



# PARK SHELTER

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212 CENTRAL AVENUE ♦ BUFFALO, MINNESOTA 55313

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## 2022 Reservation Request

### RENTER INFORMATION:

Organization/Group Name (If Applicable) \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone (include area code) \_\_\_\_\_

Email address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City of Buffalo Resident  Yes  No

### RENTAL & EVENT INFORMATION:

Desired Reservation Date: \_\_\_\_\_ Arrival/Set-Up Time: \_\_\_\_\_

Type of Event \_\_\_\_\_ Departure/Tear-down Time: \_\_\_\_\_

Desired Facility Location: \_\_\_\_\_ Number attending \_\_\_\_\_

### RENTAL FEE/DEPOSITS:

**\$50 Security/Damage/Clean-up Deposit is due at the time of reservation.** Signed agreement must accompany deposit.

Note: No spaces are held or "penciled in."

## Scheduling Instructions

- ◆ **Reservations can be made through the City Center office.**
- ◆ Reservations will not be confirmed without a signed contract, rental payment and \$50 damage deposit.
- ◆ A contact person must be designated to oversee all arrangements with the City of Buffalo Parks Department.

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

## Rental Rates:

**Rental Time Block for Reserved Space & Fees:**  
(please check one)

**(Fees include 2022 price increases and state tax 6.875% and county transit .5% tax.)**

**\$50 Damage Deposit**  Check  Credit

### Resident Fees:

- 7:00 am—2:00 pm** \$53.69
- 3:00 pm—10:00 pm** \$53.69
- 7:00 am—10:00 pm** \$91.27

### Non-Resident Fees:

- 7:00 am—2:00 pm** \$120.26
- 3:00 pm—10:00 pm** \$120.26
- 7:00 am—10:00 pm** \$214.75

### Buffalo non-profit organizations:

(Staffing fee for any reservation)

- 7:00 am—2:00 pm** \$32.21\*
- 3:00 pm—10:00 pm** \$32.21\*
- 7:00 am—10:00 pm** \$32.21\*

\*\$30 with proof of Tax-Exemption for non-profit organizations

**Total Rental Fees:** \$ \_\_\_\_\_

### Office Use Only

Payment Received:  Yes  No

Deposit Received:  Yes  No

# Facilities: (please check one)

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



\*\* Approximately 8-12 Tables

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



\*\* Approximately 10-15 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

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



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

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



\*\* Approximately 4-6 tables

## Park Reservation 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 vandalism or littering witnessed at the park.
14. Park policies and/or fees may be altered at the action of the Buffalo City Council.

**The City of Buffalo enforces the above rules and regulations for each rental.**

**Your signature below confirms your understanding and adherence to the rules and regulations for each rental.**

## Park Shelter Agreement

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.

Questions, comments, or suggestions regarding any park facility or program may be directed to the Buffalo Parks and Recreation Director Lee Ryan at 763-682-5429.

