



# MINNEAPOLIS PARK & RECREATION BOARD

## ACTIVE CLASS PERMIT APPLICATION

2117 West River Road  
Minneapolis, MN 55411  
Phone: (612) 230-6400  
Fax: (612) 230-6504  
permits@minneapolisparks.org

INSTRUCTIONS: Please carefully read the "Class Procedures & Guidelines" sections on the second to last page before completing this application. Incomplete applications will not be processed. No amplified sound allowed with any Active Sports Permit application.

### APPLICANT INFORMATION

NAME OF APPLICANT

NAME OF CLASS ORGANIZER/PRODUCER

PRODUCTION COMPANY/ORGANIZATION

FEDERAL TAX ID or SOCIAL SECURITY #

STREET ADDRESS

APT/UNIT/SUITE

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

DAYTIME PHONE

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT

DAYTIME PHONE

CELL PHONE

CLASS SPONSOR: Are you, the applicant, organizing this class on behalf of another organization?

(Please check No or Yes Below)

☐

No

☐

Yes



Name of Organization:

NAME OF SPONSORING ORGANIZATION CONTACT

SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION

CITY

ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this class.

Is the sponsoring organization a 501(c) (3)?

(Please check No or Yes below.)

☐

No

☐

Yes



Please attach current verification of 501(c) (3) status

### CLASS INFORMATION

CLASS NAME & TYPE:

PARK LOCATION:

SPECIFIC ADDRESS:

DATE(S):

ACTUAL CLASS TIMES:

Start Time:

Finish Time:

EXPECTED NUMBER OF PARTICIPANTS (Mandatory):

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

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

☐ No☐ Yes

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

### CLASS DESCRIPTION

Please provide a brief description of the class:

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Document(s) with this information or other materials describing this class may be attached.

### ADMISSION FEES, PARTICIPANT ENTRY FEES & SUGGESTED DONATIONS

Will you be collecting money in connection with this activity?

(Please check No or Yes below.)

☐ No☐ Yes

→ If yes, describe the purpose of the collection, the place and manner in which you intend to collect the money, and from whom you will be collecting: \_\_\_\_\_

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### FOOD AND NON-ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

☐ No☐ Yes, to the participants only☐ Yes, to the general public

Are you requesting permission to sell food and/or beverages?

(Please check the appropriate response.)

☐ No☐ Yes, to the participants only☐ Yes, to the general public

Additional Information Required: If you checked "Yes" above, the MPRB reserves the right to collect a percentage of gross revenue for all sales of food/beverages. If you are planning to distribute food a Short Term Permit is required from the City of Minneapolis Department of Regulatory Services.

### MERCHANDISE

Are you requesting permission to give away/sample merchandise?

(Please check the appropriate response.)

☐ No☐ Yes, to participants only☐ Yes, to the general public

Are you requesting permission to sell merchandise?

(Please check the appropriate response.)

☐ No☐ Yes, to participants only☐ Yes, to the general public

If you checked "Yes" above, the Minneapolis Park and Recreation Board reserves the right to collect 20% of gross revenue for merchandise sold on park property.

### PARKING

Will you be requesting permission to purchase parking for volunteers, staff, and/or participants?

☐ No☐ Yes

Number of Vehicles: \_\_\_\_\_

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

## ADDITIONAL CLASS LOGISTICS

If you are planning to erect, install, or use any of these structures, please describe below and identify the location of all structures on a Site Map. Include sizes and quantities of individual structures. If you are unsure of quantities please feel free to email [permits@minneapolisparke.org](mailto:permits@minneapolisparke.org) with questions.

### STAGES/PLATFORMS

Will your class include the installation of stages/platforms? The location of the stages/platforms must be approved by the MPRB.  
(Please check No or Yes below.)

☐ No ☐ Yes  Number of Stage(s): \_\_\_\_\_  
Stage Description(s): \_\_\_\_\_

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on a Site Map.

### OTHER STRUCTURES

Will your class include other structures not otherwise identified in this application? The type of any or all structures must be approved by the MPRB.  
(Please check No or Yes below.)

☐ No ☐ Yes  Number of Structures: \_\_\_\_\_  
Description(s): \_\_\_\_\_

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms and all other structures on a Site Map.

## PROCEDURES AND GUIDELINES

- 1) Applicants should pick a specific Venue and date for the class. Applicants are encouraged to pick an alternative Venue and/or date in case the first choice is not available.
- 2) Upon receiving the completed application, the MPRB will contact the applicant 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, applicant's company, sponsoring company/organization, co-sponsors, class participants, class vendors, class activities or the class itself. The applicant will be notified of the application status within 10 business days. The MPRB may postpone approval of permit until receipt of additional requested information or documentation. Failure to submit requested information or documentation in 30 days prior to the Active Class Permit date may be cause for denial of Active Class Permit.
- 3) 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 class and date(s) of all preparation for such class 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 class. 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 class. An Active Sports permit will not be issued if the Certificate of Insurance has not been received.
- 4) Amplified sound is allowed for active class permits. Amplified Sound must adhere to City of MPLS Decibel Policy: Sound measured at fifty (50) feet from the source shall not exceed ninety (90) db (A).
- 5) All fees are non-refundable and non-transferable unless MPRB determines otherwise.
- 6) Classes are restricted to hours of public use for MPRB property
- 7) All applicable fees (including, but not limited to, application, rental, security deposit, maintenance services, lifeguard services, and security services) and all requested documentation/information must be submitted no later than 30 days prior to the class date. Most classes are \$26 per class up to 2 hours in total. Class prices may vary dependent on size and park usage.
- 8) Site Map: A detailed map showing the locations, dimensions, or size of the class. The Site Map must clearly show the location of your class and the area in the park you are requesting to permit.

## APPLICANT SIGNATURE

Applicant will indemnify and defend the Park Board, its officials, agents and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear (or 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 Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Active Class Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of an Active Class Permit.

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NAME OF APPLICANT

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SIGNATURE OF APPLICANT

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DATE

Thank you for completing your Active Class Permit Application. Before you submit your application to the Minneapolis Park and Recreation Board, please make sure that the following steps have been completed:

Have you?

- ☐ Signed and dated your application?
- ☐ Attached your class site map?
- ☐ Provided all documents and information as requested throughout the application?
- ☐ Sent in Certificate of Insurance (You may send in post application)

Submit your completed application to:

**Minneapolis Park and Recreation Board**

Use & Event Permitting

2117 West River Road

Minneapolis, MN 55411

Phone: (612) 230-6400

Fax: (612) 230-6504

Email: [permits@minneapolisparks.org](mailto:permits@minneapolisparks.org)

\*All payments are due 10 days prior to class date