

RESERVATION POLICIES

PRIORITY:

City activities and co-sponsored programs shall have first priority in reserving any facility. All other requests will be processed in accordance with guidelines outlined in the Cottage Grove Recreational Facility Use Policy.

ORDINANCES:

All local and state ordinances and laws must be observed. All electric or gas powered generators, tents, trailers, etc. must be removed nightly (No overnight camping is permitted), unless special permission has been granted. It is prohibited to start a fire in a park, except in designated areas such as fire rings, portable stoves, or grills.

RULES & REGULATIONS:

The City retains the right to cancel any event due to field, weather conditions, or inappropriate conduct of tournament directors or participants. All weekend adult tournaments require, at the applicant's expense, a City employee to supervise the event. Supervisor requirements may vary due to size and nature of tournament. Any violation of rules, by the applicant or an associated group, shall be sufficient grounds to forfeit the damage deposit and prohibit future use of City facilities.

Damage Deposit Fee: Applicants are required to submit a deposit. This fee is due to the Recreation office one week prior to the tournament or event. Your damage deposit will be returned or applied to your event fee, once the facility key has been returned and the facility has been inspected and determined to be in satisfactory condition. In the event damage does occur, the permit holder accepts responsibility for all costs incurred, even those above and beyond the deposit fee.

Rental Fee: Applicants must make a payment for the estimated fees prior to the event. This fee will be reviewed and adjusted accordingly following the event. Specific rental fees are detailed on the Reservation Form.

Non-Profit Fees: Any local organization that submits proof of non-profit status at the time of reservation will qualify for the Class 3 fee schedule.

Disc Golf Events: There are no exclusive privileges of the course during any disc golf tournament; the course must remain open for the public to play. Event organizers may control when public golfers may tee off, within reason, but do not have the authority to deny play.

PARK HOURS:

Parks are open 7:00 a.m. - 10:30 p.m. year-round. Game times 8:00 a.m. - 9:00 p.m.

Lamar Amendments: On Sundays, no games may begin prior to 11:00 a.m. on all fields. City sponsored events may start at 8:00 a.m. on fields #24, #25 and #26.

ALCOHOL & SMOKING:

Alcoholic beverages are allowed in City Parks except for the following: Sec. 17A-4.Y PROHIBITED ACTS Possess or consume any alcoholic beverages in all City Park and open space areas, with the exception of River Oaks Municipal Golf Course, during any adult sports tournament held on a Friday, Saturday, and Sunday, or any combination of these days. No glass bottles please. It is unlawful to smoke, carry a lighted cigar, cigarette, pipe, etc. in any municipal building.

MOTORIZED VEHICLES:

Motorized vehicles or machines are not permitted on the grass or field areas for unloading of equipment or parking. The permit holder is responsible for the orderly parking of participant vehicles in the designated parking areas.

EQUIPMENT:

Any use of recreational or other City equipment must be approved on the park permit. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly, so as not to interfere with normal City programs. Furniture and equipment may not be removed from the building without permission. Due to irrigation lines, if tents or inflatable devices are being used, stakes may not be longer than 12” without the approval from the City. Building rentals include two 8’ folding tables and four 8’ long benches.

CONCESSIONS/VENDING/PARKING:

The City reserves the right, either directly or through its designated representative to operate or receive a percentage of the gross earnings for concession sales, vending sales or parking fees when tournaments are scheduled.

CLEAN-UP & CARE OF FACILITY:

The permit holder is responsible for the orderly clean up of all debris and refuse on park property and in building facilities reserved. Folding tables and benches and outdoor picnic tables should be cleared of debris and food residue. Please be sure you have left floors, counters, and walls clean. Also, be sure the bathrooms are tidy. All garbage and debris should be put in plastic bags and placed in appropriate garbage receptacles.

If a dumpster is donated, the Recreation Department must have a letter from the trash hauler as a guarantee. The City reserves the right to determine the size of the dumpster. For health reasons, the City reserves the right to place additional dumpsters and satellite units as necessary at permit holder’s cost.

PERMIT HOLDER LEGALITIES:

Permit holders may not assign, transfer, sublet or charge a fee for the use of the facility. All permits shall be revocable and shall not be considered a lease. The City may reject any application or cancel any permit.

PERMIT HOLDER RESPONSIBILITIES:

All activities must be under competent supervision. The permit holder will be the first person to enter the building and the last to leave. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.

INDEMNIFICATION:

Persons, clubs, and organizations using the City facilities indemnify the City for any and all damages by any person or persons attending the event and all damages to any persons or property.

REFUNDS:

There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least **two working days prior** to the scheduled event. If the City closes a park due to inclement weather a full refund will be given.

APPLICANTS CLASSIFICATION & PRIORITY

CLASS 1: City of Cottage Grove sponsored events – NO CHARGE

CLASS 2: Youth Athletic Association and Public and Private Schools – NO CHARGE

- League play and practices

- In-house tournaments

CLASS 3: Youth Athletic Association and Public and Private Schools/Disc Golf Events/Local Non-Profit events

-Open division tournaments

CLASS 4: Cottage Grove residents, businesses, clubs, organizations, and churches

CLASS 5: Any non-resident individual, group, team, organization, business, church, or school located outside the City limits of Cottage Grove.