



CITY OF ARDEN HILLS PARKS AND RECREATION

Summer Picnic Facility Reservation Information and Application



Charles Perry Park Pavilion



**Arden Hills Parks and Recreation Department
1245 West Highway 96
Arden Hills, MN 55112
Phone: 651.792.7800
Fax: 651.634.5137
www.cityofardenhills.org**



Cummings Park Pavilion

Summer Picnic Facilities

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ARDEN HILLS PARKS

Our Parks System consists of 14 various parks located throughout the City. All parks may be reserved except for the Crepeau Nature Preserve. Our parks system provides a wide variety of recreational opportunities to increase your outdoor fun and activities. Some of these recreational opportunities include tennis courts, basketball courts, softball/baseball fields, play structures, and soccer fields. A table showing all facilities and their amenities, the hours of availability, along with a rental application showing fees is included in this brochure to assist you in your planning. Summer weekend dates fill quickly, so be sure to request your reservation as far in advance as possible. With the exception of Perry Park and Cummings Park, the City does not have any large picnic pavilions. For reservations that require a large area, please contact the Ramsey County Parks & Recreation Department at 651.748.2500.

HOW TO RESERVE A PICNIC SHELTER/PAVILION

Picnic shelters/pavilions can be reserved by completing the attached application form, attaching two checks [one for the rental fee (if required) and one for the damage/key deposit] and return it to Parks and Recreation at least 10 working days in advance of your requested date. You may also fill out a Facility Request online. Upon receipt of your application, a staff member will review your information, check for availability, and, if approved, send you an email confirming your reserved date and location. If adjustment to fees, dates or location need to be made, our staff will contact you by phone. No phone reservations will be accepted. The park will be considered reserved once all fees have been received. Applicants must be 18 years of age or older to reserve a facility.

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	Acres	Softball/ Baseball Field	Soccer	Tennis	B'ball Court Area	Play Equip.	Picnic Shelter	Warming House	Permanent Restroom	Hockey Rink	Skating Rink	Trails
1. Arden Manor Park 4601 Prior Ave.	2.5				■	■	■					
2. Arden Oaks Park 1413 Arden Oaks Drive	1.5				■	■						
3. Crepeau Nature Preserve* 1224 Harriet Ave.	12.5											■
4. Cummings Park 1220 Wyncrest Court	17.5	■	■	■	■	■	■	■	■		■	■
5. Floral Park 1423 W. Floral Drive	20	●	■	■	■	■	■					■
6. Freeway Park 1370 W. Cnty. Rd. E	1				■	■		■			■	■
7. Hazelnut Park 3301 New Brighton Rd.	12	■	■	■	■	■	■	■			■	■
8. Ingerson Park 3255 N. Lexington Ave.	5				■	■	■					
9. Lindsey's Park N. Snelling & Cty. Rd. E	1.5											
10. Perry Park 3700 New Brighton Rd.	20	■ ■ ■ ●	■			■	■	■	■	■	■	■
11. Royal Hills Park 4375 Snelling Avenue	4.5	●		■	■	■	■					
12. Sampson Park 1900 Lake Lane	1				■	■						■
13. Valentine Park 1650 Lake Valentine Rd.	3				■	■	■					■
14. Johanna Marsh Park 3168 Ridgewood Rd.	8.5			■								
BUILDING & SCHOOL SITES												
A. Arden Hills City Hall 1245 W. Hwy 96.	N/A											
B. Mounds View High 1900 Lake Valentine Rd.	N/A		■	■								
C. Valentine Hills Elementary Cnty. Road E2	N/A	●	●		■	■						

KEY:

