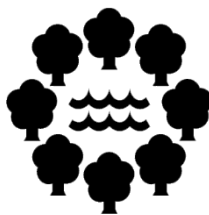




**Minneapolis  
Park & Recreation Board**

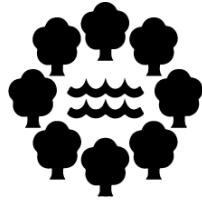
**2018 Athletic Facility Permit Application**

**MPRB ATHLETIC FACILITY PERMITS  
ATHLETICS & AQUATICS  
2117 WEST RIVER ROAD MINNEAPOLIS, MN 55411**



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# Minneapolis Park & Recreation Board

## *PERMIT APPLICATION PROCEDURES, REGULATIONS AND GUIDELINES*

### **PROCEDURES**

1. Applicants should pick a specific Facility and date for the rental. Applicants are encouraged to pick an alternative Facility and/or date in the event an applicant's first choice is not available
2. Applicants are required to complete all sections of this application. All proposed activities and events are subject to the approval of the Minneapolis Park & Recreation Board (herein after "MPRB"). The MPRB will not consider the application if it is incomplete. If you have questions please email [jbartsh@minneapolisparcs.org](mailto:jbartsh@minneapolisparcs.org).
3. Applications may be found online at the MPRB website ([www.minneapolisparcs.org](http://www.minneapolisparcs.org)) or at the MPRB Headquarters, 2117 West River Road, Minneapolis, MN 55411. Submittal of the Athletic Facility Permit Application can be brought in person, or sent via email, mail, or faxed to 612-230-6515 to the MPRB Headquarters (2117 West River Road, Minneapolis, MN 55411). Submittal of an Athletic Facility application does not grant a permit or confirmation to conduct the event. All 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.
4. The permit application process opens at 9:00am on February 1, 2018. Priority deadline for returning permit holders is 4:30pm on February 15, 2018. After the priority deadline permit applications are reviewed on a first come first serve and availability basis. Not all applications are guaranteed a permit for field use. Permits are granted to user groups according to the priority list and field availability. The Minneapolis Park and Recreation Board reserves the right to cancel a permit at any time.
5. Permit reservations for multiple dates of usage at Park Facilities and Regional Facilities go through the Athletics and Aquatics Department. Single use dates at Park Facilities go through the Recreation Staff at the Recreation Center.

### **PRIORITY OF USAGE**

1. Minneapolis Parks & Recreation Board programs (MPRB)
2. MPS K-12 program (including athletics and Community Education programs)
3. Returning permit holders from 2017 requesting similar dates and hours from the previous year
4. New community groups and organizations

If the MPRB receives more than one application for the same Facility and date, priority shall be given to the Returning Event that has been granted a permit for the previous year. In the event that the above priority fails to determine which applicant will be granted the permit, then the permit shall be granted to the applicant who submitted their application first. If this fails to determine the Permittee, the granting of the permit shall be decided by a flip of a coin where the applicants are invited to be present. The MPRB reserves the right to cancel or not issue permits due to construction and/or maintenance of MPRB Property.

6. All applications will be required to ensure the event is accessible to people with disabilities. In this case, the applicant agrees that reasonable modifications to conduct the event shall be provided at the expense of the applicant. When such is required, the applicant shall consult with MPRB staff regarding resources to provide the modification necessary. These include but are not limited to changes in rules and policies, providing extra staff and volunteers, providing auxiliary aids and services such as sign language interpreters, assistive listening systems, large print brochures/maps, removing architectural barriers at elements provided by the applicant and other related activities. The applicant may not impose a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility.

7. Upon receiving the completed application, the MPRB will contact the applicant by email to confirm the receipt of the application. The application will then be reviewed. The MPRB reserves the right to require additional information/documentation regarding the applicant.

8. Applicants are required to submit a "Certificate of Insurance in the amount of \$250,000/750,000 for bodily injury-\$300,000 property damage with the MINNEAPOLIS PARK AND RECREATION BOARD as an additional insured" for the event and date(s) of all preparation for such event occurring on MPRB property. 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. The obligation to indemnify and hold harmless the MPRB will survive the termination or expiration of the Permit. This certification is not required at the initial time of application, as it takes time to proceed. The applicant must submit the certification 30 business days prior to the date of the event. An Athletic Facility permit will not be issued if the Certificate of Insurance has not been received.

## **RENTAL GUIDELINES**

*Failure to adhere to the following rules and regulations may result in a fine and/or denial of the current or future permit requests.*

### COMMERCIAL USE and SOLICITATION

- ❖ No person, entity or league shall sell, rent, or offer to sell or rent, any goods, services, or organizational memberships of any nature whatsoever, nor shall any person, entity or league solicit for donations, without a permit to do so.

