



## RECREATION CENTER PERMIT PROCEDURES AND GUIDELINES

### Recreation Centers/Park Areas and Facilities

The Minneapolis Park and Recreation Board (MPRB) encourages Minneapolis residents of all ages and abilities to fully utilize park facilities, including recreation center buildings, and to take advantage of its year-round recreation and leisure program services.

Public and/or private agencies, organizations and other groups have the opportunity to request the use of these facilities for their own self-directed programs.

MPRB staff may permit use of neighborhood/community Recreation Centers and facilities, provided those used do not significantly affect normal park use, negatively impact the Board's resources, and are not in conflict with the Park and Recreation Board mission. The sponsoring organization shall be required to meet permit requirements and pay special use fees when applicable.

### Priority of Use and Group Categories:

#### Priority of use:

1. MPRB
2. Minneapolis Public Schools – with which there is a reciprocal use agreement
3. City of Minneapolis, Hennepin County, and other local government bodies within Minneapolis
4. Other groups and individuals

### Procedures:

#### Application & Fees:

1. An application or administrative fee of \$25.00 is required for any permit where fees are due. This application fee is nonrefundable, unless permit is cancelled by MPRB, but will be applied to total fees due.
2. Fifty percent (50%) of total fees are due upon approval of permit. Payment in full is due seven (7) days before the date of permitted use.
2. Refunds for cancelled use will be given as follows (calendar days):
  - a) Full refund with 15 or more calendar days' notice.
  - b) Fifty percent (50%) refund with 7 to 14 calendar days' notice.
  - c) No refund (0%) with less than 7 calendar days' notice.

4. Request for permit must be received at least 14 calendar days in advance or the requested permit may be denied.
5. MPRB reserves the right to revoke a permit if an unavoidable scheduling conflict involving a higher priority group occurs, or if an MPRB program or service requires the use of the permitted space. In all cases, MPRB programs and services take precedence.
6. NRP Planning Committees, City of Minneapolis officially-recognized Neighborhood Associations, and Activity and Park Councils are exempt from fees and charges as long as their purpose remains consistent with MPRB mission and goals.
7. Under the auspices of our reciprocal use agreement, Minneapolis Public Schools are not required to pay any fees during normal operating hours of the park.
8. Elected government officials who wish to hold public meetings to conduct public business (i.e., non-election campaign purpose) for Minneapolis constituents are not required to pay rental fees during normal operating hours of the park. Any required staffing fees remain applicable.
9. The MPRB limits the cost for use of all park gymnasiums/auditoriums/multi-purpose rooms to \$25.00 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 required staffing fees remain applicable.

## **MPRB Board Approved Fee Schedule:**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Gym (Large) – Central, Farview, ML King, Phillips, East Phillips, Coyle, Armatage. Greater than 6,000 square feet	<b>\$70/hour</b>
Gym (Standard)	<b>\$40/hour</b>
Multi-Purpose Room	<b>\$25/hour</b>
Meeting Room	<b>\$15/hour</b>
Kitchen	<b>\$15/hour</b>
Application/Administrative Fee (when fees are collected)	<b>\$25</b>

### **Additional Fees:**

- a. **Staffing Fee:** A \$20.00 per hour staff fee may be charged when rental occurs outside regular operating hours of the Recreation Center, or at any time when the group is so large that additional staff must be scheduled to accommodate the rental. Note: A two-hour minimum staffing fee may be charged if rental occurs entirely outside regular operating hours.
- b. **Percentage of Revenue Fee:** If an admission fee is charged; or if revenue is collected from sale of any item(s); or if money is collected to pay someone providing a service associated with the event (e.g., a speaker or performer), then a percentage of gross revenue collected must be paid to the Minneapolis Park and Recreation Board, as follows:
  - Ten percent (10%) of gross revenue for non-profit organizations/government with a minimum of \$25.00 paid in advance.
  - Twenty percent (20%) of gross revenue for all others with a minimum of \$100.00 paid in advance.
- c. **Clean-Up/Damage Deposit:** A Clean-up/damage deposit of \$150.00 will be charged for any use of a Recreation Center involving a minimum of 100 or more people expected in attendance for the event. Any out of the ordinary clean-up costs,

trash removal costs, or any damage to park property will be retained from this deposit. Otherwise, it will be refunded.

