



2025 - City of Jordan Park Shelter Rental Policy

Reservation Process

1. Applicant must complete the park rental application and pay the appropriate fees. Reservations are only valid once payment is received and the application is approved.
2. All applicants must be at least 18 years old to reserve the Park Shelter.
3. Call Jordan City Hall for availability and booking at 952-492-2535 or via email at info@jordanmn.gov. Shelters can only be reserved up to 1 year in advance.
4. Representative must fill out the shelter permit for the event (picnics, family reunions, etc.)
5. Payment must be received to acquire a reservation. Checks should be made out to the City of Jordan.

Rental Policies

1. Park hours are 8 am - 10 pm. The event must be completed and cleaned up by 10 pm.
2. Each reservation is for a shelter only; the park is public, and other users may be nearby utilizing other public facilities.
3. The volume for any music shall be kept at a reasonable level so as not to disturb the adjacent residential properties, and the speakers and/ or direction of the sound shall be pointed away from the residential areas.
4. Renter is responsible for picking up all garbage in and around the shelter. You may leave trash bagged next to garbage receptacles.
5. No glass containers are allowed within the park.
6. No parking or driving is allowed on grass; violators will be ticketed by the Police Department. If needing to have vehicle access in the park, contact the Public Works Director at (952)-492-2535.
7. Any event over 100 people requires a Special Event permit. This permit can be obtained from Jordan City Hall at (952)-492-2535. This permit does require City Council approval so please plan for a three-week time period prior to approval.
8. If alcohol is going to be provided, a Special Events permit IS REQUIRED, in conjunction with a Caterer's License. (Requirements for a caterers License to serve Alcohol, also requires food to be provided and served) This can take up to three weeks for City Council approval.
9. Electricity is available in all shelters. Please bring your extension cords.
10. Damage deposit checks will be shredded at the end of the month, unless otherwise requested or if damage was reported.

Shelter Options

OPEN SHELTER FEES: **Non-refundable (fees per shelter)**, Damage Deposit (refundable)

Resident:	\$75	\$150
Non-Resident:	\$100	\$150
Local Non-Profit:	\$0	\$150
ENCLOSED SHELTER FEES:		
Resident:	\$100	\$250
Non-resident:	\$125	\$250

RESIDENT: Resides within Jordan City Limits; NON-RESIDENT: Resides outside Jordan City Limits; LOCAL NON-PROFIT: An organization that is set up in a not-for-profit status that is based in Jordan or has a Jordan address for its main office or headquarters

*All shelter rentals, including non-profit, require a damage deposit fee to be refunded upon inspection.

Reservation Details

Please check the shelter you are requesting:

_____ Large Shelter 1

_____ Small Shelter 3

_____ Gazebo 4

_____ Large Shelter 2

_____ Enclosed Shelter 5

_____ Grassmann

_____ Holzer Park Shelter

_____ Resident Fee Open Shelter \$75

_____ Non-Resident Fee Open Shelter \$100

_____ Resident Fee Enclosed Shelter \$100

_____ Non-Resident Enclosed Shelter \$125

_____ Non-Profit

_____ \$150 Open Shelter / \$250 Enclosed Shelter Damage Deposit

****Please note that payment for the park shelter is due at the time of reservation. ****

Checks should be made out to the City of Jordan

Please provide a separate check for payment and deposit

Date and Time of Rental Use _____

Name: _____ Email: _____

Address: _____ City/Zip: _____

Phone Number: _____ Email: _____

Purpose of Rental/Type of function: _____

The undersigned hereby has received, read and understands the policies concerning the reservation for the park shelter rental at Lagoon Park. In addition, agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Application further agrees to indemnify and hold the City harmless from, and against, any and all liability for any injury that may be suffered by them or any guests connect with this reservation.

Signature of Applicant

Date

Payment Options

Park Shelter Fee Payment

☐ Cash

☐ Check

OFFICE USE ONLY

Date Received: _____

Received by: _____

_____ Application Complete

_____ Copy to Applicant

_____ Approved by Staff

Total Fee Due: _____

Total Damage Deposit Due: _____

Lagoon Park Cancellation / Refund Policy

100 % Rental Refund & Deposit given IF Cancellation is 7 DAYS before rental date.

****NO Refunds due to inclement weather**

City of Jordan
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(952) 492-2535
www.Jordanmn.gov