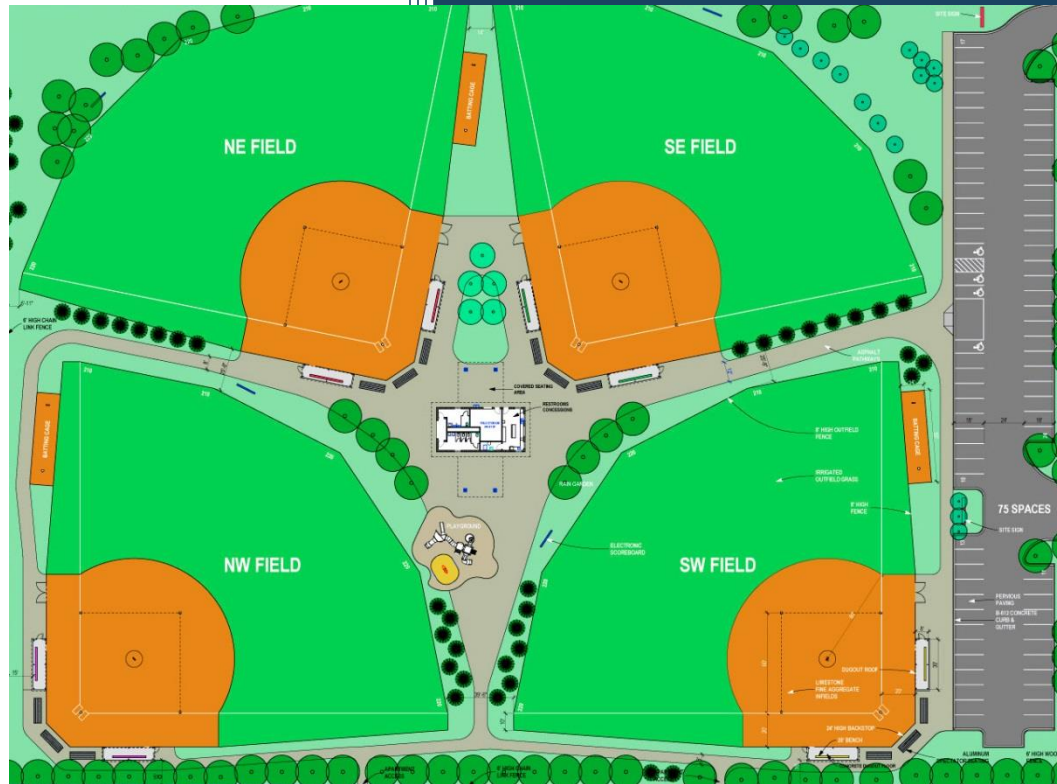


# 2023 Outdoor Athletic Facility Permit Application – Richfield, MN



City of Richfield, Recreation Services  
7000 Nicollet Avenue  
Richfield, MN 55423  
Ph: 612 861 9396  
[www.richfieldmn.gov](http://www.richfieldmn.gov)

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## INTRODUCTION

City outdoor parks athletic fields, courts, outdoor rinks, and athletic green spaces are available to rent on a limited basis. In reserving these facilities, we try to ensure equitable distribution, achieve maximum usage of the facility by the public, and, when necessary, protect fields from over use.

The following guidelines are intended to assist users when making facility reservations and to guide staff in resolving conflicts. However, City staff may deviate from these guidelines as necessary and appropriate. All application materials must be returned before the application will be reviewed. Not all applications are granted a permit for use.

This packet does not apply to our large athletic facilities including the Richfield Ice Arena and the Richfield Outdoor Pool. To rent those spaces, contact 612-861-9354.

Completed and signed applications can be submitted by mail, drop-off, or scan/email:

### Walk-in or mail

City of Richfield Recreation Services  
Re: Field Reservation Application  
7000 Nicollet Avenue, Richfield, MN 55423

### Scan & email

[hnguyen@richfieldmn.gov](mailto:hnguyen@richfieldmn.gov)

For more information on outdoor athletic facility reservations, please contact:

Huy Nguyen, Recreation Supervisor | P: 612-861-9396 | [hnguyen@richfieldmn.gov](mailto:hnguyen@richfieldmn.gov)

## APPLICATION PROCEDURE

1. Applicants need to fill out application in full with specific dates, times, and facilities requested. The City of Richfield will not consider the application if all sections are not complete. Applicants are also encouraged to pick a second date in case the first request is unavailable.
  - a. Field Rental season begins May 1, 2023 and will end on October 14, 2023.
  - b. Black out dates for all outdoor athletic field facilities in the City of Richfield.
    - i. Memorial Weekend. Friday, May 26 – Monday, May 29.
    - ii. July 4<sup>th</sup> Week. Friday, June 30<sup>th</sup> – Wednesday, July 5.
    - iii. Labor Day Weekend. Friday, Sept. 1 – Tuesday, September 5
2. The application form is found on the last page of this packet. This packet can be found online at [www.richfieldmn.gov/parkrental](http://www.richfieldmn.gov/parkrental) or at the Richfield Community Center, 7000 Nicollet Ave. Richfield, MN 55423. Applications can be brought back in person or post mailed to the Community Center. Applications can also be emailed to [hnguyen@richfieldmn.gov](mailto:hnguyen@richfieldmn.gov). Submittal of a permit application does not guarantee a permit or confirmation to conduct the event. All applications are subject to review and submitted at least 21 days in advance unless otherwise specified. Applications after 14 days does not guarantee field maintenance of facilities requested.
3. The permit application process opens at 9am on Tuesday, January 3, 2023 for returning permit holders. The priority deadline for returning permit holders is 9pm on Tuesday, January 31, 2023. After the priority deadline permit applications are reviewed on a first come first serve availability basis. Not all applications are guaranteed a permit for field use. Permits will be approved to user groups according to priority list and field availability. The City of Richfield also reserves the right to cancel a permit at any time.
4. Multiple requests for the same date. If the City of Richfield receives more than one request for the same Facility and date, priority shall be given to the applicant higher on the priority list and then to the applicant who is returning from the previous year. If this fails to determine the permittee, the city will then decide upon the permit by coin flip that can be attended by both parties.
5. All applications will require a “Certificate of Insurance” in the amount of \$250,000/750,000 for bodily injury – \$300,000 property damage with the City of Richfield as additionally insured. Applicants will assume all responsibility for and hereby agree to indemnify and hold harmless the City of Richfield against any losses, damages, liabilities, costs and/or expenses that result from a permitted event. This certification is not required at the initial time of the application but is due at least 10 business days prior to the first day of the event. An athletic field permit will not be issued if the Certificate of Insurance has not been received.
6. Upon receiving of the completed application, the City of Richfield will contact the applicant by email to confirm the receipt of the application. The application will then be reviewed and may require additional information and certifications.

