

Facility and Rental Information

Admission to general park use areas is free. Fees are charged for special use areas such as buildings, shelters or fields. All park parking lots, playgrounds and other amenities remain open to the public during park hours. Buildings/shelters are available for rental mid-April through mid-October, between 9 a.m. – 9 p.m. daily.

Park Facility Reservation Procedure and Policy

Full payment must be made at the time of the reservation. Reservations are accepted only for the current calendar year.

You may call the Parks & Recreation Department at (651) 714-3583 between the hours of 8 a.m. and 4:30 p.m. to check facility availability.

Tennis, volleyball, basketball and horseshoe courts are available on a first-come first-served basis. Upon payment, the receipt will serve as the permit for the facility rental. Note: It is the responsibility of the renter to ensure that all rental facilities are cleaned after use, which includes the proper disposal of trash, etc.

There will be adequate trash receptacles located on each park facility site.

There are extra bags located in the trash receptacle. Please make sure all trash is disposed of properly in the trash receptacles provided.

Cancellation Policy

- Park Facility Refund fifteen (15) percent with forty-five (45) day's notice, along with damage deposit
- No rental refund if less than forty-five (45) day's notice (Damage deposit will be refunded)
- No refunds are given due to weather conditions unless the park or facilities are officially closed due to severe, life-threatening weather.

*HealthEast Sports Center, Central Park and Eagle Valley Golf Course are also available to rent.

City Parks and Trail System Regulations

The Woodbury City Code governs the public use of the City's public sites and open spaces. The following code provisions help ensure the safety and welfare of all people that use the City parks, trails and lakes:

- All parks are closed from 10 p.m.—6 a.m.
- Dogs and other pets must be leashed and the person having custody or control is responsible for cleaning up and properly disposing of feces from the animal in a sanitary manner.
- Small recreational fires are allowed only in fire rings and grills provided specifically for that purpose.
- Glass containers are prohibited and trash must be deposited in a proper manner off site.
- Tape, tacks and nails on any surface of the rental facility is not allowed. All decorations or private property must be installed/removed within the rental period.
- Golf is prohibited in all parks and recreation areas.
- Motorized recreational vehicles are prohibited from parks and trails. Private vehicles are not allowed in City parks without a Vehicle Access Permit. Anyone desiring a Vehicle Access Permit may apply for one at the Parks & Recreation office in City Hall.
- Motorboats operating on Battle Creek, La Lake and Markgrafs Lake are restricted from being propelled by a motor greater than 10 horsepower. For Colby Lake, Powers Lake and Wilmes Lake, motorboats are restricted to electric motors only.
- The consumption of alcoholic beverages, including 3.2% beer, as defined by Minnesota Statute 340A, is prohibited during the hours the park sites are closed and during all hours at Menomini Park. During the hours parks are opened (except for Menomini), alcoholic beverages are allowed, but cannot be sold (without a permit issued by the Public Safety Department). Alcoholic beverages cannot be sold, served or consumed by minors.
- No person shall use any form of tobacco product within 100 feet of any beach, athletic field or playground contained within any public site or open space. No tobacco product shall be used by any person upon the grounds of the facilities at Central Park, Ojibway Park or the HealthEast Sports Center. A Certificate of Insurance, co-insuring the City of Woodbury for \$2 million is required to be on file with the city for any jumper/inflatable set-up during your rental.
- Full payment of the rental fee and damage deposit is required at the time of reservation.



8301 Valley Creek Road
Woodbury, MN 55125
651-714-3583

www.woodburymn.gov

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Park Facilities Building Rental Guide



Evergreen West Park

Park Buildings

Park buildings are available for rental 9 a.m. – 9 p.m. daily.

Colby Lake Park * - 9715 Valley Creek Road

\$125 Resident / \$175 Non-resident/\$100 Damage Deposit

Maximum occupancy: 45

Air conditioned building w/restrooms, 4 tables & 24 chairs in the building, includes open air shelter with 3 picnic tables, playground – handicapped accessible, electricity (120 volts) and 75 parking spaces.

Evergreen West Park * - 1033 Tamberwood Trail

\$125 Resident / \$175 Non-resident/\$100 Damage Deposit

Maximum occupancy: 45

Air conditioned building w/restrooms, 4 tables and 24 chairs in the building, includes an open air shelter with 3 picnic tables, playground – handicapped accessible, electricity (120 volts) and 30 parking spaces.

Kargel Park * - 9301 Tamarack Road

\$125 Resident / \$175 Non-resident/\$100 Damage Deposit

Maximum occupancy: 45

Air conditioned building w/restrooms, four tables and 24 chairs in the building, includes an open air shelter with 2 picnic tables, playground—handicapped accessible, electricity (120 volts) and 20 parking spaces.

Shawnee Park * - 6515 Scheel Drive

\$125 Resident / \$175 Non-resident/\$100 Damage Deposit

Maximum occupancy: 45

Air conditioned building w/restrooms, four tables & 24 chairs, open air shelter with 4 picnic tables, playground - handicapped accessible, electricity (120 volts) and 40 parking spaces.

*** A personalized rental day only door pin code will be provided the Monday prior to your rental for the park buildings at Colby Lake, Kargel, Evergreen West and Shawnee.**

HealthEast Sports Center – 4125 Radio Drive

Black, Blue, Red, Green Shelters

\$150 Resident/\$200 Non-resident/\$250 Damage Deposit, Maximum occupancy: 65

Facility Rental Agreement – All reservations require full rental payment and damage deposit at the time of the reservation.



Building Keys / Deposit

Building keys are required for the HSC shelters. You will be asked to provide a key/damage deposit of **\$250**.

Keys are available for pick up the weekday immediately preceding your HSC shelter rental, at the Parks & Recreation Department counter, 2nd floor, City Hall, 8301 Valley Creek Road, Woodbury, MN 55125, between the hours of 8 a.m. and 4 p.m. You will be asked to provide a key deposit in the form of a personal check payable to the “City of Woodbury” to be held on file until the key is returned. Failure to return the key within five (5) business days following your rental of a facility will result in a forfeiture of the deposit.

Building Key Returns

Keys may be placed in the drop box located in the center median in front of City Hall, or brought to the Parks & Recreation Department counter the next weekday following your rental, between the hours of 8 a.m. and 4 p.m.

A personalized rental day only, door pin code will be provided the Monday prior to your rental for the park buildings at **Colby Lake, Kargel, Evergreen West and Shawnee**.

A complete list of parks and amenities, including park directions, can be found on the City’s website at www.woodburymn.gov

Get involved today!

Contact the Woodbury Parks and Recreation Department to reserve a park facility at **651-714-3583** or visit the city’s website www.woodburymn.gov