

West 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 if you have any additional questions prior to your reservation.

Shelter Policies

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 alcohol or tobacco products is not permitted in the shelter, in the parking lot, or surrounding park areas.
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. Five (5) 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. Remove all decorations, tape, string, or any other materials used to secure decorations. Bag all garbage.
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.

Reservation Permit

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 shelter post 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.

Cancellation Policy

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

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

Parking

The parking lot can be accessed via the entrance to the park on Medicine Lake Drive W. All vehicles will need to park in the parking lot and can not be driven or parked on the grass or trails.

Beach Access

The West 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 guarded from mid-June through mid-August, from 12:00 p.m.-6:00 p.m. The beach will be closed due to inclement weather and/or when the air temp is 65° or cooler.