



PARK SHELTER RESERVATION APPLICATION

CONTACT NAME _____	
ORGANIZATION _____	
ADDRESS _____	
CITY _____	STATE _____ ZIP _____
BUSINESS PHONE _____	CELL _____
EMAIL _____	

Date(s) of Reservation:	Number of Individuals in Attendance:
START TIME:	END TIME:
Will any additional special use activities be provided on site**?	

**If staking any items such as outdoor activity equipment or inflatables, it is the responsibility of the person making the reservation request to contact Gopher One Call for a utility locate. They can be reached at 1-800-252-1166.*

Shelter Reservation Fee		
Resident or City Non-Profit	No Charge	
Non-Resident or Business	\$10.00, plus tax	
Non-Resident Non-Profit	\$5.00, plus tax	
Refundable electric box key deposit (Bluebird Only)	\$50	
Will electricity be required? _____	Total Amount Due:	

Park Locations: Please check which park you are requesting.

Bluebird Park	
Mattson Park	Isanti Hills Neighborhood Park
	Unity Park

Applicant Signature: _____ **Date:** _____

If you have questions as to whether your event would require a special event permit or general information, please contact the Parks and Recreation department at (763) 762-5754 or via e-mail at isantiparks@cityofisanti.us

<i>For Office Use Only</i>		
Date Received: _____	Staff Approval: _____	Refundable Deposit: _____

City of Isanti: Park Shelter Reservation Policy

1. Park Shelters are available for rent April 1st through September 30th weather permitting. City parks are open daily from 7 a.m. to 10 p.m.
2. Requests for reservations will be accepted for the ensuing year beginning the first business day in January. Reservations will be accepted on a first-come, first-serve basis. No phone requests to hold a park shelter will be accepted or honored. If available, the request will be booked. A permit will be issued via mail or e-mail. If the request cannot be processed, the applicant will be notified.
3. A certificate of insurance will be required for all events that are open to the public. A copy shall accompany the application form.
4. Keys shall be returned within forty-eight (48) hours of your reservation or your deposit will not be refunded.
5. All individuals, groups, or organizations using the park shelters shall observe all City Park Rules and Regulations as posted and provided within Ordinance No. 277.

**Your event may require a special event permit. A special event is defined as a temporary outdoor use on private or public property that extends beyond the normal uses and standards allowed by the zoning ordinance of the City; in which attendance in excess of seventy-five (75) people is anticipated, and impacts are anticipated on surrounding neighborhoods, businesses, or the community as a whole. Special events include but are not limited to, art shows, car shows, sidewalk sales, haunted houses, carnivals, grand openings, festivals, home exhibitions, parades, circus, block parties, fairs, concerts, street dances, tournaments, or other attended outdoor entertainment or celebration that is to be held on public or private property. A special event shall not apply to the following: a permanent place of worship, stadium, athletic field, arena, theatre, or auditorium; family gatherings including family reunions, graduation parties, baptisms, confirmations, weddings, and other similar types of events held on private property; garage sales/ estate sales; and events established through the City of Isanti such as National Night Out.