

White Bear Lake Public Works
3950 Hoffman Road
White Bear Lake, MN 55110

Park Rules and Guidelines

Parks Permits

Your park receipt serves as your park permit and authorizes use of White Bear Lake park property as described and for the period of time listed on your receipt. Any other use of the facility must receive prior written approval by the City. Please carry your permit (receipt) with you at all times when using the area or facility to serve as proof of rental. A receipt must be shown to authorities at the site upon request. The permittee listed on the receipt must be present on the premises throughout the duration of the park use. The permittee shall not sublet all or any portion of the premises to an unknown party. Permittees of park permits shall be bound by Chapter 905 governing Parks and Open Space of the White Bear Lake Code of Ordinances.

Clean-Up Duties

- Clean kitchen and equipment (if applicable)
- Wipe down picnic tables, sweep and mop if food and beverages were spilled
- Put all trash and recyclables in dumpsters and/or containers provided, or place nearby if containers are full

Rules

- Park hours are 6:00 a.m. – 10:00 p.m.
- No driving or parking on grass, and no stakes (use sandbags due to irrigation)
- Dogs must be leashed at all times and owners must dispose of pet waste
- No glass, no nails in trees, no recreational fires, no alcohol (see section on Alcohol)
- Portable space heaters are strictly prohibited

Keys

Facilities that require a key are **Lakewood Hills Serving Room** (not the pavilion) and **Podvin Park Meeting Room** (not the pavilion) Keys may be picked-up and returned to the Public Safety Building, 4701 Highway 61, with proof of rental (receipt/permit) and a picture I.D. Staff is readily available M-F from 7:30 a.m. – 10:00 p.m., otherwise use the lobby phone to request a key from dispatch. **Note:** Return keys promptly upon event conclusion for the next renter (key dropbox is available).

Restrooms

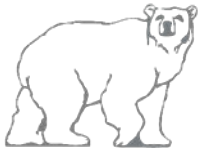
In the event restrooms are locked, contact Dispatch non-emergency at (651) 429-8511 to request a Community Service Officer to unlock them. All restrooms will be locked at 10:00 p.m. by officers and patrons will be asked to vacate park property at this time.

Alcohol

No person shall transport, possess, offer for sale, consume or be under the influence of intoxicating beverages at any City park site except with a special City Council permit. Outdoor events with alcohol require fencing and other controls in addition to liquor liability insurance prior to Council approval. Complete the City's Special Event application to initiate the process for consideration.

Cancellations / Refunds

Park reservations may be canceled with 14 days' advance notice for a full refund. Refunds are not issued for cancellations within 14 days', or for acts of nature such as inclement weather.



White Bear Lake Public Works
3950 Hoffman Road
White Bear Lake, MN 55110

Matoska Gazebo

Matoska Park is a passive park containing a gazebo, which may be rented in short 2-hour increments for small, short duration events and ceremonies. In addition to the standard park rules previously outlined, Matoska Park has the following site-specific requirements:

- Limited 2-hour time slots only (including set-up / take-down)
- No decorations on the gazebo structure
- Chairs, tents and music can be walked in (no driving on grass)
- On-street parking only – no parking is permitted in adjacent boat trailer lot

There is an electrical outlet with standard household current in the light fixture of the gazebo. If you overload the breaker, it will not be reset.

Bounce House / Inflatables / Games

Authorization for utilization of bounce houses, inflatables, generators and other yard games is only granted when a park permittee secures the required Comprehensive General Liability in the minimum amount of \$1,500,000 per occurrence and names the *“City of White Bear Lake, 4701 Highway 61, White Bear Lake, MN 55110, its officials, agents, employees and volunteers as additional insured.”* **Failure to produce evidence of valid insurance upon request will result in the unit being shut down and/or removed from the premises.**

Indemnification

Permittee shall defend, indemnify and hold harmless the City, its elected and appointed officials, employees, volunteers, contractors, and agents against all actions, claims, demands, liabilities, injuries and damages, whether to persons or property or both, which may be imposed upon or incurred by the City as a consequence of, or arising out of, any act, default or omission on the part of the Permittee in connection with the activity which the Permittee is conducting.

Compliance Agreement & Damages

The facility must be left by the permittee in the same condition, subject to normal wear and usage, as when first occupied (see clean-up duties). If damage has occurred or Rules and Guidelines are not followed, the City will determine whether to invoice permittee for non-compliance. This can include, but is not limited to: 1) damage to City property; 2) additional cleanup costs; 3) repairs or added expenses due to misuse of City facilities; or 4) misrepresenting the event, including event attendance and features. Permittee is also responsible for attorney’s fees and costs incurred by the City to collect for damages, losses, expenses, or cleanup, as necessary, including any and all costs related to a legal action filed by the City against the permittee, which may occur in small claims court or district court.

Park Rental Assistance / Enforcement

General park facilities remain open to the public, but for assistance in enforcing specific provisions of your park permit, please contact the following:

- Monday – Friday, 7:00 a.m. – 3:30 p.m., dial Public Works (651) 747-3650
- After hours and weekends, dial Police non-emergency (651) 429-8511
- Emergency situations, dial 9-1-1