

**CITY OF LE SUEUR
PICNIC SHELTER RESERVATION POLICY**

The following Policy is hereby adopted concerning the reservation of shelters at Mayo and Legion Parks:

- The shelters at Mayo Park and Legion Park may be reserved for a fee of \$25.00 by stopping at the Le Sueur Community Center at 821 E Ferry Street between the hours of 8:00 a.m. and 5:00 p.m. The shelter may be reserved from Memorial Day weekend through fall park shut-down (when water is turned off, usually around November 1st). Reservations will be honored in the order they are made. Reservations will be taken beginning January 1st of each year. Standing reservations for yearly events (ie. family reunions) will not be accepted. A reservation calendar will be posted at the Mayo Park and Legion Park shelters. The shelter is available for usage without a reservation or fee if it has not been reserved by a fee paying group.
- Use of restrooms and water sources are available to all Le Sueur park users regardless of whether they have a reservation or a group is using a shelter.
- Restrooms and shelters are cleaned each morning including weekends. However, users are responsible for cleaning up after themselves and properly disposing of all garbage generated by their group. No glass containers are allowed in Le Sueur parks.
- Parks are open from 7:00 a.m. to 10:30 p.m. Curfews will be enforced.
- Please park in designated areas only. Use only paved areas for loading/unloading.
- All grills, roasters and other personal items must be removed from park property by noon on the day following any event with shelter use.
- If picnic tables are removed from or placed in shelters by user groups, they must be replaced in their original positions following the event. Tables cannot be moved from park to park.
- No digging or staking (tents, awnings, etc.) due to underground utilities.
- Any other regulations as stated in the City of Le Sueur Ordinance governing and regulating the use of parks and not stated here will be enforced.

Adopted by the City Council at its Regular Meeting of April 24, 2006.

I _____ have received, read and understand the above policies concerning	
the reservation of shelters at Mayo and Legion Parks and have paid the \$_____ fee to reserve the shelter	
at _____ Park on _____ from _____ to _____	_____
<small>(Month/Day/Year)</small>	<small>(Time)</small>
for (type of event) _____ >	
Address: _____	Phone: _____
Signature: _____	Date: _____
Office Staff: _____	Date: _____
There are horseshoes and a volleyball available to use at Mayo Park. Patrons reserving Mayo Park should pay a \$10.00 deposit to use the horseshoes and/or volleyball. The \$10.00 deposit will be returned to them when they return the equipment to the Community Center.	
_____ Paid \$10.00 deposit _____ Staff Initials	Equipment was returned on _____ Staff Initials _____
_____ Declined horseshoes and/or volleyball use _____ Staff Initials	

(Note to Office Staff: Always make a copy of this form for the Patron reserving the park.)