

## **PARK RESERVATION REQUEST POLICIES AND FORM**

Use of city facilities is for the pleasure and enjoyment of community residents. All rules posted and listed here must be followed. *Also, please note that City and or School District Ordinances prohibit some activities without written permission. You will need to complete the application and include the list of activities you are considering; you may be required to discuss the request with City staff prior to any permit being issued. If discovered that activities were offered that were not approved, you may face cancelation of all future reservations and/or fines.* If entertainment features such as inflatables, tents, dunk tanks, stages, rides, etc. are planned; application must be submitted **at least 21 days in advance**. All entertainment features must follow city ordinances and may not be approved. Otherwise, completed application and payment of fees need to be submitted at least 7 business days in advance to guarantee reservation (if space is still available). Applications received less than 7 business days may be subject to additional administrative fees.

**Rental Priority:** Please note that City of Robbinsdale sponsored events and programs have priority.

- 1) Robbinsdale non-profit organizations and groups.
- 2) Robbinsdale residents and businesses for private parties and purposes.
- 3) Any non-resident function.

<b><i>Fee Schedule</i></b>	<b><i>Permit fees are non-refundable</i></b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Deposit Required</b>
Park Building		\$55 per 4 hour slot	\$95 per 4 hour slot	\$100
Lakeview Picnic Pavilion		\$125 per 4 hour slot	\$195 per 4 hour slot	\$100
Sm Picnic Pavilion		\$50 per 4 hour slot	\$90 per 4 hour slot	\$100
Ice Rinks		\$15 per hour	\$30 per hour	
Tennis/Horseshoe Court		\$15 per hour per court	\$30 per hour per court	
Multi-sports Field (RMS or LVT)		\$20 per hour	\$40 per hour	
MLB Twins All Star Field		\$30 per hour	\$60 per hour	
Ball Diamond (no game prep)		\$15 per hour	\$30 per hour	
Diamond Weekday Field Prep		\$30 per field	\$50 per field	
Lights (where available)		\$20 per hour	\$20 per hour	\$30
Portable Entertainment Fee		\$75 per feature	\$75 per feature	\$500 (cash or certified check)

### ***Policies and rules***

The following must be followed/observed. The persons and/or organization stated on the permit will be held responsible for the care of the reserved facilities and for any damages during the reservation period. Buildings and Pavilions are rented for 4 hour time slots. Saturday and Sunday time slots are 7:30-11:30 am; 12:00-4 pm and 4:30-8:30 pm. All day rentals are available, call for details. Monday-Friday rental slots are more flexible. ***The issued permit must be with the user and made available to parks and/or law enforcement personnel upon request.***

1. Must follow all Federal, State, County, School District and City Policies and Guidelines where applicable.
2. Violations of Park Ordinances are misdemeanors and can result in revocation of permit or arrest. City policies and ordinances are available upon request.
3. Reservations are only for the exclusive use of the specific facilities/courts during times listed on permit.
4. A diagram with location of any entertainment feature brought into the park (i.e. dunk tank, inflatables, staging, etc.) must be submitted with application and approved by City.
5. Permit holder will be responsible to contact **Gopher One**, if needed, to verify where utility lines are if stakes are needed to anchor any equipment/entertainment features.
6. **NO glitter/confetti** is allowed. Decorations need to be attached using non-damaging methods and must be completely removed
7. All debris from use must be picked up and placed in appropriate waste receptacles.
8. Hot charcoals must be properly disposed, either taken with you or placed in the designated hot coals disposal bin.
9. No animals are allowed on baseball diamonds or the multi-sports fields.
10. No motorized vehicles allowed on the grass, sidewalks, etc. without authorization from City.
11. Bicycles must stay on established pathways.
12. Parking allowed in parking lots or non-permitted street parking only.
13. No unauthorized use of facilities is allowed.
14. Field use may be canceled due to weather or unsafe field conditions. When fields are closed, all use is prohibited.
15. Alcoholic beverages are prohibited; unless you are able to qualify for a beer permit issued by City.
16. No golfing/golf practicing allowed.
17. All building windows and doors must be securely locked as you leave.
18. All parks and fields are designated Tobacco Free.
19. Normal park hours are 6:01 am to 10:00 pm. (Lakeview Terrace Park closes at 11:00 pm.)
20. Deposits will be returned after building & equipment have been checked for satisfactory condition and key returned, if one was issued. If there is damage and the repair costs exceed the deposit, the Permit holder will be invoiced the difference. Keys need to be returned to City Hall within 2 business days.

