

# East Medicine Lake Picnic Shelter Reservation Information

Thank you for hosting your next event with Plymouth Parks & Recreation. Included are many helpful details to assist you with planning your event. Please contact the Plymouth Parks & Recreation office at 763-509-5200 or [recreation@plymouthmn.gov](mailto:recreation@plymouthmn.gov) if you have any additional questions prior to your reservation.

## Shelter Policies

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1. Group using the facility must be under competent adult supervision. The organization or user group shall assume full responsibility for the group's conduct and for any damages to the shelter or equipment.
2. The use of tobacco products is not permitted in the shelter, in the parking lot, or surrounding park areas. Renters are able to serve alcoholic beverages during their event with an administrative permit. To obtain permit, please contact the Parks & Recreation office at least two weeks prior to your event.
3. The City assumes no liability for loss, damage, injury or illness incurred by the users of these facilities. The City is not responsible for lost or stolen personal items.
4. Decorations can be used during your rental. Clear tape, duct tape, or similar cannot be used in the park building. Blue painters tape is an approved tape option. Nails and tacks are not allowed.
5. Staking of any kind is not allowed in the parks. All items and decorations used must be removed and disposed of properly.
6. Eleven (11) picnic tables are available in the picnic shelter. The tables will need to remain where they are and can not be moved to other locations within the shelter.
7. Damage deposits will be refunded within one week of your event to the same method of payment used to make the reservation. A portion or all of the deposit may be held to cover any damages during your event.
8. Please clean up after your rental. Wipe down any tables used. Sweep floors and clean up any spills. Remove all decorations, tape, string, or any other materials used to secure decorations. Bag all garbage. Pull the kitchen door completely shut. The restroom doors will remain unlocked all day for public park use.
9. Per City Ordinance 805.09 (subd. 13): No person, group, association or organization can operate business in the park without obtaining a permit. Parks and Recreation reviews permit requests to determine use. This includes selling items, or offering a service (for free or at a cost) on park property.

## Access to the Shelter & Kitchen Doors

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The restroom and kitchen doors will be automatically unlocked for you; you will not need a key to access the facility. Doors will be scheduled to unlock at the start of your reservation and lock at the end of your reservation. Please contact the Parks & Recreation office if you only need the doors available during a portion of your time block.

Should your event end early, please call 763-509-5200 to notify a member of our staff so that we can lock the restrooms right away. As stated in Shelter Policies above, the organization or user group shall assume full responsibility for any damages to the building or equipment.

## Reservation Permit

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At the time you made your reservation, you received a copy of your reservation permit to your email address. Please have a copy of this permit on hand with you during your event. To receive another copy of your permit, please contact our office during business hours. Signage will be posted on the northwest shelter post, nearest the grill, showing the upcoming reservations and names of each reserving group. Your name/group name will be listed on this signage.

In the event that anyone is using the shelter when you arrive, please show them your permit and/or the reservation signage with your name. If they refuse to leave, you can call the Plymouth Public Safety Non-Emergency number of 952-258-5321 and ask for a Community Service Officer to come to the park to assist removing the other group of people.

**Plymouth Parks & Recreation**

763-509-5200 | [recreation@plymouthmn.gov](mailto:recreation@plymouthmn.gov) | [www.plymouthmn.gov](http://www.plymouthmn.gov)

# East Medicine Lake Picnic Shelter Reservation Information

## Cancellation Policy

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To cancel a reservation you must contact the Parks & Recreation office at least 10 business days prior to your rental. A \$25 cancellation fee will be retained from your rental fee, and the remainder will be refunded back to you. If your reservation was canceled due to severe weather, please contact the Parks & Recreation office the next business day in order to receive a refund. Rentals are not refunded for rain.

## Grills

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There is a charcoal grill available to use during your reservation. You will need to bring your own charcoal and lighter.

## Parking

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The parking lot can be accessed via the entrance to the park at the intersection of Kilmer Lane and 17th Ave. All vehicles will need to park in the parking lot and cannot be parked on the grass or trails.

## On-Site Kitchen

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There is a small kitchen that you will have access to during your reservation. Inside the kitchen is a small refrigerator, sink, counter, and outlets. Please remove all food and beverages from the refrigerator after your event. You may open the rolling window and use that as a serving counter. Please close and lock the rolling window at the end of your reservation.

## Beach Access

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The East Medicine Lake Beach is open to the public late-May through late-August, from 9:00 a.m.-8:00 p.m. Please refer to the signage on-site for beach rules and regulations. The beach is unguarded. The beach will be closed due to inclement weather and/or when the air temp is 65° or cooler.

## Serving Alcohol

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An administrative permit is available at no cost to allow for alcoholic beverages to be served at your event. If you did not request the permit while making your initial reservation, please contact the Parks & Recreation office at least two weeks prior to your event to include the permit with your event.

To sell alcoholic beverages at your event, you must apply for and be approved for a temporary on-sale liquor license and follow MN State Statute 340A.