

## Rights and responsibilities

1. The individual named on the permit and group whose name the permit is issued shall be held jointly responsible for any use to which a facility is put under the permit granted and shall accept responsibility for all damage done to city property.
2. The City of St. Louis Park will not be responsible for loss of personal property by individuals or groups when parks and recreation facilities are being used for a permitted activity.
3. Application must include set-up time and cleanup time. The use of the facility shall be restricted to the space and time(s) specifically requested on the permit application.
4. All activities shall cease in sufficient time to completely vacate rental facilities approved on the permit. The use of facilities shall be restricted to those times and spaces specifically requested on the permit application. If activities are not concluded by the time approved on the permit, the group shall be subject to staffing charges.
5. All organizations using parks and recreation facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations. The supervisor should identify himself to parks and recreation staff members.
6. Pets are not allowed anywhere on the Westwood Hills Nature Center property.
7. Fire and safety regulations of the City of St. Louis Park and the State of Minnesota must be observed at all times.
8. Charcoal grills not allowed anywhere on Westwood Hills Nature Center property.
9. Alcoholic beverages, including beer and wine, are prohibited on all city property.
10. Golf and motorized vehicles are prohibited from city parks at all times.
11. Structures and equipment shall not be altered or moved from one area to another unless specifically mentioned on the permit, and then only by or under the direct supervision of a city employee. Extra or unusual services for programs or activities must be identified on the permit application.
12. No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted which will mar, deface or injure these surfaces.
13. Applicants are required to move, at their expense, materials, equipment, furnishings or rubbish that cannot be contained in the trash receptacles provided. No equipment or supplies may be left beyond end time on permit.
14. All groups shall leave the parks and recreation facilities in the same order and condition in which they found them.
15. In the event of damage to the premises, the damage will be documented with photos and any repair bills will be invoiced to the applicant named on the reservation application.
16. No recorded or live music is allowed in any park or park shelter without prior written approval from the parks and recreation division.
17. No confetti, pinatas, glitter, etc. allowed in any of the park buildings, picnic shelters, or park grounds. In the event that confetti or pinatas, glitter, etc. are found it will be documented with photos and we will keep your damage deposit.

If any of the above is not followed, the City of St. Louis Park may immediately terminate your event, retain the damage deposit, in part or in whole, and the privilege to rent a St. Louis Park facility may be revoked.

## Reserve early

- Dates fill quickly, so be sure to complete and return your outdoor facility application soon!
- We will begin accepting reservations Jan. 2, 2024 on a first-come, first-served basis. You will receive a confirmation. Contact us with any questions or visit our website at [www.stlouispark.org](http://www.stlouispark.org).
- Holidays: Facilities cannot be reserved on Memorial Day weekend, Independence Day or Labor Day weekend.

## Reservations and payment

Applications will not be processed without the rental fee. Faxed applications must include a credit card number for payment. Please make checks payable to the City of St. Louis Park.

1. Reservations will not be accepted over the phone or by e-mail. Please complete the on-line rental application or
2. Mail, fax (952.797.9691) or drop off a completed application form with the full payment to:

City of St. Louis Park  
Westwood Hills Nature Center  
8300 W. Franklin Ave  
St. Louis Park, MN 55426-1959

## Cancellation and refund policy

- Outdoor facility reservations will not be refunded due to rain or inclement weather.
- Eighty percent refund is offered if notice is given 48 hours or more in advance of the rental date.
- No refund is offered if notice is given 48 hours or less of the rental date.

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