

**Camp Sacajawea Retreat Center
Facility Rental Terms and Conditions
2011-2012**

I. RENTAL TERMS

a. Camp Sacajawea Lodge:

i. Weekday Meeting Events (Monday through Friday) include:

- Lodge and exterior picnic space immediately surrounding the Lodge. Tenting is not allowed on the Lodge grounds. Rental does not include exclusive use of trails throughout Camp Sacajawea Retreat Center.
- Residential kitchen minimally stocked with miscellaneous kitchen supplies with residential refrigerator/freezer, electric range, microwave, two 12-cup coffee makers, and prep and serving counters.
- Park Facility Specialist for check-in and check-out.
- Audiovisual Equipment (projection screen, TV/VCR/DVD player)
- Other: extension cords, 2-easels
- Flexible room set up
 - Capacity: 50 - banquet style seated at tables
 - Rental fee does not include set-up or take down by the County.
 - Table and chair set up service can be provided for an additional hourly rate.
- Furniture and room accessories including:
 - a. Chairs: 50 chairs (dark green duralite finish); 1 children's high chair
 - b. Tables: 9 rectangular banquet tables with tan duralite finish (72" x 30")
 - i. Lodge furniture is not allowed for use outside the Lodge.
- Wood burning fireplace and stocked firewood.
- Shared use of Outdoor Classroom when not reserved.
- Internet access and office supplies/equipment are not available at the Lodge.
- The Permit Holder or onsite contact is responsible for their own furniture set up and take down.
- The Permit Holder or onsite contact is responsible for restoring the room to its original level of cleanliness prior to check-out.

ii. Weekend Events and Overnights (Friday-Sunday) include:

- All items listed in the Weekday Meeting Events rental description (above).

b. Camp Sacajawea Group Campsite:

i. Weekday Use (Monday through Friday) include:

- Group campsite, fire ring with 4 benches, 2-4 picnic tables (quantity depends on group campsite size), stocked firewood shared use of vault toilets and trails and garbage can with trash bags.
 - a. Handicapped accessible site available.
- Park Facility Specialist for check-in and check-out.
- Shared use of Outdoor Classroom when not reserved.
- The Permit Holder or onsite contact is responsible for restoring the campsite and vault toilet to its original level of cleanliness prior to check-out including emptying the garbage can and replacing the bag.

ii. Weekend Events and Overnights (Friday-Sunday) include:

- All items listed in the Weekday Use rental description (above).

c. Camp Sacajawea Outdoor Classroom:

i. Weekday/Weekend Use (Monday-Sunday) include:

- Large lit picnic shelter with running water and electricity (handicapped accessible)
- Five picnic tables
- Large campfire ring with seating for 50
- Stocked firewood

a. Reservation of the Outdoor Classroom is only permitted within the rental window of current Lodge or Group Campsite customers. When not reserved, the Outdoor Classroom is available for free on a first come first served basis by current customers.

d. Additional charges may be added for:

- Any additional clearing, cleaning, or set-up by County staff following a meeting, event, use or performance.
- Additional security personnel when the County determines they are needed in connection with an event.
- Additional rental fees based on hourly rental of events lasting beyond the rental period.
- Additional service based on hourly overtime rates for services lasting beyond the rental period.

e. Items not provided:

i. Fully stocked kitchen cookware, utensils and dishes are not provided. Some cooking utensils are available in the Lodge.

II. RENTAL HOURS

a. Availability: The Camp Sacajawea Lodge, Group Campsites and Outdoor Classroom are available for rental seven days a week, 365 days a year. Early or late occupancy allowed only by special permission of the County.

- i. Youth Groups (defined as an organized, nonprofit, youth focused group) can make reservations up to 5 months in advance at both the Lodge and Group Campsites.
- ii. Non-Youth Groups can make reservations for Weekday Meeting Events at the Lodge (Monday-Friday with a 3 p.m. check out time on Friday) 5 months in advance.
- iii. Non-Youth Groups can make reservations for Weekend or Overnight Events at the Lodge and Group Campsites 3 months in advance.
 - All current Lodge or Group Campsite customers can reserve the Outdoor Classroom at any time during their stay.

• Rental hours include:

o **Lodge:**

- a. Monday – Sunday: 7 a.m. to 10 p.m.
 - i. Overnight groups:
 - Check in: 3 p.m. (or later)
 - Check out: 3 p.m. (or earlier)

o **Group Campsite:**

- a. Monday – Sunday: 7 a.m. to 10 p.m.
 - i. Overnight groups:
 - Check in: 3 p.m. (or later)
 - Check out: 3 p.m. (or earlier)

o **Outdoor Classroom:**

- a. Monday – Sunday: 7 a.m. to 10 p.m.

b. Rental Period: The hours between the confirmed check-in time and the confirmed check-out time stated on the Facility Rental Permit constitute the rental period. The facility will be opened for the Permit Holder at the confirmed start of the rental period and locked at the confirmed end of the rental period stated on the permit. The rental period includes all event set-up time by the Permit Holder or designated onsite contact and caterers for designated areas both inside and outside the Lodge. Permit Holders, caterers, employees, representatives, contractors, patrons, and guests cannot occupy the facility before or after the rental period. Occupancy of the facility before or after the rental period will result in additional rental fees, which will be deducted from the damage deposit or assessed to the Permit Holder.

