



## City of Jordan Park Shelter Rental Policy

### Reservation Process

1. Applicant must complete the park rental application and pay appropriate fees. Reservations are not valid until payment is received and application is approved.
2. All applicants must be at least 18 years old to reserve Park Shelter.
3. Contact Lindsey Dhaene at Jordan City Hall for availability and booking at 952-492-7931 or via email at [ldhaene@jordanmn.gov](mailto:ldhaene@jordanmn.gov). Shelters can only be reserved up to 1 year in advance.
4. Representative must fill out the shelter permit for the event (picnics, family reunions, etc.)
5. Payment must be received to acquire reservation. Checks should be made out to the City of Jordan.

### Rental Policies

1. Park hours are 8am-10pm. The event must be completed and cleaned up by 10pm.
2. Each reservation is for a shelter only and since the park is public, other users may be nearby utilizing other public facilities.
3. The volume for any music shall be kept at a reasonable level so as not to disturb the adjacent residential properties and the speakers and/ or direction of the sound shall be pointed away from the residential areas.
4. Renter is responsible to pick up all garbage in and around the shelter. You may leave trash bagged next to garbage receptacles.
5. No glass containers are allowed within the park.
6. No parking or driving is allowed on grass; violators will be ticketed by the Police Department. If needing to have vehicle access in the park, contact the Public Works Director at (952)-492-2535.
7. Any event over 100 people requires a special event permit. This permit can be obtained from Jordan City Hall at (952)-492-2535. This permit does require City Council approval so please plan for a three week time period prior to approval.
8. If more than a cooler of alcohol is going to be brought (not to be refilled), you need a special event permit as well. This can take up to three weeks for approval.
9. Electricity is available in all shelters. Please bring your own extension cords.
10. Damage deposit checks will be shredded at the end of the month, unless otherwise requested or if damage was reported.

### Shelter Options

OPEN SHELTER FEES: Non-refundable (fees per shelter)		Damage Deposit (refundable)
Resident:	\$50	\$150
Non-Resident:	\$75	\$150
Local Non-Profit:	\$0	\$150
ENCLOSED SHELTER FEES:		
Resident:	\$75	\$250
Non-resident:	\$100	\$250

RESIDENT: Resides within Jordan City Limits; NON-RESIDENT: Resides outside Jordan City Limits; LOCAL NON-PROFIT: An organization that is set up in a not for profit status that is based in Jordan or has a Jordan address for its main office or headquarters

\*All shelter rentals, including non-profit, require a damage deposit fee to be refunded upon inspection.

**Reservation Details**

Please check the shelter you are requesting:

\_\_\_\_\_ Large Shelter 1                      \_\_\_\_\_ Small Shelter 3                      \_\_\_\_\_ Gazebo 4

\_\_\_\_\_ Large Shelter 2                      \_\_\_\_\_ Enclosed Shelter 5

\_\_\_\_\_ Resident Fee Open Shelter \$50                      \_\_\_\_\_ Non-Resident Fee Open Shelter \$75

\_\_\_\_\_ Resident Fee Enclosed Shelter \$75                      \_\_\_\_\_ Non-Resident Enclosed Shelter \$100

\_\_\_\_\_ Non-Profit

\_\_\_\_\_ \$150 Open Shelter / \$250 Enclosed Shelter Damage Deposit

**\*\*Please note payment for park shelter due at time of reservation\*\***

**Checks should be made out to City of Jordan**  
**Please provide a separate check for payment and deposit**

Date and Time of Rental Use _____	
Name: _____	Email: _____
Address: _____	City/Zip: _____
Phone Number: _____	Email: _____
Purpose of Rental/Type of function: _____	

The undersigned hereby has received, read and understands the policies concerning the reservation for the park shelter rental at Lagoon Park. In addition, agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Application further agrees to indemnify and hold the City harmless from, and against, any and all liability for any injury that may be suffered by them or any guests connect with this reservation.	
_____	_____
Signature of Applicant	Date

**Payment Options**

**Park Shelter Fee Payment**

- Cash
- Check

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

\_\_\_\_\_ Application Complete      \_\_\_\_\_ Copy to Applicant      \_\_\_\_\_ Approved by Staff

Total Fee Due: \_\_\_\_\_ Total Damage Deposit Due: \_\_\_\_\_