

# Winter Season: Request Procedures

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*Winter season: September 1, 2024 – April 30, 2025*

**Winter Season request period opens at 9am on April 19, 2024, and closes on May 3, 2024, at 4:30pm.**

- Send requests to [arenas@minneapolisparks.org](mailto:arenas@minneapolisparks.org).
- Early applications will not be accepted.
- Ice/turf applications are reviewed on a first come first serve and availability basis.
- Not all applications are guaranteed a reservation for ice/turf use.
- Reservations are granted to user groups according to the priority list and ice/turf availability.
- The Minneapolis Park and Recreation Board reserves the right to cancel a reservation at any time.

**Prepare, complete, and submit via email the following:**

- **Documents needed:** Request Form, Completed/Updated Tax-Except form (if applicable)

## **Priority of Usage**

1. Minneapolis Parks & Recreation Board programs (MPRB)
2. MPS K-12 programs (including athletics and Community Education programs)
3. Returning ice users requesting similar dates and hours from the previous year
4. New community members, groups, and organizations
5. New ice will be allocated on a first come first serve basis

**2. Between May 15 and May 25, 2024, a preliminary schedule will be issued by email.**

- **You have 7 days to respond** with any change requests and returns.
- Use the schedule provided and **highlight** hours you will no longer use.
- Be aware that all preliminary dates and times sent out are not final.

**3. Final Winter schedules and contracts will be issued by e-mail by June 14, 2024.**

**4. Your final schedule must be approved and accepted in writing by June 21, 2024** or your ice will be released for public sale.

- During the scheduling process unanticipated special situations may happen and the Minneapolis Park and Recreation Board reserves the right to make any final changes or subtractions of days and hours, or any time adjustments as necessary.

**5. After all schedules are accepted and approved the remaining available ice time will be for sale to the general public approximately July 1, 2024.**