



PARK FACILITY RENTALS FOR PERFORMANCE ARTS EVENTS POLICY

I. General Purpose and Objective

The City of Anoka provides many park facilities for all city residents to enjoy. The use of parks & facilities is administered as fairly and equitably as possible by the Public Services Department and governed by these procedures and policies established by the Anoka City Council as recommended by the Anoka Parks and Recreation Advisory Board.

This policy has been created to aid individuals, groups, and organizations in using City park facilities for theatrical performances or musical events that are not sponsored by the City. Organizations wanting to conduct performance arts events in city parks that require the use of City equipment or staff support, additional facilities/amenities beyond what is provided in the park for regular use, security services, other agency permits, etc will not be allowed without issuance of the City of Anoka Special Event License prior to issuing a park facility use permit.

Performance arts events for the purpose of fundraising or generating profit through fees, ticket sales, donations, merchandise sales, concession sales, or other monetary contribution/solicitation public property or in parks are not covered by this policy and will not be allowed without issuance of the City of Anoka Special Event License prior to issuing a park facility use permit.

Special Event means any temporary, outdoor privately-sponsored event open to the general public and held on public or privately owned property. Refer to City of Anoka Code Section 14, Article VII, Special Events, for specific information and exemptions.

Political Event Sponsor. A Special Event organized and conducted by a political party, political committee, candidates, or candidates representative, for purposes of a political rally, fundraising, campaigning, or similarly related political activity. No Special Event License shall be issued to a Political Event Sponsor per City of Anoka Code Section 14 – 263.

II. Applicant Classification

A. Resident

1. An individual, 21 years of age or older, residing within the city limits of Anoka. Proof of residency for 30 days or more may be required.
2. A non-profit group, youth organization, business, church, or school with its physical facilities located within the city limits of Anoka.
3. Any organization, community school, or church, which has provided a significant benefit or community service to and for the City in the current year.

B. Non-Resident

1. Any person, civic group, organization, business, church, or school that does not meet criteria outlined in section II A items 1 – 3 above.

In cases where it is not clear whether a group or organization merits residential status, the Public Services Director shall make the determination. Proof of non-profit status and/or additional information may be requested to assist in this determination.

III. **Fees**

- A. Fees are established annually by the City Council.
- B. All fees must be paid in advance to confirm reservation.
- C. Renters will be charged a refundable key/damage deposit for exclusive use of facilities requiring key access.
- D. Events and activities held on park property that require a City of Anoka Special Event Permit are subject to all applicable park usage fees and deposits.

IV. **Terms & Conditions**

- A. All such events conducted under this policy must be free and open to the general public under all circumstances to be permitted. No passing the hat or general collection of monies before, during, or after any event.
- B. Application must be made at least 8 weeks before the event. If approved, additional facility rental fees will be due no later than ten (10) business days before the event.
- C. Written application will include:
 - a. Detailed description of event
 - b. \$50 Application Fee, refundable or will be applied to facility rental fees
 - c. Estimated/projected attendance. Projected attendance of more than 200 people will require a City of Anoka Special Event Permit
 - d. Specific information about the performance, such as, samples of song lyrics, song list, sample CD's, theatrical reviews/descriptions, material rating
 - e. References and locations of prior performances or events held by sponsoring group/organization
 - d. Plan for parking and/or traffic flow for review by Anoka Police Department
- D. Permit time shall include all setup/decorating/clean up required by the renter. The renter must relinquish the facility at the time specified on the permit. (1-hour set-up time prior to performance and 1-hour tear down is permitted without charge.)
- E. The City, at its discretion, may require the event organizer to:
 - a. To obtain liability insurance
 - i. \$1,000,000 minimum
 - ii. Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims (if applicable).
 - iii. The insurance policy must be issued by an insurance company licensed to do business in Minnesota and acceptable to the City.

- iv. The City must be named as an “Additional Insured” on the policy.
 - v. Renter must provide the certificate showing required coverage at least five (5) days prior to the event.
- F. If the use of City equipment or personnel is required for a specified event, the organizer shall pay the hourly fee for these services.
- G. The sale of tapes, tee shirts, and items to the benefit of the sponsor or the group performing are not permitted without prior approval of the City.
- H. The City reserves the right to shutdown any event at any time if problems exceed benefit. The volume of amplification systems will be monitored and should not exceed reasonable comfort volume of the audience or surrounding neighborhoods. Amplification may not be utilized prior to 10am or later than 10pm for any event. Activity noise levels must be maintained at levels consistent with the City Code, Chapter 38.
- I. The City reserves the right to deny a permit in its sole discretion for any reason consistent with its police or legislative powers. In general, performances involving conduct undesirable or not acceptable to the general public, or that may arouse resentment, anger and/or fear to the public will not be acceptable as per Minn. Statute Sections 609.72 & 609.74.
- J. All park buildings are alcohol and smoke free.
- K. No motorized vehicles allowed in or upon any City park property unless permitted by the Public Services Director. Refer to City Code Chapter 50 for more information.
- L. Prior notice and approval is required for use of canopy tents, amusement devices (inflatable/bounce houses), and high demand electrical equipment (ice cream makers, etc). Equipment that requires spikes or stakes to be driven into the ground to provide structural support are not allowed.
- M. Performance Arts events are subject to City’s Park Facility Rental & Reservations Policy. Additional park rules and regulations are listed in City Code, Chapter 50.

V. **Cancellations**

- A. Refunds will be given only if cancellation is made no less than two (2) weeks prior to the reserved date on the permit. All refunds are subject to a 10% (\$10 minimum) administrative fee.
- B. No refunds for weather related cancellations. If the permitted performance is rained out, the sponsor may select another date available to extend the permit. The City will not assume any costs for a rain out.
- C. The City has the exclusive authority to determine whether a facility is in usable condition. In the case of mechanical or facility equipment failure, the City will notify the renter as soon as possible. The City is not liable to the renter for the consequences of cancellation other than to supply the renter with substitute equal rental time or a refund, including deposit.

Policy History

Initially Adopted: 01.07.2013

Revised: 07.19.2016