- d. **Park Police Charge:** Some uses, as determined by MPRB staff, may require the presence of park police at a cost of \$65.00 per officer per hour, with a four-hour minimum.

**NOTE: Athletic Field and Outdoor Use: Refer to separate “Use of Outdoor Athletic Fields” Policy and Fee Schedule.**

### **Scheduling and Approval**

11. Permits may be issued for up to one year in advance of the requested use.
12. To ensure equitable access to facilities, permits may be limited in scope and length as determined by MPRB staff.
13. The Superintendent of MPRB or designee must approve all permits for use of parklands and facilities. MPRB reserves the right to deny approval of a permit application if it determines it is in the best public interest to do so.
14. Use of park equipment should be requested at time of permit application. If the equipment is available and approved for use, it shall be listed on the permit.
15. A permit is not transferable to any other person or organization.
16. Recreation Centers are generally available for rentals between the hours of 8:00am and 10:00pm. In addition, any use of a Recreation Center beyond 12:00 midnight must be approved by the Superintendent of the Minneapolis Park and Recreation Board, or his/her authorized representative.
17. Recreation Centers are generally not available for use on the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve, except for MPRB programming and co-sponsored special events.

### **Security & Insurance:**

18. Keys will not be issued to any individual or group. MPRB personnel must open and close the facility.
19. 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 \$250,000/\$750,000 for bodily injury and \$300,000 for property damage. In addition, approval for such equipment must be obtained and listed on the permit.

### **Conduct & Standards:**

20. Organizations may operate concessions for sale of goods and items not explicitly forbidden, provided the necessary food handling permits from the Health Department for open foods have been granted and that said organization has provided MPRB with a copy of this permit and follows the Board approved fees as follows:
  - Ten percent (10%) of gross revenue for non-profit organizations/government with a minimum of \$25.00 paid in advance.

- Twenty percent (20%) of gross revenue for all others with a minimum of \$100.00 paid in advance.
21. Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain on park grounds or in the recreation center, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs in the park or recreation centers. (Exception: Wine used by church or religious organizations for sacramental purposes is allowed.)
  22. Persons shall not gamble for money or other valuables within the center or in any park area.
  23. Organizations may not deface any portion of the building in furtherance of their activity. All decorations must be cleared with the Minneapolis Park and Recreation Board staff in advance of the scheduled activity.
  24. All persons, groups or organizations using the facilities shall be responsible for damaged, broken or missing property and shall reimburse the Minneapolis Park and Recreation Board for all such losses incurred.
  25. The attachment of any objects, banners or material to trees, light poles or sculptures is prohibited. Also, digging or penetrating of ground or surface is prohibited unless approved on the permit and utility lines are identified and located.
  26. Cars and trucks are not permitted to operate on park premises, other than on roadways or in parking lots, unless specific permission is obtained for the purpose of delivering and removing authorized equipment. In no case shall a vehicle operate from one-half hour prior to the event until the end of the event, after dispersal of those attending.
  27. Organizations are reminded that Minneapolis Park and Recreation Board employees are forbidden to accept any gratuities, whether tangible or intangible.
  28. The permit holder or designee, known to and approved by the Minneapolis Park and Recreation Board, is required to be on site during the entire event, including preparation and clean-up/take down.
  29. Organizations sponsoring meetings, events, fund drives and other civic or community functions shall be allowed to post placards, notices, advertisements or pamphlets, which invite the general public to attend such events, on the bulletin board in recreation centers, provided that space is available and said action is approved by the appropriate Recreation staff person.
  30. For any public activity held at an MPRB facility, Permit Holder shall comply with all applicable local, state and federal laws and regulations prohibiting discrimination of any kind.
  31. The appropriate Recreation staff person shall be responsible for assignment of rooms and empowered to make immediate decisions not otherwise covered.