- c. **Facility Access:** The Permit Holder will meet the Park Facility Specialist at the confirmed start time of the rental period. The Permit Holder, or designated onsite contact, must be present at check-in. Late check-ins will be assessed a late check-in fee.
 - i. For groups renting the Outdoor Classroom as part of their Camp Sacajawea reservation, the Facility Specialist will complete the check-in for the Outdoor Classroom at the confirmed check in time for their Lodge or Group Campsite rental.

III. RESERVATIONS/PAYMENTS/CANCELLATIONS

- a. **Confirmation:** A reservation is confirmed once the Parks office has received the rental fee and damage deposit, the final Facility Rental Permit has been signed by the Permit Holder and any other required documentation has been received by the County.
- b. **Reservations:** Reservations are accepted 21 or more days prior to the event, up to 5 months in advance for youth-based groups for the Lodge and Group Campsites and non-youth-based groups for weekday Lodge reservations. Reservations are accepted 3 months in advance for non-youth-based groups for weekend/overnight Lodge and Group Campsite reservations. Reservations for the Outdoor Classroom are encouraged at the time of the Lodge or Group Campsite reservation and can be made any time 21 days or more in advance.
- c. **Payments:** Full rental fee payment and damage/security deposit is required at the time the reservation is made.
 - Cash, check or credit card payments are accepted. Checks not accepted less than 21 days prior to the event. Check payments must be made payable to the Dakota County Treasurer Auditor.
- d. **Cancellations:** 50% of the rental fee will be retained for cancellations received 21 or more days in advance of the event date for weekday rentals. Cancellations received less than 21 days in advance of the event date for weekday rentals will be charged 100% of the rental fee. Damage deposits are 100% refundable on all cancellations.

IV. RENTAL POLICIES AND RULES

- a. **Facility Check-In and Check-Out**
 - i. **Check-in:** The Park Facility Specialist will meet the Permit Holder or designated onsite contact at the facility at the confirmed start time of the rental period. The Permit holder, or designated onsite contact must be present at check-in. Staff will not be available for early check-ins.
 - ii. **Check-out:** Permit Holder, or designated onsite contact, must be ready to check-out of the facility at the confirmed check-out time.
 - iii. Last minute changes to the confirmed check-in and check-out times will result in the loss of a portion of the damage and security deposit.
- b. **Food and Catering Service**
 - i. **Professional Catering:** Events involving alcohol (hard liquor and kegs) must be catered. Multiple caterers may be hired as long as the caterer serving alcohol has a current CATR license through the State of Minnesota (per MN State Statute 340.A.404Sub12).
 - ii. **Self-Catering:** Self-catering is permitted for all non-alcoholic events and for events with alcohol as long as the attendees bring their own beer and wine for their personal consumption (see Alcohol section below). A liquor only caterer is not allowed.
 - iii. **Concessions:** Not available.
 - iv. **Deliveries/pick-ups:** Delivery and pick-up of equipment, food or other items used for the event must be completed during the rental period.

- c. **Alcohol Policy:** The Dakota County Parks Director or authorized agent approves by permit an event may include possession, use or consumption of alcoholic beverages, subject to the following conditions:
- i. A Facility Rental Permit will be executed by the County, which includes an indemnification clause outlining the responsibilities of the Permit Holder and protecting the County's interests, with respect to the event.
 - ii. Insurance: All events involving alcohol require general liability insurance coverage by the permit holder (see Insurance section below).
 - iii. The Permit holder and their guests are permitted to bring their own beer and wine for personal consumption according to the terms in Park Ordinance #107, Section B:
 - Kegs or case lot quantities are not permitted.
 - Other alcoholic beverages beyond beer and wine, as defined by State Statute, are not permitted.
 - Cash bars are not permitted.
 - Host bars are not permitted.
 - iv. For events where kegs or hard liquor is to be served: a CATR licensed caterer, noted in the above Food & Catering Section, must serve the alcohol. This service may be at the table, by butler service, at a hosted or cash bar, and may include beer, wine, hard liquor, cases and kegs.
 - v. Alcoholic beverages may be **consumed** inside the Lodge and outside on the surrounding lawn space, outdoor fire ring areas and in the Group Campsites on Camp Sacajawea grounds.
 - vi. Alcoholic beverages cannot be **served** outside Camp Sacajawea Lodge.
 - vii. Alcoholic beverage service must end at least one half hour prior to scheduled event check-out time, no exceptions.
 - viii. Violation of the Alcohol Policy will result in termination of the permit and eviction. Rental fees and damage deposit will not be refunded.
- d. **Tobacco Use Policy:** Tobacco use is prohibited on any County-owned or operated park property and recreational facilities with the exception of parking lots, roadways, individually rented campsites in County-owned or operated campgrounds, and use of tobacco as part of a traditional Native American spiritual or cultural ceremony.
- e. **Cleaning, Decorations and Damage**
- i. **Rental Cleaning Requirements:**
 - The Permit Holder is responsible for restoring the facility to its original level of cleanliness and to restore the furniture to its default setting prior to the check out time, as outlined in the Facility Check-out Report.
 - ii. **Decorations:**
 - Use of tape or other adhesives, nails, tacks, screws or similar articles on ceilings, walls, doors, floors, light fixtures, furniture or stone/ plaster surfaces is not allowed. All decorations are to be installed without defacing the building and are subject to approval by the County. Use of fog machines, confetti, birdseed, rice, glitter, and sand are prohibited. Candles are permitted when used in or on a fire-safe, enclosed container.
 - All decorating must be completed and removed during the rental period.
 - iii. **Damage:**
 - A security/damage deposit is required for use of the Lodge and Group Campsites to cover the cost of repairing damage that occurs as the result of the Permit Holder's or their group members' use of the facility and to ensure the Permit Holder and their group members abide by the stipulations listed in the permit. The deposit is returned after the event if the facilities have been returned to their pre-use condition and if the Permit Holder abides by all the stipulations of the permit.
 - The Permit Holder will fully reimburse the Dakota County Parks Department upon demand for any damages to or destruction of (including the loss of) the building, furniture, equipment, fixtures, grounds, or any other property, real or personal, owned, used or operated by the Dakota County Parks Department, due to any act or omission of the members, employees, representatives, caterers, contractors, patrons or guests of the Permit holder.

