _____

of Fields Requested: _____

Date(s) of Event: _____

Reservation Start Time: _____ Reservation End Time: _____

Approximate Number of Teams Attending: _____

Additional Information: _____

I have read the policies and regulations and agree to abide by them.

Signature of Applicant: _____ Date _____

City Staff: _____ Date _____

*Please provide a sketch for approval if additional equipment is being used. If alcohol is being sold a sketch must be included with application. Include liability insurance certificate for the event activities you are proposing for the park use.

*Persons reserving or using the City park for an event shall save and hold harmless the City of Pine City, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the use of the park