



CITY OF BIG LAKE

Facility Rental Agreement

City of Big Lake

Public Works Department

160 Lake Street North

Big Lake, MN 55309

763-263-2268

mgoebel@biglakemn.org

www.biglakemn.org

CITY HALL OFFICE HOURS

Mon—Fri: 8:00 a.m. to 4:30 p.m.

****Contact Public Works for open reservation dates****

APPLICANT INFORMATION

Date of Application _____

Person Responsible _____

Organization (if applicable) _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email _____

PARK LOCATION INFORMATION

Park Shelter Location Being Reserved _____

If Lakeside Park: Upper Shelter Lower Shelter

Reservation Date _____ Time In: _____ Time Out: _____

****Contact Public Works for open dates**** Approximate Attendance No. _____

Purpose _____

Will you need electricity? 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 application submitted: _____

Date Application sent to Public Works _____

\$30.00 Registration Fee Paid

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

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

Public Works Director Signature (or designee) _____

Date: _____

(APPLICATION IS NOT APPROVED UNTIL SIGNED BY PUBLIC WORKS DIRECTOR 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 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.
- Rental fee must be paid at the time of request. Rental form must be signed and submitted to the City.
- A Facility Rental Agreement will be sent to the applicant confirming approval of request.
- No refunds will be issued.
- Set up and Clean up are the full responsibility of the individual or organization renting the facility.
- Agreement is only for rental of Shelter areas. The rest of the park area shall remain open to the public.
- 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.
- **DISORDERLY CONDUCT OF ANY KIND IS STRICTLY PROHIBITED.**
- The individual signing the use request assumes full responsibility for any damages to the shelter/equipment.
- 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.

AVAILABLE SHELTER INFORMATION

LAKESIDE PARK FACILITIES

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

Facilities:

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



WRIGHT'S CROSSING PARK FACILITIES

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

Facilities:

- 3.1 acres
- Playground structure
- Swings
- Volleyball court
- Gazebo
- Picnic tables
- Parking lot
- Satellite rest room
- Benches

