



## Reservation Request Dates & Procedures

***September 1, 2020 – April 30, 2021***

### **Important Dates:**

- April 22, 2020 – application process opens at 9:00 am
- May 8, 2020 – application process closes 4:30 pm
- May 18 – 27, 2020 – preliminary schedule issued via e-mail for approval by user
- June 15, 2020 – final schedule issued via e-mail for approval by user
- June 22, 2020 – final schedule distributed to user
- July 14, 2020 – remaining ice/turf time offered to the general public

### **Request Process:**

Requests open on April 22, 2020 at 9am on and close on May 8, 2020 at 4:30pm. Send requests to [arenas@minneapolisparks.org](mailto:arenas@minneapolisparks.org). Ice/turf applications are reviewed on a first come first serve and availability basis\*. Not all applications are guaranteed a reservation for use. Reservations are granted to user groups according to the priority list and availability. The Minneapolis Park and Recreation Board (MPRB) reserves the right to cancel a reservation at any time. Applications are considered complete if the following document(s) are submitted via email:

- **Fully completed and signed Ice, Turf, and Room Request and Rental Agreement**
- **Tax-Exempt form** (if applicable)
- **Ice Arena Event Application** – only needed for shows, competitions, tournaments, special events, selling items

**Between May 18 and May 27, 2020, a preliminary schedule will be issued by email.** Monitor your email closely following your submittal. After receiving your preliminary schedule, **you have 7 days to respond** with any change requests and returns. Use the schedule provided and highlight hours you will no longer use. Preliminary dates and times sent out are not final.

**Final winter schedules will be issued by e-mail by June 15, 2020. Your final schedule must be approved and accepted in writing by June 22, 2020** – a final schedule will be distributed.

During the scheduling process unanticipated special situations may happen and the MPRB reserves the right to make any final changes or subtractions of days and hours, or any minor time adjustments as necessary. After all schedules are accepted and approved the remaining available ice time will be for sale to the general public on approximately **July 14, 2020**. New ice will be allocated on a first come first served basis.

*\* Failure to submit all of these items together by May 8, 2020 at the 4:30pm deadline may cause your request to be denied. Early requests will be returned and are not valid.*