



Chisago County Parks Department Park Reservation Policy

Objectives

The Chisago County Parks Department manages over 800 acres of passive and active parkland, and more than 20 miles of trails. Due to the variety of park facilities and the large number of individuals and organizations who request usage of park facilities throughout the year, it is necessary to develop a comprehensive park facility reservation policy. The objectives of this facility use policy are to:

- Provide greater clarity, consistency, and communication when it comes to reservations
- Provide reasonable opportunities for the public to use park facilities for programs, events, and other recreation purposes
- Minimize wear and prevent overuse of some facilities
- Clarify the significance of previous and future financial contributions

Definitions

Park Facilities: Park facilities include public spaces, open areas, and built structures for public recreation purposes. This includes but is not limited to picnic shelters, campsites, athletic fields, playgrounds, volleyball courts, trails, disc golf course, mountain bike trail, cross country ski trail, and off leash Dog Park.

Tournament: A tournament means any singular event over a period of one or more days involving multiple games and multiple teams, and that requires the use of multiple athletic fields

Scheduling Process

- Reservation requests for all park facilities must be made to the Chisago County Parks Department. Athletic facility reservations will be considered on a priority basis with deadlines established annually according to activity season. Reservation requests for park shelters, campsites, special use permits, and tournaments may be made on line through the Chisago County website at [Chisago County Parks & Trails Online Reservation Process](#) and clicking on the specific shelter or campsite, or by calling the Chisago County Parks and Trails Department at (651)-213-8960 during normal business hours.
- To minimize field wear and maintenance, the following measures have been implemented:
 - a. Athletic fields may be retired from play to allow rehabilitation/regrowth of turf at the discretion of Chisago County Parks Department.
 - b. Chisago County Parks Department may cancel or decline individual reservations based on current field conditions or maintenance purposes (e.g. scheduling aerating/fertilizing).
 - c. Chisago County Parks Department has the right to retire an athletic field or terminate an event reservation without notice.
- Reservations may not be sublet or assigned to third parties.
- Scheduling of park facilities is a cooperative responsibility. Disputes between groups must be resolved on their own if at all possible. Scheduling decisions from the Park Director are final.
- Reservation requests will need to be completed and paid in advance and 10 days prior to special events, games, and tournaments.
- Practices will not receive priority over any other reservation request.

- Individuals wishing to use the public park amenities under the jurisdiction of the Chisago County Parks Department may do so at their leisure on a first-come, first-serve basis, providing the amenities have not been previously reserved by another party.
- Tournaments and large special events shall be subject to a large event fee of \$300 and refundable damage deposit of \$500.

Cancellation and No-Use Policy

Reservation of athletic fields is intended to allow exclusive use during a period of time. In the event that a user wishes to cancel a reservation, a 48-hour cancellation notice is required. If it is determined that an athletic field is reserved but not utilized, a non-use charge shall be administered at the Categories 1-4 hourly rate. Users shall be given one notice per calendar year for failure to either utilize a reserved athletic field and/or not provide a 48-hour cancellation notice. Only three cancellations are allowed per calendar year per user; a \$40 non-use charge will be administered each time thereafter. The Chisago County Parks Department reserves the right to cancel or deny reservations. Cancellations or non-use of an athletic facility due to inclement weather and will not be charged.

Priority Classifications

The following categories are established to determine athletic field reservation priorities and a corresponding schedule of fees, which shall be approved annually by the Park Board and County Board.

Category	Description
1	Affiliated civic organizations and youth or adult athletic organizations
2	Curriculum-related, school-sponsored co-curricular, school athletics, and activities sponsored by the Chisago Lakes Area School District, including Community Education student and adult activities
3	Chisago County Parks Department
4	Businesses and private citizens who are located in or reside in Chisago County limits
5	Non-affiliated organizations, businesses, and citizens who are not located in or do not reside in Chisago County limits

Affiliated Organization Status

To be recognized as an affiliated organization, the organization shall meet the following criteria:

- A. A non-profit organization with a governing board of directors; and
- B. A minimum of 80% of the organization’s members or players reside within the boundaries of the Chisago Lakes Area School District, or be a student at a public or private school located within the geographical boundary of Chisago County

Organizations will be required to provide a current membership list or player roster for verification.

Athletic Fields

All athletic field reservations shall require an annual application form and proof of liability insurance (when applicable). A season is identified as follows: One season- (e.g. fall), summer leagues and fall leagues are considered two separate seasons.