## EVENT HOURS

- ❖ Events are restricted to hours of public use for MPRB property.
- ❖ If access to the park is necessary for set-up or tear-down either before or after public use hours, then the applicant will be charged a fee to cover all costs associated with the request, if approved.

## FEES

- ❖ All users who receive a permit for exclusive use of a facility must pay the appropriate fee per the attached fee chart. If a user has an outstanding debt to the MPRB for a permit, they will be unable to reserve space until the debt is paid in full.
- ❖ The renter assumes the risk of any and all costs and expenses incurred including but not limited to the denial of an athletic facility permit by the MPRB and any modifications by the MPRB of terms and conditions of the athletic facility permit after issuance.
- ❖ The selling of merchandise and/or refreshments on MPRB property is prohibited.
- ❖ See current fee schedule for more information.

## ASSIGNMENT AND PERMIT INSPECTION

- ❖ Permit Applications and Permits are not assignable and are non-transferable.
- ❖ A copy of the Athletic Facility Permit must be present on-site for inspection.

## CANCELLATION

- ❖ All cancellations must be submitted in writing to the MPRB one month in advance of their scheduled date in order to receive a full credit or refund minus a \$30 administrative fee. Failure to do so will result in the renter not receiving a refund.
- ❖ All fees are non-refundable and non-transferable unless MPRB determines otherwise.

## INCLEMENT WEATHER

- ❖ The MPRB reserves the right to cancel or relocate an event due to poor weather or adverse property conditions to protect the grounds or facility.
- ❖ No rain dates will be issued. Refunds will not be granted for inclement weather unless the event was cancelled by the MPRB.

## AMENITIES

- ❖ The MPRB does NOT provide storage or any amenities such as portable toilets, sound systems,

stages, tables, chairs, tents, canopies, fencing, barricades, or other equipment.

- ❖ Storage is not provided at any MPRB Athletic Facility.
- ❖ Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the MPRB, the City of Minneapolis, and the State of Minnesota, are at the sole expense and risk of the Event Organizer.

#### NO PROPERTY RIGHTS

- ❖ Unless expressly provided for in the permit, the Athletic Facility Permit does not grant the permit holder with any property rights to park property including but not limited to possessory rights, and the right to restrict access and use of any member of the general public on park property.

#### AMPLIFIED SOUND

- ❖ Absolutely **NO** amplified sound (including sound checks) before 8:00am, or after 10:00pm.
- ❖ All requests for amplified sound must be approved by the MPRB.
- ❖ Amplified sound must be directed away from residences and must comply with the City of Minneapolis regulations.
- ❖ Subject to the provisions of MPRB ordinance PB2-34, amplified sound is prohibited in parks without a permit. Permits shall limit the use of amplified sound between the hours of 8am and 10pm unless otherwise expressly authorized by the MPRB.
- ❖ The proposed location of the sound system, direction of sound and location of all speakers must be identified on the Site Map.

#### ALCOHOL

- ❖ The consumption or selling of alcohol is prohibited on park board grounds.

#### VEHICLES

- ❖ Unless expressly provided in a permit, all motorized vehicles are prohibited on park property except on park roads and parkways designated for public transportation. This prohibition shall not apply to the use of motorized wheelchairs and scooters by handicapped individuals.
- ❖ Any vehicle pass that has been provided to the applicant must be clearly displayed on the dashboard of each vehicle in the designated area. Any vehicles not properly displaying the appropriate vehicle pass are prohibited and may result in the issuance of a warning and/or citation and/or towed from MPRB property.
- ❖ Vehicles must park in authorized parking areas.

## PORTABLE TOILETS

- ❖ All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets must be clearly identified on the MPRB approved Site Map designating all locations prior to delivery.
- ❖ Additional portable toilets may be brought in for rentals at with permission from the park board at the renters expense.

## SIGNAGE

- ❖ Fastening, stapling, or attaching any rope, sign, banner, flyer, or other object to MPRB property including but not limited to any tree, shrub, or park feature (including existing park signs) is prohibited.
- ❖ The use of spray chalk or spray paint is prohibited on MPRB property, and any damage as a result of such use will result in additional fees to repair the damage in addition to any fines that may be imposed.

## FIRE PROHIBITION

- ❖ Unless expressly provided in a permit and subject to the City of Minneapolis ordinances, open fires of any nature are prohibited on MPRB property.

