

Permit # \_\_\_\_\_  
Excel \_\_\_ Calendar \_\_\_

## CITY OF BUFFALO

212 Central Avenue  
Buffalo, MN 55313  
763-682-1181

**FAX 763-682-6376**

# Park Shelter Reservations

ALL RESERVATIONS ARE SUBJECT TO THE ATTACHED RESERVATION POLICY CONCERNING BUFFALO'S PARKS.  
PLEASE MAKE SURE YOU REVIEW ALL CONDITIONS

Complete the form below:

<input type="text"/>	Organization		
<input type="text"/>	Name	<input type="checkbox"/> Resident	<input type="checkbox"/> Non Resident
<input type="text"/>	Street Address		
<input type="text"/>	City	<input type="text"/> State	<input type="text"/> Zip Code
<input type="text"/>	Daytime Phone (include area code)		
<input type="text"/>	Nighttime Phone (include area code)		
<input type="text"/>	Email address		
<input type="text"/>	Desired Reservation Date	Time:	_____

Rental Times: (please check one)

- 7:00 AM – 2:00 PM      \$40.00 Buffalo Resident      \$100.00 Non-Resident
- 3:00 PM – 10:00 PM      \$40.00 Buffalo Resident      \$100.00 Non-Resident
- 7:00 AM – 10:00 PM      \$70.00 Buffalo Resident      \$180.00 Non-Resident

Rental Fee + Security/Damage/Clean-up Deposit \$50 =  Total Fee

The above named group agrees to abide by all park regulations. Groups are reminded that their reservation is for the pavilion area only. Other park facilities are open to public use. City parks close at 10:00 p.m. Be kind to our parks and considerate of other users, clean up after your event. Park staff will coordinate times with group to determine best times to meet and inspect facilities before and after. **\*\*Non-profit organizations with an event open to the public that will directly benefit the community of Buffalo are exempt from rental fee. (Damage deposit is required from all users)**

It is agreed that this permit is a license only to use the facilities for the stated purpose(s). The licensee agrees that the City of Buffalo, its agents, employees and/or assigns are not responsible for any personal injury or property damage sustained by licensee, his/her invitees or guests, arising out of the use of the facilities pursuant to this permit. Licensee agrees to indemnify the city of Buffalo, and, its agents, employees and assigns for any claims for personal injury or property damage made against it arising from the use of the facilities pursuant to this permit.

Agreement: I have received, read, and agree to abide by all City Ordinances, Park Rules and Regulations, as well as conditions with this reservation application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities: (please check one)

#1—Sturges Park (upper shelter)



#5 & #6—West Pulaski Park (by volleyball)



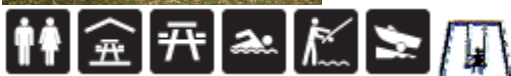
#2—Sturges Park (lower shelter)



#7—West Pulaski Park (by lower level parking)



#3—Griffing Park (eastern shelter)



#8—West Pulaski Park (lakeside shelter)



#4—Griffing Park (western shelter)



#9—Gary Mattson Park (shelter to be built)





## Park Shelter Reservations Policies

1. Shelter reservations may be made no earlier than January 1<sup>st</sup> of the given year, and are only accepted for facilities listed on the reservation form.
2. Reservations may be made in person or by fax. If faxed, payment must be made within a day of reservation to be valid.
3. Fees as outlined on the reservation form will be collected on the date reservation is submitted. A 30 day notice is required for a refund. If an event is cancelled for any reason within thirty days, only the damage deposit will be returned. (\*\*This includes cancellations due to weather.)
4. The damage/clean-up deposit will be *mailed* to the applicant on the Friday following the date of reservation, provided the shelter area is left clean and in the condition it was found.
5. A copy of the permit must be brought to the facility as proof of reservation.
6. A \$5/table fee will be charged for tables requested in addition to the table count listed for each shelter. These requests must be made at the City Center, with payment, no later than three work days prior to the event.
7. The City of Buffalo Ordinance governs all alcohol use.
8. Reservations must be made by a person 18 years of age or older, and responsible adult supervision must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
9. Law enforcement officials have the authority to ask uncooperative offenders to leave the park. Any violation of park rules or other City ordinances may result in loss of reservation and future access to park facilities.
10. All motorized vehicles must be left in designated parking areas.
11. Park hours are 6 AM to 10 PM. Groups must have cleaned up and be gone by 10 PM, or time specified on reservation form.
12. You are responsible for keeping the park area clean by leaving the facility and grounds free of litter. Please empty garbage cans into nearby dumpsters, wipe off picnic tables, clean up messes and spills on the floor, and pick up litter surrounding the facility. Failure to do so will result in forfeiture of the damage/clean-up deposit and/or rights of park use in the future.
13. Please report any vandalism or littering witnessed at the park.
14. Those wishing to sell items in a Buffalo Park must obtain a Parks Vending Permit at the Buffalo City Center.
15. Park policies and/or fees may be altered at the action of the Buffalo City Council.

**I have read, and agree, to all of the above park policies:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Questions, comments, or suggestions regarding any park facility or program can be directed to the Parks and Recreation Director at 763-682-4132. 01/09/08