

SHELTER EXPECTATIONS

After Hours Issues (Urgent Only) Contact: 507-375-3121

DURING USE

- No decorating shelter until day of your event after 8 a.m.
- Nailing or stapling decorations under or on the shelter is prohibited.
No decorating the utility door.
- No alcohol is permitted without obtaining a permit issued by the City of St. James Police Department
- Marking, writing, or defacing any equipment, structure, or pavement within park is prohibited.
- Any tent or extras (bounce house) must be pre-approved by the City and may have to provide city with liability insurance.
- Do not block utility door with tables or decorations.
- All pets in the shelter must be contained or on a leash at all times.
You must clean up after your pet.

CLEANUP

- Cleanup must be finished by 11 p.m.
- All tables and counters must be wiped down and cleaned.
- All tables must be placed back in the original arrangement.
- The floor must be swept and clean of all debris.
- All the garbage must be in the garbage receptacles that the City has provided.
- Doors and windows must be closed and locked.
- We are not responsible for any items left in the shelter and they must be removed.
- Key must be returned to City Hall in drop box or in person.



City of St. James
124 Armstrong Blvd. S
St. James, MN 56081
507-375-3241

FOR EMERGENCIES: 911 or
507-375-3121

Please note which shelter you are in.
The address is on the signage on the
outside of the building.