



Athletic Fields & Courts Reservation Request Form
 Recreation Services 4100 Lakeview Ave N, Robbinsdale MN 55422 763-531-1272

Main Contact Name: _____ **Date of Birth:** _____

Organization/Group Name: _____

Address: _____ **City:** _____ **Zip:** _____

Email: _____ **Phone:** _____

Second Contact Name: _____ **Phone:** _____

Event Date: _____ **Time:** _____ **Estimate Attendance:** _____

Age Range of Attendees: _____ **Description of Sport/Event:** _____

Facility--Rates are listed per hour	Rental Rate	# Hours	Total Fee
Lakeview Terrace (LVT) CV Little League Baseball Field	\$35		
Lakeview Terrace (LVT) North Little League Baseball Field	\$35		
Lakeview Terrace (LVT) Scanlon Baseball Field 90 ft bases	\$35		
Lakeview Terrace (LVT) Soccer Field	\$30		
Lee Park MLB Twins All Star Field (Synthetic Turf) multi base lengths	\$40		
Manor Park Softball Field	\$35		
Manor Park Tennis Court	\$25		
Robbinsdale Middle School East Softball/Baseball Field 65 ft bases	\$35		
Robbinsdale Middle School West Softball/Baseball Field 65 ft bases	\$35		
Robbinsdale Middle School Lacrosse Field	\$30		
Robbinsdale Middle School Multi-Sports Field (Synthetic Turf)	\$30		
Sanborn Park North Little League Baseball Field	\$35		
Sanborn Park South Softball/Baseball Field 65 ft bases	\$35		
Sanborn Park Ice Rink	\$25		
Sanborn Park Tennis ___ Pickleball ___ Court ___ circle 1 court or 2 courts	\$25/ct		
Sanborn Park Horseshoe Court	\$25		
Spanjers Park Softball Field	\$35		
Triangle Park Small Softball/Baseball Field no bases	\$35		
Additional Options			
Baseball diamond game prep - during regular working hours	\$40		
Lights - only available at LVT, RMS Synthetic, & Spanjers	\$0		

Grand Total: _____

Damage/Clean-up Deposit See Section 11 on next page. \$250 \$250

Consent & Release of Liability:

By signing below the applicant acknowledges, on behalf of him/herself and/or the applicant's organization or group, understands and agrees to abide by City, County and State laws including regulations listed on page 2. I also acknowledge that I am responsible for ensuring there is adequate direct supervision of the activities. I also agree to save, defend, and hold harmless the City of Robbinsdale for any damages to City personnel, facilities, equipment, or City property, or to the property and/or person of any third party, resulting from the use authorized hereby. The City of Robbinsdale or the Robbinsdale Area School District shall not be liable for damage to the property of any person participating in the activities authorized hereby, nor shall it be liable for the death or injury of any such person occurring as a result of the use of the facilities authorized hereby unless damage, injury, or death is due to gross negligence or reckless misconduct of the City.

Rental Fees are required for all specific uses. Full payment for rental is required once request is approved. **Permit will not be issued until full payment is received.** No refund for cancellations requested less than two weeks before reservation date or due to weather conditions.

I understand this is only a request and will receive a reservation permit when approved.

Permit Request Contact's Signature _____

Date _____

Please READ AND INITIAL NEXT PAGE.

RENTAL RULES AND REGULATIONS

Park use is regulated by City Code Section 815 Parks & Recreation Areas. Any group of 25 or more requires a permit. Copy of ordinance is online at the City website www.robbinsdalemn.com, at City Hall, or contact Recreation Services at 763-531-1278.

1. Rental Fee & Cancellation Policy

All rental fees must be paid in advance. If you cancel more than two weeks prior to your event, you will receive a full refund. If you cancel less than two weeks prior, you will not receive a refund. **Refunds will not be issued due to rain or inclement weather.** If the City cancels your reservation due to extenuating circumstances a full refund will be issued.

2. Park Hours

All parks, except Lakeview Terrace, close at 10 p.m. Lakeview Terrace closes at 11 p.m. All activities must conclude and be cleaned up before the park closes unless approved on permit.

