



City of Victoria

Policy for use of Park Shelter

The Park Shelters located at the corner of County Road 11 and 82nd Street and are operated by the City of Victoria. The Park Shelters have indoor restroom facilities, walk-in coolers and electrical outlets for appliances. These facilities may be scheduled for use by community residents, civil groups, non-profit organizations and non-residents.

1. Park Shelters: Shelter #1 accommodates 80 people and Shelter # 2 accommodates 60 people.

HOURS OF USE

1. Lions Park Shelters are open from 8:00 am to 10:00 pm, seven (7) days a week.
2. City of Victoria Parks and Recreation Offices are open Monday-Friday 8 am-4:30pm and are located at the Victoria Field House. The offices are closed on City holidays.

HOW TO RESERVE THE FACILITIES

1. Obtain a request form from the City Parks and Recreation Offices, 8475 Kochia Lane. The phone number is (952)443-4255 or you may e-mail Holly at hkaufhold@ci.victoria.mn.us
2. Submit the request form, fee and deposit to the City Parks and Recreation offices within 14 businesses days of your request. Application and all corresponding fees and paperwork must be completed by users.
3. Upon receipt of the items listed in #2 above, the Parks and Recreation Department will verify that the facility is available for use on the requested date.
4. Reservations may be made up to six (6) months in advance.
5. Residents may not reserve the facilities for non-residents.
6. An application will be denied if the facility has been previously reserved or is the requested use is for an activity contrary to City Ordinance. The City reserves the right to deny or cancel a permit if the regulations are violated.
7. Applications may not be assigned, transferred or sub-let to anyone other than the person/organization making the application.
8. The City reserves the right to cancel an application at any time. In these circumstances, the City assumes NO responsibility for any disruption cancellation may cause. The City will attempt to notify the applicant immediately if cancellation is necessary.

GENERAL RULES

The user of the facilities and surrounding grounds agrees to follow these rules.

NO ALCOHOL IS PERMITTED ON CITY PROPERTY

1. Supervise the conduct of the members of their groups. Disorderly conduct of participants is prohibited.
2. Use only approved spaces.
3. Leave used spaces in a clean, orderly fashion, including replacing items removed.
4. All activities to conclude at the closing time stated on the permit.

5. Comply with all City ordinances, Minnesota State Statutes, Federal laws and the established use, which apply to authorized use of the facilities.
6. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit
7. All persons and equipment associated with the rental must be out of the facilities at the end of the rental time. No items are to be left overnight.
8. Violation of these rules may result in forfeiture of all deposit money, the termination of the event, and the loss of the opportunity to use the facilities in the future.

ALCOHOL

City of Victoria ordinance Chapter 17, Section 17-5, Intoxicating liquor

No person shall bring into any park any intoxicating liquor.

(Code 1975, 1300:15)

Cross references: Alcoholic beverages, ch. 4.

ARTICLE 1.IN GENERAL

Section 4-1-D

Open bottle in park. No person shall have in his possession, while within any city park, any bottle or receptacle which contains intoxicating liquor, except malt beverages, which has been opened, or the seal broken, or the contents of which have been partially removed.

SMOKING

1. All Parks and Recreation facilities and grounds are smoke free.

Facility user shall indemnify and hold harmless the City of Victoria, it Parks and Recreation Department, its officers, agents, and employees from and against all claims, damages, losses, or expenses including attorneys fees, which they may suffer or for which they may be held liable, and do thereby for myself, my heirs, executor, and administrators, waive, please and forever discharge any and all claims for organizations/individuals participation at City of Victoria facilities.

FACILITY ACCESS KEYS

Keys to all locked facilities are to be picked up and returned to the Victoria Field House, within 24 hours of the event. The Victoria Field House is open Monday-Friday 5:30 am-9:00pm, Saturdays and Sundays 6:00am-8pm. There will be a deduction of \$50 from the damage deposit if the keys are not returned within 24 hours of your event.

DAMAGE DEPOSIT

The damage deposit fee will be refunded if rental regulations are met as follows: The shelter and facilities are left in good condition with no damage, the park shelter facilities are clean and all reuse is appropriately disposed of in refuse containers and the keys to the shelter are returned to the Victoria Field House as stated above. Should damages or losses be incurred, the renter will be liable for the damage or loss in excess of the damage deposit fee and will be billed accordingly for the difference.

DAILY PARK SHELTER FEE: Please see the Shelter Request Form for fees.

CANCELLATION POLICY:

A \$5 charge will be charged for cancellation requests received after reservation confirmation and payment. No refund will be made on or after the scheduled date.