4100 Lakeview Avenue North, Robbinsdale, MN 55422

Email: [Recreationservices@robbinsdalemn.com](mailto:Recreationservices@robbinsdalemn.com)

**SUBMIT REQUEST WITH PAYMENT  
AT LEAST 7 BUSINESS DAYS PRIOR TO RENTAL**

Permit will be issued once availability is confirmed and payment and all requested documents are received

**NO REFUNDS**  
Payment of fees is required before reservation is confirmed.

**REQUEST FOR PARK FACILITIES USE**

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Best Phone to reach you: \_\_\_\_\_ Alternate number: \_\_\_\_\_

EMAIL (please print clearly): \_\_\_\_\_

2nd Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Park requesting: \_\_\_\_\_ For Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Is this a private event? Yes \_\_\_ No \_\_\_ Are fees charged to attend? Yes \_\_\_ No \_\_\_ Requesting beer permit? Yes \_\_\_ No \_\_\_

Number Attending: \_\_\_\_\_ Age range of those attending \_\_\_\_\_ List activities/entertainment planned: this includes picnic, inflatables, staging, dunk tanks, rides, games, etc.) \_\_\_\_\_

Name of Company/Organization providing features: \_\_\_\_\_

Their contact information (phone, address): \_\_\_\_\_

*Note: Entertainment feature provider, if necessary, must be licensed to do business in Robbinsdale and must provide the City with a Certificate of Insurance with City named as additionally insured on the policy with a public liability insurance of not less than \$1.5 million by an insurance company authorized to do business in Minnesota. Entertainment feature provider must also provide a statement that all equipment is in safe operating condition and all federal, state and local laws and ordinances are met and will be followed during the time of the permit.*

√ Facility/Fees	Resident	Non-Res.	√ Facility/Fee	Resident	Non-Res.	√ Facility/Fees	Resident	Non-Res.
<input type="checkbox"/> Park Building	\$55/slot	\$95/slot	<input type="checkbox"/> Ballfield/Rink/Courts	\$15/hr	\$30/hr	<input type="checkbox"/> Multi-sports field	\$20/hr	\$40/hr
<input type="checkbox"/> Picnic Pavilion	\$50/slot	\$90/slot	<input type="checkbox"/> Ballfield Prep	\$30/field	\$50/field	<input type="checkbox"/> All Star field	\$30/hr	\$60/hr
<input type="checkbox"/> LVT Picnic Pav.	\$125/slot	\$195/slot	<input type="checkbox"/> Lights (list time)	\$20/hr	\$20/hr	<input type="checkbox"/> List other:	\$ _____	\$ _____
<input type="checkbox"/> Entertainment	\$75/feature	\$75/feature						

**Total Fees:** \_\_\_\_\_ **Total Deposit:** \_\_\_\_\_ *Note fees will be confirmed upon confirmation.*

**Note: Synthetic turf fields have additional conditions that will need to be met before reservations are confirmed.**

I agree to abide by all of the regulations listed above and indemnify the City of Robbinsdale for any injuries that I, or any member of my group, may incur during the reservation period. I also acknowledge that I am responsible for ensuring there is adequate direct supervision of the activities. And if required, I will contact Gopher One before event to avoid utility lines. I acknowledge that upon verification that this request is in process of confirmation, I will provide the following documents:

- Certificate of entertainment providers insurance with City as additional insured;
- Statement from entertainment provider that equipment meets safety requirements and all federal, state & local laws and ordinances are met and will be followed during the time period listed

\_\_\_\_\_  
**Permit Request's Contact's Signature**

\_\_\_\_\_  
**Date**