## MPRB Facility Regulations

- ❖ Groups must stay off fields that are designated "Out of Play". No practice or warming up is allowed on these fields.
- ❖ At times, conditions may warrant that a field be deemed unavailable for play. The decision to close a field may be made by MPRB Maintenance Foreman.
- ❖ The MPRB Maintenance Foreman or Citywide Permit Coordinator in the Athletics and Aquatics Department has the right to cancel any permitted dates at any time due to unplayable field conditions.
- ❖ The Citywide Permit Coordinator in the Athletics and Aquatics Department will attempt to reschedule a cancelled date if possible.
- ❖ Field use privileges may be revoked at any time by the Citywide Permit Coordinator in Athletics and Aquatics if a group or members of a group do not comply with the Facility Regulations.
- ❖ Use of the facility is strictly for the sport it is intended and permitted for.
- ❖ Warm up time is included in the permit time listed.
- ❖ All City and MPRB ordinances must be followed
- ❖ The responsible person of the group holding the permit must have a copy of the signed written permit in their possession while the rental is taking place.
- ❖ Start and End times listed on permit must be adhered to.

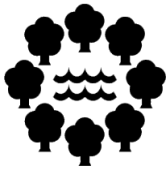
<b>Facility Use Groups</b>	<b>No fee MPRB No fee Mpls. Public Schools</b>	<b>Minneapolis Residents/Adults &amp; Use By Colleges</b>	<b>Non-Residents Minneapolis/Adults &amp; Commercial Groups</b>	<b>Non-MPRB Youth Teams &amp; Associations</b>
<b>Fields: except Neiman &amp; Parade</b> Football (tackle, flag, or touch) Soccer Cricket, Ultimate Frisbee Rugby Lacrosse	<b>No fee – MPRB No fee – MPS Schools</b> Except when use outside normal operating hours or request additional maintenance.	<b>\$35/hour</b> Includes routine maintenance. Other services extra: extra satellite toilets, additional lining of field current maintenance costs.	<b>\$45/hour</b> Includes routine maintenance. Other services extra: existing satellite toilet service fee, cover cost of increased satellites, additional lining of field.	<b>Hourly fee \$10.00</b> (extra charges for field set-up or lining above normal services)
<b>Fields: except Neiman &amp; Parade</b> Baseball Softball  <b>Rinks:</b> Hockey Broomball	<b>No fee – MPRB No fee – MPS Schools</b> Except when use outside normal operating hours or request additional maintenance.	<b>\$30/hour</b> Includes routine maintenance. Other services extra: bases \$5/field/day; extra lining/dragging-- current maintenance costs.	<b>\$45/hour</b> Includes routine maintenance. Other services extra.	<b>Hourly fee \$10.00</b> (extra charges for field set-up or lining/dragging above normal services; bases when not normally provided).
<b>Courts:</b> Volleyball Tennis Kato	<b>No fee – MPRB No fee – Schools</b>	<b>\$25/hour</b> Special Court Set-up extra - \$35/time	<b>\$30/hour</b> Special Court Set-up extra - \$35/time	<b>Hourly fee \$10.00</b> (extra for special court set-up)
<b>Lights</b>	<b>No fee</b> unless beyond normal hours.	<b>\$25/hour</b>	<b>\$30/hour</b>	<b>No fee</b> unless beyond normal hours.
<b>Staffing</b>	<b>No fee</b> except when outside normal operating hours.	<b>\$15/hr. or current rate;</b> if there is a special need for staffing only.	<b>\$15/hr. or current rate;</b> if there is a special need for staffing only.	<b>\$15/hr. or current rate;</b> only when outside normal operating hours.
<b>Permit Admin. Fee</b>	<b>No Fee</b>	<b>\$50.00/sports season.</b> Example: Soccer spring and summer permit \$50.00 fee. Fall permit separate \$50.00 fee.	<b>\$50.00/ sports season</b> Example: Soccer spring and summer permit \$50.00 fee. Fall separate \$50.00 fee.	<b>\$50.00/ sports season.</b> Example: Soccer spring and summer permit \$50.00 fee. Fall separate \$50.00 fee.



**Premier Fields:**

- Parade Soccer/Football
- Parade Baseball
- Van Cleve Baseball
- Stan Cyson Baseball (Northeast)
- Frank Quilici Baseball (Shingle Creek)
- Harmon Killebrew Baseball (Pearl)
- DeLaSalle Soccer/Football
- Elliot Soccer Field
- Rod Carew Baseball/Softball
- Eddie Phillips Football/Soccer (Farview)
- North Commons #3 Baseball/Softball
- Neiman Soccer
- Neiman Baseball/Softball

