

# MINNEAPOLIS PARK & RECREATION BOARD

## ICE, TURF AND ROOM REQUEST AND AGREEMENT

### CUSTOMER ACCOUNT INFORMATION

**New customer**

**Returning customer**

Is the organization a 501(c) (3)? ☐ No ☐ Yes → Please attach current verification of 501(c) (3) status

Name of organization (if applicable) \_\_\_\_\_

Name of applicant \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Preferred phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Street address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

### TERMS AND CONDITIONS

This agreement, issued by The Minneapolis Park and Recreation Board, 2117 West River Rd. Minneapolis, MN 55411, hereinafter referred to as "MPRB" and issued to customer, hereinafter referred to as "Lessee" and is valid for all time rented.

### REPRESENTATIVES/LIASONS

In order for the Ice Arena Manager to effectively serve Lessee, all organizations/groups are asked to elect no more than five authorized representatives to serve as liaisons between MPRB and their group. All communications, requests for time additions, transfers and all other requests between the group and MPRB should, always, be channeled through each group's representatives. Please contact us if you require more than five authorized representatives.

Authorized Representative(s) (please print clearly)

	Name	Title	Phone	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

### TREASURER/BILLING CONTACT

Name	Title	Phone	Email
_____	_____	_____	_____

## **FEES**

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All groups/organizations/individuals renting time shall be charged the applicable rate approved by the MPRB Board of Commissioners.

## **PAYMENTS**

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Invoices will be emailed to the lessee at the end of the month. Payment of invoice is due on the date specified. Lessee agrees that reservations made constitutes an obligation of Lessee to pay balance of fees. Additional reservations made after current payment date has passed will be added to the upcoming reservation payment date. There is no penalty for prepayment.

All one-time rentals must be paid at time of booking.

## **PAYMENT TYPES**

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Checks, cash, money orders and cashier's checks, Visa, MasterCard, American Express or Discover credit cards are accepted.

## **LATE FEE/NON- PAYMENT**

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Payments not received by the due date will be assessed a \$25 late fee. Lessees with past due payments will be notified in writing on the next billing statement that the account must be paid in 10 days so that the Lessee can continue use of an MPRB facility. Lessees with outstanding fees greater than 30 days past due will be barred from accessing a MPRB facility until past due payments are paid in full. Lessees with a documented history of poor payment will have their time request(s) reviewed and may either be pre-empted by other groups and/or have their current requested time allotment reduced or cancelled.

## **CANCELLATIONS**

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Any cancellations made before 30 days of reservation is eligible for a full refund. The Lessee will be responsible for the full fee if the cancellation is less than 30 days before the reservation.

## **SCHEDULING EFFICIENCIES**

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Lessee has 48 hours to accept or reject tentative schedule time provided by MPRB and acknowledges that no response constitutes acceptance of the schedule. MPRB reserves the right to adjust start times to allow for scheduling and operational efficiencies.

## **NSF FEE**

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All returned checks will be assessed a \$30 non-sufficient funds fee.

## **NON-TAX AGENCIES**

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Pursuant to MN State Sales Tax Law requires any organization claiming tax exemption to provide a signed and dated MN ST-3. No personal checks will be accepted for non-tax status payments.

## INDEMNIFICATION

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Lessee shall defend, indemnify and hold harmless the MPRB against all actions, claims, demands, liabilities, injuries and damages, whether to persons or property or both, which may be imposed upon or incurred by the MPRB because of, or arising out of, any act, default or omission on the part of the Lessee in connections with the activity which the Lessee is conducting.

## STAFF

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All employees of Lessee, whether paid or volunteers, full-time or part-time, shall be employees of the Lessee and shall not be employees of the MPRB.

## DAMAGE OR DESTRUCTION OF PREMISES

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In the event the premises are destroyed or becomes damaged to the extent that they are not fit for the use, time reserved will be terminated. In the event of such termination, the MPRB shall refund to the Lessee all sums, heretofore, paid by the Lessee for the time that has been terminated. It is expressly understood between the parties that the MPRB shall only be liable for refunding fees paid, and shall have no liability to the Lessee for any other costs, expenses, lost profits or any other claims which the Lessee may have incurred or anticipated.

## REPAIRS TO PREMISES

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The Lessee accepts responsibility for repair of any and all damage to the premises resulting from acts associated with their usage or event. The Lessee shall have the option of performing any repairs to the specifications of the MPRB or pay MPRB the actual cost of the repairs. Settlement of all repair obligations shall be accomplished within one week of the duration of event.

## GENERAL PROVISIONS

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Permittee agrees that the aforesaid time is made available pursuant to any rules and regulations governing the operation of arenas adopted by the Minneapolis Park and Recreation Board of Commissioners.

## CONDUCT

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Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain in or on facility premises, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs in any indoor or outdoor MPRB facilities. Must abide by all Ice Arena rules in conjunction with guidelines and restrictions from MDH and MHA if required.

## SCHEDULING COMMUNICATIONS

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Written documentation is required. We ask that you communicate all ice scheduling requests, changes and additions through email in order to ensure we have a documented trail to follow which will help us minimize mistakes in scheduling.

Rental Request for Arenas: [arenas@minneapolisarks.org](mailto:arenas@minneapolisarks.org)

## LIVEBARN

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We are a LiveBarn Venue. If you can't make it to the rink, you can still stay connected by watching all events Live and On-Demand. **10% DISCOUNT - PROMO CODE: 81cd-2m8r**

# MINNEAPOLIS PARK & RECREATION BOARD ICE, TURF AND ROOM RENTAL AGREEMENT

## ACTIVITY TYPE

\_\_\_ Baseball                      \_\_\_ Hockey                      \_\_\_ Soccer  
\_\_\_ Broomball                      \_\_\_ Lacrosse                      \_\_\_ Other \_\_\_\_\_  
\_\_\_ Figure skating                      \_\_\_ Skippyball

## RESERVATION REQUEST

\_\_\_\_\_  
First choice rink location                      Date(s)  
\_\_\_\_\_  
Second choice rink location                      Date(s)

## Actual rental times (including warmup)

\_\_\_\_\_  
Start time                      End time

**Additional Information Required:** If you are requesting multiple dates and times and/or varying times, please attach a separate document.

## ACCEPTANCE BY LESSEE

I, \_\_\_\_\_, representing \_\_\_\_\_  
(Print name)                      (Print group name)

have read and agree to the Terms and Conditions contained herein, and hereby warrant and represent I execute this rental agreement on behalf of the Lessee and have sufficient power, authority and capacity to bind the Lessee with my signature and agree to pay the fees and to ensure compliance with the Terms and Conditions contained herein.

*Please check or initial cancellation policy below. Leaving this blank will cause your request to not be processed.*

### CANCELLATION POLICY

Any cancellations made before 30 days of reservation is eligible for a full refund. The Lessee will be responsible for the full fee if the cancellation is less than 30 days before the reservation.

\_\_\_\_\_  
Signature                      Date  
\_\_\_\_\_  
Title