- Existing Facility
- Youth Only Facility

Shoreview School Sites *

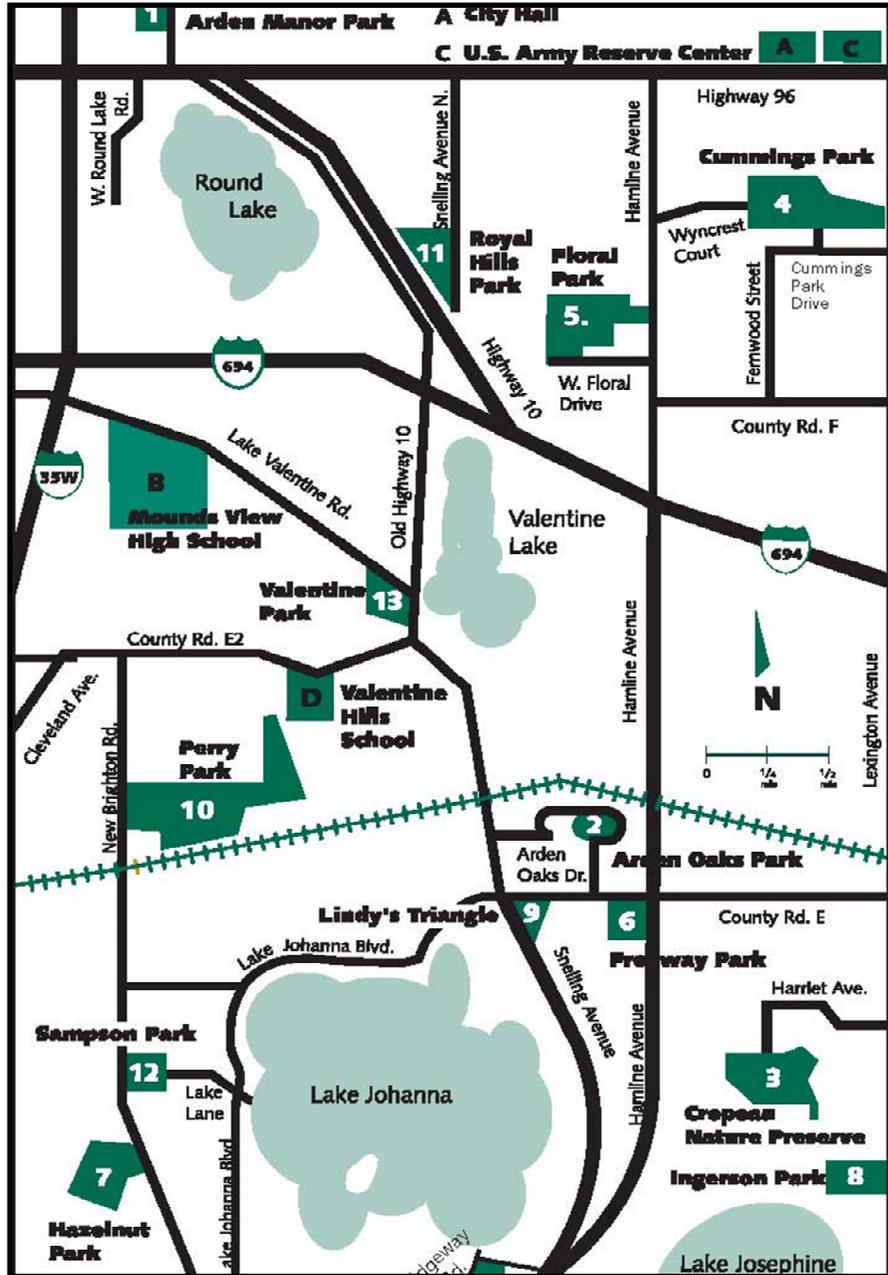
Chippewa Middle School
5000 Hodgson Road
Shoreview

Island Lake Elementary School
3555 Victoria Street
Shoreview

*Please call Arden Hills City Hall at (651) 792-7800 for directions to these Shoreview schools.

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DATES OF AVAILABILITY

Picnic shelter facilities are available weekends in May and daily from Memorial Day through October 31st.

Please note that City Recreation and Park activities have priority over rental use. Cummings, Floral, Hazelnut, and Perry Parks are utilized Monday thru Thursday during the months of June, July and August for summer recreation activities and have limited daytime availability.

