



# McCcoll Pond ELC RESERVATION APPLICATION

Savage Parks and Recreation | 13770 Dakota Ave., Savage, MN 55378  
 Office: 952-224-3420 | Police Non-emergency: 952-882-2600 | savagemn.gov

**50% non-refundable, Reservation Fee is due at the time of reservation.**

Reservation fee will be applied towards the final balance due. Final Balances are due 60 days prior to the event, or reservation may be cancelled.

Standard Rental Rates	ASPEN ROOM				CLASSROOMS: BIRCH & COTTONWOOD
	Monday – Thursday		Friday - Sunday & Holidays		Monday - Sunday
	Hourly Rate	All Day Rate	Hourly Rate	All Day Rate	Price is per classroom.
Resident Rate	\$80/hr + tax	\$1,100/day + tax	\$103/hr + tax	\$1,400/day + tax	\$25/hr + tax
Non-Resident Rate	\$127/hr + tax	\$1,500/day + tax	\$150/hr + tax	\$1,800/day + tax	\$50/hr + tax
Non-Profit Rates	Hourly Rate		Hourly Rate		<b>Classroom rates do not change.</b> Schools located within the boundaries of 191, 719, 720, Jeffers Foundation and approved Environmental Education Organizations may use the classrooms for environmental-related educational purposes free of charge with a reservation.
Resident Rate	\$40/hr + tax		\$63/hr + tax		
Non-Resident Rate	\$80/hr + tax		\$103/hr + tax		
Business Package (Monday - Thursday)	Hourly Rate	All Day Rate	4-Hour Block		
	\$86/hr + tax	\$517	\$287		

**\*Non-profit groups are required to show proof of tax exemption status or will be subject to tax.**

• **2-hour minimum required for an Aspen room rental. Rental includes** adjacent covered patio, sound and video system, wifi, podium, wireless microphone, 15 round tables (seat 6-8), 4 buffet tables, 100+ chairs, prep kitchen, and refrigerator. Bar height table, easels, and coat racks are available upon request.

**\*\* PLEASE MAKE NOTE: This facility does not have designated parking for ELC reservations. During summer months at Community Park many tournaments are scheduled. Staff will do their best to notify you if your reservation lands on a weekend when a large event is taking place.**

## EVENT INFORMATION:

Today's Date: \_\_\_\_\_ Date Requesting: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_ Do you plan to use a caterer?  Yes  No  Unsure

Interested in (please check):  Aspen Room (cap. 110)  Birch Classroom (cap. 16)  Cottonwood Classroom (cap. 16)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

## RESERVEE INFORMATION

Contact Person: \_\_\_\_\_  Resident  Non-Resident

Business/Organization *if applies*: \_\_\_\_\_  \*Non-Profit (documentation required)

Do you have an account with Savage Parks and Recreation?  Yes  No  Unsure  Information has changed  
*If yes, skip to Agreement Information. If no, unsure, or if your information has changed; please fill out information below.*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone (optional) \_\_\_\_\_

Email Address: \_\_\_\_\_

## AGREEMENT INFORMATION

### PAYMENT AGREEMENT

**Final payments are due 60 days prior to date of use.** Visa or MasterCard online at [savagemn.gov/program-registration](http://savagemn.gov/program-registration). **Sign into your account > click on the cart > select "Pay Old Balances" > move the remaining amount to your cart.** If you need help logging in, contact Savage Parks and Recreation 952-224-3420. Payments in form of cash, check, or card may also be made in person at the Savage Public Works building during office hours. Checks may also be placed in the 24-hour drop box, but must be clearly labeled as to which reservation they are paying for. Do not put card information or cash in the 24-hour drop box.

### KEY PICK-UP & DROP OFF

The McColl Pond Environmental Learning Center is a self-serve facility, therefore you agree to pick up a pre-programmed rental key card prior to your reservation. With this key card you will and let yourself in/out of the facility no earlier/later than this reservation form states. Keys can be picked up at Public Works located at 13770 Dakota Ave. Return keys to Public Works/Parks and Recreation office during business hours or utilize the 24-hour drop box at Public Works or City Hall located at 6000 McColl Drive. **If you have an evening or weekend reservation, you must pick up the rental key card before Friday at 3:30 p.m.**

### RESERVATION FEE

The Renter must pay a non-refundable 50% down payment to the City of Savage at the time the reservation is made. This Reservation Fee will be applied to your balance if all reservation requirements are met. Payment is due, in full, at the time of reservation if your balance due is less than \$100 or if your reservation is within 60 days of the requested Date of Use. In this case, the Reservation Fee will be immediately applied to the balance.

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**CANCELLATION POLICY**

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The Renter may lose use of the McColl Pond ELC ("ELC") and the City may void the rental application if payment in full is not received 60 days prior to the Date of Use. All fees paid by the Renter are refundable, except for the 50% down payment, if notice of cancellation from Renter is given at least 60 days prior to the Date of Use. If the reservation is canceled after the 60-day deadline, no refunds shall be given. Please contact the Parks and Recreation office immediately if there are any reservation conflicts.

Cancellation by the City: The City of Savage reserves the right to cancel this rental application prior to Date of Use, or at any time when a state of emergency is declared by the City of Savage, if utility services are interrupted or unsafe environment conditions exists, or at any time deemed reasonably necessary by the City in its sole discretion. In such an event, Renter agrees that the City shall have no responsibility or liability for any disruption, damage, or loss that the Renter may suffer or incur due to such cancellation. The City will attempt to notify Renter as soon as possible if such cancellation occurs. Fees paid to the City of Savage may be refunded to the Renter if this Agreement is cancelled pursuant to this paragraph.