3. All appropriate procedures, guidelines, ordinances, and laws must be followed.

4. Parking

Parking is free in designated parking areas and in non-permit areas of surrounding streets. Motor vehicles are not allowed in the park, except in designated parking areas, unless prior approval from City if confirmed and listed on permit.

5. Site Maintenance & Clean-up

You are responsible to pick up the facility at the end of your use. All debris from use needs to be picked up and placed in the appropriate waste receptacle. For baseball mounds, please cover the mound with the tarp. Several trash and recycling containers are available for your use, but in cases where your rubbish exceeds this capacity, you are responsible for removing all overflow trash and recycling from the facility. No trash, equipment, materials, supplies, or furnishings of any kind may be left at the facility after your reserved time.

6. Synthetic Turf Field Use (Lee Park & RCGFC/RMS multi-sports)

To protect these fields and ensure use for many years, permit users are responsible for complying with additional requirements:

- Sunflower seeds, beverages (other than plain water), food and gum are all NOT ALLOWED anywhere near fields or dug outs.
- No metal cleats allowed on fields.
- At RMS fields, no public use will be allowed during ISD 281 school class periods/activities.

7. Field Closure Policy and Procedures

The closure of field use is done for safety, liability, and field maintenance reasons. Permit holders will be notified if the City closes the field. If City cancels a reservation, refunds will be issued if there is no alternative date available. *When field is closed, permit holder is responsible for informing their team/group/organization that all use is canceled.*

8. Miscellaneous

- All parks and fields are smoke free.
- Bicycles/scooters/skateboards should remain off the fields at all times.
- No animals are allowed on fields.
- No unauthorized motorized vehicles are permitted.
- No unauthorized use of the field allowed.
- No golf/golf practice is allowed.
- No model aircraft use allowed.
- No person may sell articles or products of any type without a permit granted by the City.
- The City and Robbinsdale Area School District are not responsible for loss of personal property.

9. Alcohol Policy

Alcoholic beverages are not allowed on City or Robbinsdale Area School District property, except beer and wine with a picnic reservation at a picnic shelter with a beer/wine permit. This requires separate request applications and fees. **The sale of alcohol is prohibited on all City property unless temporary license is obtained from the City per City Code.**

10. Audio Equipment

Use of any sound equipment must meet City's noise ordinance requirements.

11. Damage & Clean-Up Deposit

The City requires damage and clean-up deposits for all rentals. Deposits can be paid by check or cash (in person only) or on a valid credit card. If you adequately clean up after your event and do not damage the facility, deposits paid by check or cash will be refunded by check within 30 days. Deposits paid by credit card will be refunded within 1 week. If you don't return any keys issued, damage the facility, or fail to adequately clean up after your event, you will be charged an hourly rate for the actual costs of all clean-up and repairs, including staff time. The City will then issue a refund for any unused portion of the deposit if paid by check or cash within 14 days after the event or, if applicable, invoice you for any remaining costs above the deposit. For deposits by credit card, the clean-up and repair costs will be charged to the card.

12. Indemnification

You are responsible for all damage done to City or School District property during your rental period and you agree to replace or pay the cost of replacing any missing items. You hereby agree to defend, indemnify, and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs, or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with the use of the facility by you or by your guests or invitees, except to the extent caused by the sole negligence, gross negligence, or willful misconduct of the City or its officers, employees, or agents.

13. Waiver & Assumption of Risk

You know, understand, and acknowledge the risks and hazards associated with using the facility and hereby assume all risks and hazards associated therewith. You or your organization/group hereby irrevocably waive any and all claims against the City, Robbinsdale Area School District or any of their officials, employees, or agents for any bodily injury (including death), loss, or property damage incurred by you as a result of using the facility and hereby irrevocably release and discharge the City, RASD and any of its officials, employees, or agents from any and all claims of liability.

By initialing below, you certify that you have read and agree to be bound by these rules and further agree to be responsible for ensuring compliance with all City ordinances and these rules by your guests and invitees. Failure to adhere to these rules may result in a fine and denial of any future rental requests.

Your initials _____ Date _____

Please call Recreation Services at 763-531-1272 if you have any questions or for assistance with any maintenance issues.