

VILLAGE OF COTTAGE GROVE
PARK SHELTER RENTAL POLICY

The Village of Cottage Grove is proud of our facilities. We request that you assist us in maintaining them and that you not abuse the privilege of using them.

1. No alcoholic beverages are allowed on the premises without proper permit.
2. The Village will not be responsible for lost, stolen, or damaged personal property; or for injuries or accidents either before, during, or after while using the facilities.
3. Village non-profit and village civic organizations (for example: Firemen, EMTs, Jaycees, Lions, Scouts, 4-H) may use the shelter without paying the rental fee but, like all others, are expected to leave the facilities in a clean and orderly condition. Teams that have the ball diamond scheduled for either games or practices will take precedent over any park shelter user group. Teams will also be permitted to use the restroom facilities.
4. Payment of the rental fee, security deposit and alcohol permit (if needed), must be made at the time of reservation of the facilities.

FEE SCHEDULE

• Rental fee:	\$ 50.00	Village residents
	\$ 75.00	Non-Village residents
• Security Deposit:	\$100.00	Required for all reservations
• Alcohol Fee:	\$ 20.00	*If needed
• Concession Fee:	\$ 50.00	Northlawn Shelter only (per day)

5. The Village policy does not allow for renting the shelters on a regular basis to any retail-type business or use on a regular basis by others, unless pre-approved by the Village Board.
6. The security deposit will be refunded following the next regularly scheduled Village Board meeting after the reserved date, provided the facilities are left in good condition.
7. Each group reserving a shelter will designate at least one (1) person as the contact and provide name, address, and daytime and nighttime telephone numbers to personnel at the Cottage Grove Parks and Recreation Department.
8. Unless an event is cancelled, at least thirty (30) days prior to the reserved date, no refund of the rental fee or alcohol permit fee shall be made.
9. All park users and park activities must abide by the posted park closing time of 10:00 pm. The Village Board must approve an extension to curfew hours and normal park hours.
10. If you view any damage prior to your use of the facility, please advise Cottage Grove Parks and Recreation Department/Village Hall immediately at 839-8968 or 839-4704. On weekends, please leave a message on the answering machine at Public Works at 839-5813.
11. Upon leaving the facility, make sure that all refuse has been picked up and placed in garbage dumpsters. Please empty all trashcans into the dumpsters before leaving. When leaving, please also turn off all lights.
12. Individuals or groups using the facilities are responsible for any damage to the area or equipment and will required to pay for the damage and/or labor required to repair the damage. This may result in forfeiture of your security deposit.

13. Animals of any species shall not be permitted in Village parks, except animals used to aid individuals with disabilities or otherwise recommended by the Park and Recreation Committee and approved by the Village Board.
14. Village parks shall not be used by individuals for personal financial gain, unless approved by the Village Park and Recreation Committee and the Village Board.
15. Motorized vehicles of all types are prohibited in Village parks, except on designated roads or parking lots. Exempt vehicles include maintenance, emergency, or other designated officials. All other vehicles need Village Board approval to drive or set up in parks.
16. No person shall use any equipment for the amplification of sound in any Village park unless a Sound Amplification Permit has been properly obtained through the Park and Recreation Department.
17. Normal Village Park hours are 7:00 am to 10:00 pm.

Village of Cottage Grove

Jacob Tisue
Director of Parks and Recreation