



**APPLICATION FOR FACILITY USE - Recreation Center Permit**

The review and approval of a Facility Use Application is coordinated through the appropriate office of the Minneapolis Park & Recreation Board (hereinafter "Park Board"). Please follow the proposal process below and complete the application in its entirety.

**APPLICATION PROCESS**

1. Choose a Park Location and Date/Time for your event.
2. Complete all sections of this Permit Application (page 3). This form is for informational purposes and is required to create an accurate cost estimate. Completion of form does not constitute permission to use the Facility.
3. Submit your application by email, mail, delivery-in-person, or by facsimile to the Recreation Center of your choice or the Park Board Visitor Services Department. All applications, proposed activities, and event features are subject to review and approval of the Park Board.
4. You will be contacted by the appropriate center staff, they will confirm facility availability and permit approval or denial. Once approved, your permit is still contingent upon being paid in full prior to the rental date.
5. Once payment is received, the Park Board will email, mail or fax a permit agreement and receipt to the applicant with further instructions and contact information.

**Indoor Fee Schedule**

Facility	Fee (+ Tax)
<b>Gym (Large):</b> Armatage, Central Gym, Coyle, East Phillips, Farview, ML King, Northeast, Phillips (Greater than 6,000 square feet)	\$79/hour
<b>Gym (Standard):</b>	\$42/hour
<b>Multi-Purpose Room:</b>	\$30/hour
<b>Meeting Room or Kitchen:</b>	\$16/hour
<b>Patio/Pergola/Outdoor Shelters or Similar Amenities at Recreation Center Sites:</b>	Contact Center for Details
<b>Staffing Fee:</b> For rentals outside operating hours, or at any time a group is large enough to require additional staffing, 2 hour minimum	\$20/hour
<b>Park Police Fee:</b> Some uses as determined by MPRB staff may require the presence of park police, minimum of four hour charge	Refer to event permits & fees for most up to date rates
<b>Percentage of Revenue Fee:</b> If an admission fee is charged or revenue is collected on site from sales/services, a percentage of gross revenue collected must be paid to the Park Board as follows:	10% for non-profits/government 20% for all other entities

**ITEMS TO KEEP IN MIND**

1. Recreation Centers are available for rentals between the hours of 6:00am and 12-midnight. Any use beyond 12-midnight must be approved by the Superintendent of the Park Board, or their designee. Recreation Centers are not available for rentals on the following holidays: New Year's Day, Fourth of July, Thanksgiving, Christmas Eve and Day, New Year's Eve.
2. Permits may be issued up to one year in advance. Annual events have first right of refusal on the corresponding date each year. All permits are non-transferable and non-refundable.
3. Reservation time frame includes set-up, event and tear down. (Installation & removal of all tables/chairs and décor)
4. A permit does not guarantee exclusive use of the recreation center for your event. The general public may use the park, but they are usually considerate of your needs and move out of the area. It does grant you exclusive use of the rented space (i.e. a room or gymnasium).

**RULES FOR ALL PERMITS**

1. Payment in full is due seven (7) days before the date of permitted use.
2. Once booked and paid for no refunds or cancellations are issued for facility use permits.
3. A group or individual conducting an event open to the public and bringing equipment, apparatus, or other objects into the park which are not a permanent and customary feature of the facility, or which could present a liability hazard, are required to provide a certificate of insurance, naming Minneapolis Park and Recreation Board as an "additional insured", in the amount of \$1,500,000 for General Liability Coverage. In addition, approval for such equipment must be obtained and listed on the permit.
4. City of Minneapolis, Minneapolis Public Schools, Hennepin County, NRP Planning Committees, City of Minneapolis officially recognized Neighborhood Associations, and Activity/Park Councils are exempt from fees and charges as long as their purpose remains consistent with MPRB mission and goals.
5. Elected government officials who wish to hold public meetings to conduct public business (i.e., nonelection campaign purpose) for Minneapolis constituents are not required to pay rental fees. Any required staffing fees remain applicable.

**RULES CONTINUED**

6. The MPRB limits the fee for use of all park gymnasiums/auditoriums/multi-purpose rooms to \$26.00 per session for precinct caucuses held every even-numbered year on the fourth Tuesday in February or another date set by the County Auditor as set by law. Any staffing fees remain applicable. Other meetings set by Caucus groups are billed at the Board approved rates.

7. Applications are subject to review and are to be submitted at least 30 days prior to event date unless otherwise authorized under the MPRB policies. MPRB reserves the right to revoke a permit if an unavoidable scheduling conflict occurs or if an MPRB program or service requires the use of the permitted space. In this case every effort will be made to relocate the group to a same or similar space/location.