Field Location	Category 1-4	Category 5
Ki-Chi-Saga Ball Fields (1-4)	\$10/Per Person-Season	\$15/Per Person-Season
Ki-Chi-Saga Soccer Fields (1-4)	\$10/Per Person-Season	\$15/Per Person-Season
Ki-Chi-Saga Lacrosse/Flag Football Fields (5-6)	\$10/Per Person-Season	\$15/Per Person-Season

Ki-Chi-Saga Athletic Fields: Practices are limited to 2 hours per day per organization. Games are limited to 4 hours per day per organization. Any requests beyond these time limits (e.g. all-day tournaments) are subject to approval by Parks Director and may require a tournament fee. Utility costs are paid for according to the MOA between the Chisago County Parks Department, Lakes Area Recreation Association (LARA), Chisago Lakes School District, Chisago Lakes Community Education, and other similar organizations/users.

The following timeline is followed in regards to athletic field reservations to create a field use calendar:

APRIL 1	Deadline to submit reservation requests for April 1 through July 31. Athletic fields may be reserved after April 1 on a first-come, first-served basis.
AUGUST 1	Deadline to submit reservation requests for Aug. 1 through Oct. 31. Athletic fields may be reserved after Aug. 1 on a first-come, first-served basis.

Park Shelters & Campsites

Shelter Reservation Fees: County Residents/Businesses: Weekday, excluding Holidays are \$35/day

County Residents/Businesses: Weekends and Holidays are \$60/day

Non-County Residents/Businesses: Weekends and Holidays are \$75/day

Shelter Location	Reservation Fee – All Users	Notes
Checkerboard Park Shelter #1	\$35 per weekday. \$60 - \$75 weekends and holidays.	No electricity
Dennis Frandsen Park Shelter #1	\$35 per weekday. \$60 - \$75 weekends and holidays.	Electricity
Fish Lake Park Shelter #1 – Near Playground	\$35 per weekday. \$60 - \$75 weekends and holidays.	Electricity & Parking Fee
Fish Lake Park Shelter #2 – Near Lake	\$35 per weekday. \$60 - \$75 weekends and holidays.	Electricity & Parking Fee
Ki-Chi-Saga Park Shelter #1 – Near Playground	\$35 per weekday. \$60 - \$75 weekends and holidays.	Electricity
Ki-Chi-Saga Park Shelter #2 – Near Soccer Fields	\$35 per weekday. \$60 - \$75 weekends and holidays.	No electricity
Kost Dam Park Shelter #1	\$35 per weekday. \$60 - \$75 weekends and holidays.	No electricity
Ki-Chi-Saga Park Campsite #1 – South Center Lake	\$15 per day	No electricity
Ki-Chi-Saga Park Campsite #2 – Linn Lake	\$15 per day	No electricity

Note: A 2.5% (\$2.00 minimum) fee will be assessed when paying with credit/debit card or a \$1.50 fee will be assessed for eChecks in accordance with Chisago County Policy.

Park shelters are available to the public on a first-come, first-served basis unless otherwise reserved. The renter is responsible for removing any decorations and placing all trash in proper receptacles. Fires are permitted only in designated fireplaces or personal grills. No glass of any kind is allowed in the parks. Pets shall not be permitted to run at large. Vehicles may not drive or park on trails or grass. Renters interested in using amplified music should check with the Park Director to determine if any permit is necessary.

Other Facilities

Description	Notes/Fees
Dog Park	Available on a first-come, first-served basis with valid dog license
Fish Lake County Park	\$3 daily vehicle parking fee (Friday- Sunday) Memorial Day weekend thru Labor Day. Season Pass-\$20
Ki-Chi-Saga Campsites	\$15 per night
Disc Golf Course	Available on a first-come, first-served basis.
Sunrise Prairie Regional Trail	Available on a first-come, first-served basis.
Swedish Immigrant Regional Trail	Available on a first-come, first-served basis.
Playgrounds	Available on a first-come, first-served basis.
Chisago County Parks	Available on a first-come, first-served basis. May be reserved for special events (e.g. Drone Tournament) subject to approval by Park Director.
Trails	Events such as 5K run/walks, bicycle races, etc. require a permit.

Financial Contributions

Chisago County Parks Department staff and elected officials work diligently to be responsible stewards of financial resources. Today, many local government initiatives and projects often would not be feasible without funds and in-kind support from a variety of sources, including other governing bodies, grants, private donations, and fundraisers. These collaborative partnerships and grassroots, community-supported efforts have been a source of pride for the Chisago County community for many years.

The Chisago County Parks Department Fundraising Policy has been recognized. Four standards identified include:

- The County must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect.
- Where appropriate and advisable as determined by the Chisago County Parks Department, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements are not acceptable; the use of a written donation agreement shall be considered the best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The County may decline donations from any party if the acceptance of gifts is inconsistent with the County's beliefs, values, and mission, presents a financial or reputational risk to the County, or for any other reasons that the County deems appropriate.

Beyond formal lease agreements for particular facilities, users shall not receive any type of priority or special benefit based on past or future financial contributions when it comes to Chisago County Parks Department park facilities.