

**APPLICATION FOR TEMPORARY USE OF GAZEBO PICNIC SHELTER AT SUNSHINE PARK  
(When available)**

TYPE OF USE APPLYING FOR:  Special Event _____
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Estimated Number in Group _____
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**APPLICANT INFORMATION**

APPLICANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

NAME OF ORGANIZATION using the Facility: \_\_\_\_\_

**Profit Status:** Non-Profit \_\_\_\_\_ **(Non-Profit Qualifies for Mon-Fri After 4:30pm ONLY)**

**PARK INFORMATION**

Day of Week (Circle)	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
Months (Circle)	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>
Dates: (List under month)	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Time: From: _____	A.M / P.M.		To: _____	A.M./ P.M.			
(Select 4 hr. Time frame)							

**APPLICANT'S RESPONSIBILITY**

I have reviewed the regulations and ordinances governing the use of this application. I understand these items, including procedures, liabilities and responsibilities assumed by me. I understand I am assuming full responsibility for the park facility I am requesting, even if I represent an organization. I understand this is only an application for use providing me with no assumed or implied rights for use until written approval is received. I also understand that alcohol or non-intoxicating liquor is not permitted in the park and shelter area unless a non-intoxicating liquor license is applied for and approved by the City Council. **This rental of Sunshine Park is non-refundable.**

**APPLICANT SHALL HOLD THE CITY HARMLESS FROM AND IDEMNIFY THE CITY AGAINST ANY AND ALL LIABILITY, DAMAGE, LOSS AND EXPENSE ARISING OR RESULTING FROM THE ACTS OR OMISSION OF OR CAUSED BY APPLICANT OR APPLICANT'S EMPLOYEES, SERVANTS, AGENTS, GUESTS, ASSIGNS, SUBTENANTS, VISITORS OR LICENSEES IN, UPON OR ABOUT THE BUILDING OR THE ADJACENT AREAS, INCLUDING ALL COMMON AREAS OR ARISING OUT OF OR RELATED TO THE USE AND OCCUPANCY OF THE BUILDING OR THE ACTIVITY CONDUCTED WITH RESPECT THERETO, INCLUDING INJURIES TO PERSON AND PROPERTY.**

In accordance with the Minnesota Government Data Practices Act, the City of Andover hereby informs you that some or all information you are asked to provide is classified as private. Private data is available to you and to the City staff who require it in the performance of their duties, but not to the public. The remainder of the information, including telephone numbers, is classified as public, and is available to the public. This information will be used to process your application for request or permit. You may choose to withhold this information, however if you do, the City of Andover may not be able to process your application for the request or permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>							
Date _____	Received By _____	Approved _____	Guidelines given _____				
User Fee \$30.00 / \$60.00 / No Charge	Check # _____	CC # _____	Receipt # _____				

**CITY OF ANDOVER  
PARKS AND RECREATION**

**GUIDELINES FOR GAZEBO PICNIC SHELTER RESERVATIONS AT SUNSHINE PARK**

**WHO MAY APPLY?**

Picnic shelter reservations can only be accepted by Andover residents, or a business, school or civic/association group located within or serving the City. Use of the shelters must be consistent with the Rules and Regulations adopted by the City regarding usage in the park. Reservations will be taken by the City of Andover at the main City Hall reception area. Questions can be directed to (763) 755-5100.

**RESERVATION FEES**

Reserving the use of this picnic shelter provides your group with exclusive use of a public facility. A fee, therefore, will apply to all reservations. **Once the fee is paid, the rental of Sunshine Park is non-refundable.**

**FEE PER 4-HOUR PERIOD**

\$30.00\*

\* *Note:* There is no charge for Non-Profit organizations Monday-Friday after 4:30pm ONLY

**FACILITIES AVAILABLE**

1. One 45' diameter picnic shelter. The shelter is located next to the north parking lot along Crosstown Boulevard.
2. Electrical outlets are available at the shelter. Please be careful not to overload electrical outlets, this could cause the electricity to shut off.
3. There is no phone service available at Sunshine Park.
4. A drinking fountain is located at the concession building near the 4 ball fields which is located directly west of shelter.
5. A portable toilet is available in the vicinity of the shelter.
6. Use of the gazebo is scheduled through the City of Andover.
7. There are permanent grills available at the shelter. Groups will need to bring in their own charcoal.
8. Picnic tables are mounted permanently.
9. Use of the softball fields must be scheduled through the Park and Recreation Commission.
- 10. The nearest hospital is Mercy, located in Coon Rapids, located at 4050 Coon Rapids Boulevard. Phone: (763) 236-6000.**

**OTHER GENERAL RULES IN REGARD TO THE SHELTER AND PARK AREA**

1. No alcoholic beverages are permitted at the park.
2. No pets are allowed at the park.
3. All charcoal must be left extinguished.
4. All garbage and debris are to be picked up around the shelter area.
5. Tables are to be wiped clean after use of shelter.
6. No bounce houses are permitted.

*The City hopes you enjoy the use of the facility and appreciates any comments, questions or concerns you may have on improving your use of this community facility. Thank you.*