8. Unless expressly provided in a permit, all motorized vehicles are prohibited on park property except on park roads and parkways designated for public transportation.

9. Organizations may not deface any portion of the building in furtherance of their activity. All decorations must be cleared with the Park Board staff in advance. Attachment of objects, banners or material to trees, light poles and sculptures is prohibited. Also digging of ground or surface is prohibited, per molesting vegetation ordinance, unless noted on permit and utility lines are identified and located.

10. Clean-Up/Damage Deposit:

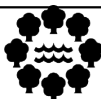
Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the MPRB against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the MPRB may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event.

**CONDITIONS OF USE**

***Events and Rentals***

The permit holder rents this facility "as is." If the permit holder installs any temporary modifications to the facility, when the event is ended, the temporary modification or accommodation shall be removed, and the facility returned to the same condition as existed before the event. Permanent modification to the facility is not allowed. Renter assumes full responsibility for injuries to persons and damages to parkland/building/facility resulting from negligent acts or omissions of the permit holder during the time the parkland/building/facility is being used under this agreement. To indemnify the MPRB and hold the MPRB harmless from any liability to any person resulting from any damage or injury resulting from the negligent acts or omissions of the permit holder occurring in connection with the permitted event. That said parkland/building/facility may be used only with an approved permit granted by authorized MPRB staff. Authorized staff reserve the right to cancel permits at any time. All permits are for the above noted dates only. Permittee agrees to limit all activities conducted on MPRB property to the terms of the permit and that violation of laws, rules or regulations may result in revocation of the permit and retention of all or a portion of the damage deposit. No vendor or organization will be allowed to advertise or distribute products, whether for free or for sale, to the public on park property, unless they are part of an event and appropriate arrangements are made with the event organizer. Minneapolis Park and Recreation Board Tobacco Use Policy prohibits smoking or use of any tobacco product at any permitted event; however the event may apply for a waiver to this policy. Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain on park grounds or in MPRB facilities, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs in the park or facility. (Exception: Wine used by church or religious organizations for sacramental purposes is allowed.) Persons shall not gamble for money or other valuables within the center or in any park area.

**NOTE:** The Minneapolis Park & Recreation Board has a "No Refund Policy." If necessary, an event may be rescheduled, pending facility and staffing availability. Only one change of date is allowed. Any changes must be done ten (10) business days prior to the original event date. Any questions or changes to your event should be directed to the Recreation Supervisor at the requested recreation center.



**RECREATION PERMIT APPLICATION**

**APPLICANT INFORMATION**

Name of Applicant & Organization (if necessary): \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Unit/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Applicant Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Are you a - Individual/Community Member, Government Entity, Business, or 501.3c Non-Profit? \_\_\_\_\_  
**\*If non-profit, please include your state registration identification number\***

**EVENT INFORMATION**

**Facility/Location/Rooms** (See Page 1 for list of possible locations): \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time (Include setup & cleanup):** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**List any equipment, supplies or items you are requesting to bring into the rented space:** \_\_\_\_\_

**EVENT FEATURES**

**Check all information appropriate to your event. If Yes, a longer Use & Event application is required from the Minneapolis Park & Recreation Board.**

1. Are you requesting permission to serve food or beverages to the public?  Yes  No  
*If serving food to the general public, a food permit must be obtained from the City of Minneapolis at the renter's expense.  
If serving beverages, are you requesting permission to serve alcohol?  Yes  No*
2. Will you be collecting any money in connection with this event?  Yes  No
3. Will your event require the use of portable toilets or tents/canopies?  Yes  No  
*Portable toilets may be rented at your own expense, MPRB staff will coordinate placement with the renter in advance.  
If staking tents/canopies into the ground, the renter is responsible for calling 811 to have underground utilities marked in advance.*
4. Do you intend to provide samples to the public, sell merchandise, have a DJ/live music or temporarily install structures, such as: stages, bounce houses, etc.  Yes  No

**PAYMENT**

**YOU WILL BE CONTACTED AFTER APPLICATION IS REVIEWED FOR FURTHER PROCESSING**

(Final fees will be determined after applications are reviewed. Please do not write card information or mail cash with this application)

**SIGNATURE**

I affirm that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Minneapolis Park & Recreation Board policies and agree to abide by them.

Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

\_\_\_\_\_

Date

**For Office Use Only:**

Date Application Received	Permit #
Staff Initials	Receipt #