



# 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  
mike@ci.big-lake.mn.us  
www.biglakemn.org

### CITY HALL OFFICE HOURS

Mon–Fri: 8:00 a.m. to 4:30 p.m.

### 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: \_\_\_\_\_

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.

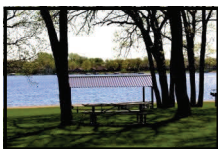
## AVAILABLE SHELTER INFORMATION

### 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

