

Permit # \_\_\_\_\_

Calendar  Excel Log



## CITY OF BUFFALO

212 Central Avenue

Buffalo, MN 55313

763-682-1181

[www.ci.buffalo.mn.us](http://www.ci.buffalo.mn.us)

# Park Shelter Reservation Request

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

<input type="text"/>	Organization/Group Name (if applicable)		
<input type="text"/>	Applicant's 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	<input type="text"/>	Arrival Time

### Rental Time Block for Reserved Space & Fees: (please check one) (Fees include 2020 price increases and state 6.875% and county transit .5% tax.)

- 7:00 AM – 2:00 PM      \$50.47 Buffalo Resident      \$119.19 Non-Resident
- 3:00 PM – 10:00 PM      \$50.47 Buffalo Resident      \$119.19 Non-Resident
- 7:00 AM – 10:00 PM      \$90.20 Buffalo Resident      \$212.60 Non-Resident

Buffalo non-profit organizations: \$32.21 (\$30 if tax-exempt) staffing fee for any reservation.  
Damage deposit is waived for all Buffalo non-profit organizations.

1 Check or credit card payment =  Rental Fee      AND  
1 Check or credit card deposit slip (available at City Hall) \$50 Security/Damage/Clean-up Deposit\*

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.

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)  
505 2<sup>nd</sup> Avenue South



\*\* Approximately 8-12 Tables

- #5 & #6—West Pulaski Park (by volleyball)  
1900 Hwy 25 N



\*\*1 15-foot table in each shelter

- #2—Sturges Park (lower shelter)  
505 2<sup>nd</sup> Avenue South



\*\* Approximately 10-15 tables

- #7—West Pulaski Park (by lower level parking)  
1900 Hwy 25 N



\*\* Approximately 4-6 tables

- #3—Griffing Park (eastern shelter)  
1201 Pulaski Road



\*\* Approximately 4-6 tables

- #4—Griffing Park (western shelter)  
1201 Pulaski Road



\*\* Approximately 4-6 tables



## Park Shelter Reservations Policies

1. Shelter reservations may be made any time for future events within three years of today, and are only accepted for facilities listed on the reservation form. Reservations must be made at least a week in advance to guarantee services.
2. Fees will be collected on the date the reservation form is submitted in order to book your date.
3. A 30 day notice is required for a refund. If an event is cancelled for any reason within 30 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 fee may be charged for additional table or other requests. These requests must be made at the City Center, with payment, at the time of reservation.
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 6:00 a.m. – 10:00 p.m. Groups must clean up and be gone by 10:00 p.m., 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 may 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. 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 may be directed to the Buffalo Parks and Recreation Director Lee Ryan at 763-682-4132.