

Columbia Heights Recreation Department

Park Facility Use Policy

City of Columbia Heights Parks and Recreation
530 Mill St NE
763-706-3730

The facilities of the City of Columbia Heights Park and Recreation Departments are provided for the leisure and enjoyment of all residents. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on basis of content or viewpoint except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

Reservation Policy

- City of Columbia Heights sponsored activities and programs shall have first priority to reserve facilities
- Park reservations begin on the first business day of each year
 - There is a limit of one rental per park per weekend before June and after August
- A completed rental permit with appropriate fee must be brought to the Recreation Offices at John P. Murzyn Hall, 530 Mill St NE, Columbia Heights, MN 55421
- Payment must be received in order to complete the reservation
- Park reservations become non-refundable within one month of the reserved date
- Please bring your permit with you the day of your event

Note: If your rental requires a key to unlock a building, it will need to be picked up at the recreation office before 4:00 pm the last business day before the event and will require a refundable deposit fee of \$100 – cash or check only. An ID will be required.

Fees

- **Resident:** \$50
- **Non-Residents:** \$75
- **Groups of 100 People or More:** \$125
- A damage deposit may be required

Facility Usage Policies

- Smoking is prohibited in youth activity areas (See tobacco policy)
- Alcohol is not allowed in parks unless the renter applies for a special permit
- Children must be supervised at all times
- Music is prohibited before 10:00am and after 8:00pm.
- Park hours are 6:00am to 11:00pm. Any use outside of this time is prohibited
 - No vehicles can be parked overnight
- Pets must be kept on a leash and their waste must be cleaned up
- Pets are not allowed on the beach or in the lake
- Fires may only be made in designated areas with a permit from the Columbia Heights Fire Department and must be completely extinguished before leaving the park
- The permit holder is responsible for leaving the park as they found it
 - Trash must be picked up and placed in the trash cans, and bags tied shut
 - Tables and chairs are to be cleaned and put back as they were found
 - Buildings must be locked before leaving park
- The permit holder is responsible for supervising the event
- Stakes/spikes are not allowed as they could strike and damage utility lines
- Park facility rental only ensures the exclusivity of the park shelter/building. Ballfields, playgrounds, pools, and splash pad may still be used by the public
- All other park ordinances must be followed
- Park rentals are limited to one per park per month for any group, organization, family, or individual
- The City of Columbia Heights may decline or revoke a permit if it is in the best interest of the City facilities or its patrons

Note: If there is a maintenance issue at a facility, please call the Public Works Department at 763-706-3700. If it is an emergency, please call 911.

Special Use Permits

- Special permits are required for the following activities:
 - Sound amplification equipment
 - Film productions
 - Carnivals
 - Walk/run events
 - Benefits/fundraisers
 - Merchandise fairs
 - Fireworks
 - Additional portable toilets
 - Animals and hayrides

Note: Some special use permits may require additional insurance

City of Columbia Heights Parks & Recreation Tobacco-Free Policy

Prohibition of Tobacco Product Usage in Youth Activity Areas

In order to protect the health and welfare of our children, the Columbia Heights City Council and the Columbia Heights Park & Recreation Commission recommend that there be no use of tobacco products during youth related events and activities.

- Cigarettes are often discarded on park grounds requiring additional maintenance expense. They diminish the beauty of the city's recreational facilities and pose a risk to children.
- Secondhand smoke is harmful. Children and adults using city recreational facilities should not be exposed to the deadly effects of secondhand smoke.
- By having policies, we can ensure that the coaches, parents, and other role models do not use tobacco in recreational settings, sending our children the message that tobacco use is an unhealthy behavior.

No person shall use any form of tobacco at or on any city-owned or operated recreational facilities during a youth activity.

Tobacco Free Facilities

1. Youth playgrounds, volleyball courts and beach property to include sand area.
2. Ball fields and spectator areas during youth events.
3. Picnic shelters, park buildings, BBQ areas.
4. Sliding hills and skating rink areas.
5. Wading pools, splash pad, and surrounding deck areas.

Policy Enforcement Plan

In order to most effectively educate the community and ensure compliance, we suggest the following enforcement plan:

1. Appropriate signs shall be posted in the above areas.
2. Youth activity organizations will be encouraged to promote the Tobacco-Free Policy.
3. City Staff will promote the Tobacco-Free Policy through media resources.

Adoption Date: November 17, 2010