



## Owatonna Parks & Recreation Pavilion Policies

Thank you for choosing one of Owatonna's beautiful parks for your event! The Owatonna Parks & Recreation department has the following rules when renting any of the city's park pavilions:

- ✚ To avoid issues, bring your Park Permit with you that day.
- ✚ Any issues the day of the rental should be reported right away by calling Parks and Recreation staff: Weekdays 7 am - 5 pm – 444-4321 Weekdays 3 pm - 7 am – 456-0832  
Weekends – 390-4062 or 456-3091  
Or call the Law Enforcement Center – 444-3800. If issues are not reported, the renter will not receive a refund.
- ✚ Payment: Is required at the time of the reservation request. This payment will be processed the day of the request.
- ✚ Damage Deposit: Is required at the time of the reservation request. This payment is not processed and is refunded if there is no damage or excess clean-up required after the rental. Deposit is \$50 for parks, \$200 for Warsinski Chalet. (Renters will be charged \$25 per hour for additional clean-up.)
- ✚ Additional Charges: May be assessed if there is damage beyond what the deposit could cover.
- ✚ Cancellations: A full refund less a \$10 fee is allowed if the renter gives notice at least one month prior to the reservation. If the Parks and Recreation Department finds it necessary to cancel a pavilion reservation, a full refund will be given.
- ✚ Alcoholic beverages are allowed in all parks **EXCEPT** Central Park, Cashman Park, Kaplan's Woods Parkway, Owatonna Soccer Complex (or any school properties). Glass containers are not allowed in any parks.
- ✚ Permits are required for large containers of alcoholic beverages. Permits are available for \$10. An additional damage deposit of \$50 is also required. Minnesota Statue 340 regulates against the sale of alcoholic beverages.
- ✚ Pavilion renters are responsible for picking up and disposing of all garbage created by users into garbage cans provided.
- ✚ If it is necessary to drive to the pavilion to unload supplies, please limit the number of vehicles, and do not park on trails.

✚ Chalet: No balloons or smoking allowed inside the Chalet. Renters should pick up the key one or two days before the rental. A \$50 fee is charged if the parks on-call staff is called to open the building the day of the event. Damage deposit is forfeit if the key is lost or not returned.

2015