f. Indemnification/Liability/Insurance:

- i. **Indemnification:** Permit holder agrees that if insufficient or inadequate insurance coverage is provided, that they will hold Dakota County harmless and indemnify Dakota County from any and all claims, demands, and causes of action arising from Permit holder's use of specified facility or surrounding grounds, including any attorney's fees and costs related thereto.
 - ii. **Liability:** Permit holder fully waives, releases and discharges Dakota County and its employees from all claims, damages, actions, causes of action, and liability out of or in any manner connected with the Permit holder's use of the County facility under the Facility Rental Permit.
 - The Permit holder is to keep all egress passageways open and unobstructed during any meeting, event or performance.
 - The County is not responsible for theft, damages or injuries to Permit Holder, guests or their property.
 - The County cannot store or in any way be responsible for materials owned by non-county groups or agencies using County facilities.
 - iii. **Insurance:** Rentals involving alcohol, extra furniture or equipment, inflatable games, etc. require general liability insurance coverage. Weekday or weeknight rentals with alcohol or the other extra items noted above, the permit holder must either purchase this coverage through Dakota County for an additional \$130, or provide a copy of their insurance certificate to Dakota County at least 30 days prior to their event. This policy must be in force on the event date, and the insurance coverage must be at least \$1 million per occurrence and \$1 million aggregate, and name Dakota County as an additional insured.
- g. Music/Audiovisual:** Music may be provided a boom box, by band, or by DJ hired by the Permit Holder. Music must be kept at a level to serve the group and may not disturb other park users.
- h. Animals/pets:** Animals and pets are not allowed in any park building unless the animal has been specifically trained and certified as an aide for the physically impaired.
- i. Special Equipment:** Requests to use special equipment such as tents, inflatable games, etc. must be supplied at the time the reservation is made and may require additional insurance coverage and fees.
- j. Use by others:** The Permit Holder cannot assign, transfer or subcontract any space or permit others to use any space without the written consent of the County.
- k. Youth Groups:** Youth groups (participants ages 18 or younger) must be chaperoned on a ratio of one authorized adult per ten youth, or other ratio as deemed necessary by County staff.
- l. Personal Property:** The Permit Holder must clear all personal property from the premises after each meeting, use, event or performance unless the County gives written permission for a longer period.
- m. Conduct:** The Permit Holder is responsible for the conduct of its members, visitors, employees, representatives, caterers, contractors, patrons, and guests while in Camp Sacajawea Retreat Center and Lebanon Hills Regional Park. Uninvited guests at an event should be brought to the attention of the Facility Specialist.
- n. Laws:** In using Camp Sacajawea Retreat Center and conducting any performance, public or private meeting, lecture, concert or other event, the Permit Holder must abide by all laws of the United States, the State of Minnesota, the rules and regulations of all state and federal agencies, all local ordinances and regulation of the Fire Department, Board of Health, Police Department, other city agencies, Dakota County Park Ordinance #107, Facility Rental Permit, and the Rental Terms and Conditions.
- o. Failure to Comply with Park and Facility Rules and Regulations:** The Permit Holder shall comply with the Lebanon Hills Regional Park – Camp Sacajawea Retreat Center – Facility Rental Permit Terms and Conditions, the terms and conditions of the permit issued to them by the County and the requirements of Dakota County Park Ordinance # 107. Failure to do so may result in the County disapproving a request for a permit, canceling an event or seeking other enforcement action authorized by Ordinance 107.