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**DAMAGES OR OTHER BILLABLE CHARGES**

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Renter shall be responsible for any and all damages and losses to the McColl Pond ELC and its surrounding area that is directly or indirectly caused by or related to the Renter's use of the reserved area. The City of Savage reserves the right to charge the Renter for any damages, staff time, or replacement costs incurred by the City due to damages, cleaning, non-compliance with applicable rules, regulations, laws and/or ordinances, or other expenses incurred as a result of or caused by the Renter's, their guests, invitees, agents, caterers, or third parties' engaged by the Renter for services such as catering, entertainment, etc. In the event any damages or other billable charges are incurred as a result of the reservation, the City of Savage will submit an itemized invoice to the Renter made payable to the City of Savage within 30 days of issuance.

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**DECORATIONS**

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The following is strictly prohibited: (1) affixing decorations and other items to the walls, ceilings, windows, or other building elements and structures, (2) the use of fog and smoke machines inside of and within the area around the ELC, (3) confetti, streamers, birdseed, rice, glitter, sand, silly string, and live flower petals inside of and within the area around the ELC, and (4) moving tables, chairs, and furniture of any kind from within the ELC building to outside of the building. Candles are permitted only if used in a fire-safe, enclosed container and monitored by a responsible adult at all times. Decorations must be removed at the end of the reservation time and any decorations not removed will be discarded by City staff. City of Savage is not responsible for any personal items brought in at the time of your reservation, or thereafter.

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**CATERER REQUIREMENTS**

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**All caterers must be licensed with the Minnesota Department of Health and abide by all applicable laws and regulations.** Renter is required to provide contact information for all professional or commercial caterers/restaurants to the City of Savage. The Caterer Contact Form must be returned 30 days prior to the Date of Use. Caterers who will be supplying or selling alcohol must abide by all state laws, regulations and city ordinances.

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**ALCOHOL & TOBACCO-FREE**

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Alcoholic beverages may be served to and consumed by guests aged twenty-one (21) years of age or older in compliance with state laws, regulations and city ordinances, but shall not be sold without a valid temporary on-sale license for beer and/or wine issued by the City. The City may issue a temporary license for the sale of intoxicating liquor, 3.2% beet, malt liquor and/or wine not exceeding 14% by volume to a club or charitable, religious or nonprofit organization or a political committee registered under Minn. Stat. § 10A.14. All groups selling alcoholic beverages of any kind in the ELC shall secure liquor liability insurance in the minimum amount of \$500,000 with the City of Savage named as an additional insured party. A valid certificate of insurance must be submitted and approved by the City of Savage prior to the Date of Use. Caterers are permitted to sell alcoholic beverages on the premises as long as the City Clerk and City of Savage Police Department have been notified 30 days in advance of the Date of Use that they are in compliance with Savage City Code § 111.023(K). Renter acknowledges and agrees that it will be responsible for ensuring that any and all caterers comply with all applicable state laws, regulations and city ordinances.

All alcoholic beverages must be consumed on the premises and only in the Aspen Room and adjacent patio. Glass is strictly prohibited on the outdoor patio. The ELC is a TOBACCO-FREE FACILITY and the use of tobacco products of any kind are prohibited throughout the ELC building, patio, and surrounding area except only as permitted in the designated areas of the ELC parking lot.

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**INDEMNIFICATION**

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Renter shall indemnify and hold harmless the City of Savage and its officers, employees, and agents against any and all liabilities, damages, fines, penalties, costs, claims and other expenses, including attorneys' fees, caused by, arising from or related to (a) Renter's and/or Renter's guests, invitees, agents, caterers, or third parties' negligence and/or misconduct; (b) any personal injury or property damage occurring in the ELC and its surrounding area during Renter's period of use; (c) Renter's and/or Renter's guests, invitees, agents, caterers, or third parties' failure to comply with any requirements set forth in this rental application or any other applicable law, rule, regulation and ordinance; (d) Renter's loss of use of the rented area due to labor disputes, civil unrest, war, invasions, rebellion, hospitalities, military or usurped power, sabotage, governmental regulations or controls, fires or other casualty, or acts of God outside of and beyond the City of Savage's control; and (e) any litigation or proceeding commenced by or against Renter to which the City is made a party.

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**LIABILITY WAIVER**

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In consideration of the City of Savage accepting this application for facility use, the undersigned Renter hereby, on behalf of Renter or any representative of Renter's organization, successors, and assignees, waives and releases any and all rights and claims for damages of Renter or Renter's representatives for any and all injuries suffered by Renter or any of Renter's guests, invitees, agents, caterers, or third parties relating to or arising out of this rental application and Renter's use of the City of Savage's ELC. Renter assumes full responsibility for any damages to the ELC, including, but not limited to, the common areas, patio, sidewalks, and its surrounding area during Renter's use by Renter, Renter's guests, invitees, agents, caterers, and third parties.

Renter further agrees to abide by City of Savage McColl Pond ELC Administrative Policies and Procedures and the rules and regulations regarding use of City-owned property which are incorporated herein by reference. It is the sole responsibility of the Renter to be aware of ALL policies regarding the rental of the ELC.

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**RENTER AKNOWLEDGES THAT RENTER HAS READ AND UNDERSTANDS THE RULES AND REGULATIONS SET FORTH IN THIS APPLICATION AND AGREES TO BE BOUND BY SUCH RULES AND REGULATIONS.**

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Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*Business' Applicant's Only- Title of Applicant:* \_\_\_\_\_

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**OFFICE USE ONLY**

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Household Number: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Due by: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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