Field/Service	
BASEBALL/SOFTBALL Parade Baseball Field Neiman #1 and #2 Baseball Field Neiman #3, #4, #5 Baseball/Softball Field Bossen #2, #3, #4, #5, #6, #7 Baseball/Softball Field	\$55/hour Youth \$100/hour Adult *Bases included in fees
BASEBALL/SOFTBALL: Van Cleve Baseball Field #1 Northeast Baseball Field #1 Frank Quilici Baseball Field (Shingle Creek) Harmon Killebrew Baseball Field #1 (Pearl) Rod Carew Baseball/Softball Field North Commons #3 Baseball/Softball Field	\$25/hour Youth \$50/hour Adult
SOCCER/FOOTBALL Parade DeLaSalle (Youth Only) Elliot Soccer Eddie Phillips (Farview) Neiman A Soccer Neiman B Soccer Neiman C Soccer Neiman D Soccer Neiman E Soccer Neiman F Soccer Neiman G Soccer Neiman H Soccer	\$70/hour Youth \$100/hour Adult
MPRB Staffing (when needed at site)	\$15/hour 4 hour minimum depending upon request
Grooming Between Games	\$50/hour, 4 hour minimum



**MINNEAPOLIS PARK & RECREATION BOARD**  
**2018 ATHLETIC FACILITY PERMITTING APPLICATION**

2117 West River Road  
 Minneapolis, MN 55411  
 Phone: (612) 230-6400  
 Fax: (612) 230-6511  
 jbartsh@minneapolisparcs.org

INSTRUCTIONS: Please carefully read the "Rental Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

**APPLICANT INFORMATION**

NAME OF APPLICANT \_\_\_\_\_

NAME OF ORGANIZATION/GROUP \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT/UNIT/SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ FAX \_\_\_\_\_ CELL PHONE \_\_\_\_\_

RENTAL DAY ON-SITE CONTACT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

Is the organization/group a 501(c) (3)?  
 (Please check No or Yes below.)

No  Yes **→** Please attach current verification of 501(c) (3) status

**RENTAL INFORMATION**

RENTAL NAME: \_\_\_\_\_

1ST CHOICE PARK LOCATION: \_\_\_\_\_ SPECIFIC ADDRESS: \_\_\_\_\_ DATE(S): \_\_\_\_\_

2ND CHOICE PARK LOCATION: \_\_\_\_\_ SPECIFIC ADDRESS: \_\_\_\_\_ DATE(S): \_\_\_\_\_

ACTUAL RENTAL TIMES ( INCLUDING WARMUP)

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Additional Information Required: If your rental includes multiple days and/or varying times, please attach a schedule.

EXPECTED NUMBER OF PARTICIPANTS (Mandatory):  
 (Please check ADULT or YOUTH below.)

ADULTS  YOUTH

EXPECTED NUMBER OF SPECTATORS: \_\_\_\_\_

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?  
 (Please check No or Yes below.)

No  Yes **→** Rental Name: \_\_\_\_\_  
**→** Location: \_\_\_\_\_ Date: \_\_\_\_\_

## RENTAL DESCRIPTION

Please check what type of rental this is (Check all that apply) and write a brief description of your event.

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Cricket          | <input type="checkbox"/> Outdoor Volleyball  |
| <input type="checkbox"/> Softball | <input type="checkbox"/> Rugby            | <input type="checkbox"/> Touch/Flag Football |
| <input type="checkbox"/> Soccer   | <input type="checkbox"/> Ultimate Frisbee | <input type="checkbox"/> Tennis Courts       |

Brief Description of Event: \_\_\_\_\_

Please provide a detailed description of your rental. Document(s) with this information or other materials describing this rental may be attached.

## AMPLIFIED SOUND

Are you requesting permission to have amplified sound? Amplified sound must be directed away from residence and must comply with MPRB codes; absolutely NO amplified sound before (including sound checks) 8:00 a.m. or after 10:00p.m.

(Please check No or Yes below.)

No  Yes → Hours of Amplified Sound (including sound check): \_\_\_\_\_ To \_\_\_\_\_

Describe Sound System: \_\_\_\_\_

Please describe purpose and type of amplified sound and special needs such as a MPRB Sound Technician. (Sound Tech Required at Harriet Bandshell)

Additional Information Required: If you checked "Yes" above, please identify the proposed location of sound system, direction of sound and location of all speakers on your site map.

## VEHICLES

Are you requesting permission to operate staff/supply vehicles on MPRB service roads for delivery of equipment and supplies?

No  Yes → Number of Vehicles: \_\_\_\_\_

Vehicle Description(s): \_\_\_\_\_

Are you requesting permission to retain vehicles on-site for the duration of the event?

No  Yes \_\_\_\_\_

## PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from MPRB property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the MPRB.

No  Yes → Number of Portable Toilets: \_\_\_\_\_ **AND** Number of Accessible ADA Portable Toilets: \_\_\_\_\_

Company/Description(s): \_\_\_\_\_

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

## Returning Permit Holder

Have you or your organization ever applied for a permit before? (Please check No or Yes below)

No  Yes → Was your permit granted? \_\_\_\_\_

If yes, date of previous rental \_\_\_\_\_