For more information on availability of facilities, please call City Hall at 651.792.7800.

RESERVATION HOURS

NEW THIS YEAR: All picnic pavilions from now on will be rented from either 11:00 a.m.-4:00 p.m. or 5:00-10:00 p.m. Please indicate the time of your rental on the rental registration form. To use the pavilion for both time periods your fees would be doubled.

RESERVATION PRIORITY

All parks may be reserved on a first-come, first-serve basis. However, applications for Arden Hills residents use will be accepted beginning March 2, 2016. Requests for non-resident use will be accepted beginning April 1, 2016. Requests from organizations for business functions must include an Arden Hills office address to be considered a resident group.

SPECIAL USE AREA RESERVATIONS

Requests for use of ball fields or soccer fields is \$50.00 per 2 hour time frame (plus tax) and must be requested on your reservation application. All field reservations are assigned based on priorities and are based on availability. Requests for use of bases, field lights, or grooming of fields is an extra fee. Please ask staff for information on these fees.

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FEE SCHEDULE

	Picnic Shelter	Picnic Pavilion
Resident	\$0	\$65.00
Non-Resident	\$0	\$100.00
Resident Non-Profit Organization	\$0	\$35.00
Other Non-Profit	\$0	\$70.00
Damage/Key Deposit	N/A	\$200.00
Additional sets of 2 Tables	\$10.00/set	\$10.00/set
* Reservation of a picnic shelter includes 3 picnic tables and 1 trash container. **Rental of a picnic pavilion includes 5 picnic tables and 3 trash containers.		

* All Rental Fees Include Sales Tax (when applicable)

DAMAGE/KEY DEPOSIT

Your damage/key deposit, or parts thereof may be forfeited if you or any of your guest(s): Cause damage to the park facility, or if the facility is not returned to its previous condition (all trash must be placed in trash bins!), failure to pick up your keys before your scheduled event (causing an after hours call out), any doors that are left unsecured, and failure to return your keys to the locked drop box outside the main entrance of City Hall within 24 hours of the event.

NON –PROFIT REQUESTS

The City of Arden Hills recognizes groups to be non-profit including: civic organizations, public schools, and associations. Groups wishing to be considered for non-profit status must submit tax exempt verification and a letter stating the event is an official function of this group at the time the reservation is made.

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PARK REGULATIONS

Park regulations are posted on a sign at each park. Please observe the following rules:

- **THE USE OF TOBACCO AND ALCOHOLIC BEVERAGES IS NOT PERMITTED IN ANY PARK.**
- **THE FOLLOWING IS PROHIBITED: GLASS CONTAINERS, GOLF PLAYING AND MOTORIZED VEHICLES ON TURF OR TRAILS.**
- **DOGS MUST BE ON A LEASH AND OWNERS ARE REQUIRED TO PICK UP AFTER THEIR PETS.**
- **YOU MAY BRING YOUR OWN GRILL (NO GRILLS PROVIDED). HOT CHARCOAL MUST BE PROPERLY DISPOSED OF. DO NOT DUMP ON CONCRETE OR GRASS!**

PICNIC SITES AND FACILITIES

PARKS	TYPE OF SHELTER	TABLES PROVIDED	CAPACITY	ELECTRICITY	KITCHEN	INDOOR BATHROOM FACILITIES
Cummings #1	Picnic Pavilion with Warming House	5	100	Yes	Yes, with small refrigerator	Yes
Cummings #2	Picnic Shelter	3	25	No	No	No*
Charles Perry	Picnic Pavilion	5	125	Yes	Yes, with small refrigerator	Yes*
Floral	Picnic Shelter	3	25	No	No	No*
Hazelnut	Picnic Shelter	3	25	No	No	No*
Royal Hills	Picnic Shelter	3	25	No	No	No*
Ingerson	Picnic Shelter	3	25	No	No	No*
Arden Manor	Picnic Shelter	3	25	No	No	No*
Valentine	Picnic Shelter	3	25	No	No	No*

* Outdoor portable facility provided