## FACILITY RESERVATION PRIORITY CLASSIFICATION

Due to the large number of organizations that request usage of City facilities, users have been classified by type and a priority schedule created to ensure City facilities are made available to best meet community needs. Recreation Services reserves the ability to limit the field time allocated to each facility user.

If rental groups are at the same priority level and are requesting the same space, the team or organization that serves the highest number of Richfield residents will receive the higher priority.

- Priority 1: City-sponsored activities – Reservations may be taken at any time and may pre-empt lower priority reservations. Fees: none.
- Priority 2: City co-sponsored activities –Reservations may be taken at any time. Fees: none. A definition of co-sponsorship is when a Recreation city staff is committed to two or more of the following management functions for the activity:
  - Planning and budgeting for the activity
  - Coordinating and organizing activity and responsibility for each task.
  - Providing leadership staff for activity.
  - Evaluating and measuring its impact on individuals who participated.
- Priority 3: Richfield School District (ISD 280) activities. Fees: set per facility use agreement.
- Priority 4: Recognized Richfield Youth Athletic Organizations (RRYAO's). Fees: set per facility use agreement based on a per-participant, per-season rate.
- Priority 5: Other tax-supported government agency sponsored activities, programs and meetings. This includes federal, state, county and other school district activities. Fees: hourly based on rate chart.
- Priority 6: Richfield-based private schools. Fees: set per facility use agreement.
- Priority 7: Returning permit holders from previous year. Fees: hourly based on rate chart.
- Priority 8: Proven non-profit civic and religious organizations. An organization that has a guaranteed 75% of their members who live or work full-time in Richfield and/or 75% of the population they serve is Richfield residents. Fees: hourly based on rate chart with no tax on facilities.
- Priority 9: Richfield residents using the facilities for personal use. Fees: hourly based on rate chart
- Priority 10: Richfield-based businesses and commercial organizations headquartered in Richfield as evidenced by mailing address and businesses use of the facilities. Fees: hourly based on rate chart.
- Priority 11: All non-Richfield organizations, groups, businesses and individuals. Non-resident groups are defined as having less than 75% of the members living or working outside the Richfield City limits. Fees: hourly based on rate chart.

## ATHLETIC FACILITY PERMIT APPLICATIONS

A permit is required for all groups reserving a facility. Applications will be accepted on a first-come, first-served basis after the priority timeline on January 31st. Permits will be issued to adults 18+ only. All time needed for set-up and take-down or warm-ups must be included in the rental hours. All groups wishing to use a City of Richfield Park or open space in addition to athletic facilities must apply for a permit.

A paid permit invoice will then be sent out after a reservation has been processed and paid in full. The paid invoice and field permit will act as your official field permit reservation.

## PREEMPTION CLAUSE

The City will make every effort to avoid preemption of scheduled events once an outdoor athletic facility has been reserved and all requirements are met. However, the City reserves the right to preempt a scheduled event when, in the City's judgment, the preemption is in the community's best interests.

## ATHLETIC FACILITY FEES

### PAYMENT

All users who receive a permit for a Richfield facility must pay the fees associated with the attached fee chart. If a user has an outstanding balance to the City of Richfield for a permit, they will be unable to obtain another permit until the outstanding balance is paid in full.

### TAX EXEMPT, NON PROFIT ORGANIZATIONS, AND RESIDENT STATUS

- All fees are subject to local and state sales tax unless you are tax exempt.
- A completed ST-3 form or 501.c3 documentation is required to receive the tax-exempt status.
- The use and proof of Richfield residence will also qualify you and your organization for resident rates.

### FEE CHART

	Locations	Fee Group	Fee
Premier Baseball Fields at Donaldson Park	Donaldson	Resident Non-resident	\$54.00/hr, \$270/day (first 8 hours) \$66.00/hr, \$340/day (first 8 hours)
Premier Baseball Fields at Roosevelt	Roosevelt	Resident Non-resident	\$44.00/hr, \$260/day (first 8 hours) \$56.00/hr, \$320/day (first 8 hours)
Premier Softball Fields	Lincoln & Taft	Resident Non-Resident	\$30.00/hr, \$120/day (first 8 hours) \$40.00/hr, \$175/day (first 8 hours)
General Baseball/ Softball Fields	Baseball and softball fields in City parks	Resident Non-Resident	\$25.00/hr, \$109/day (first 8 hours) \$35.00/hr, \$199/day (first 8 hours)
Premier Soccer Field at Washington and Taft Park	Taft and Washington Park	Resident Non-Resident	\$59.00/hr \$79.00/hr
7 v 7 Soccer and 7 v 7 Football Field	Christian and Donaldson Park	Resident Non-Resident	\$52.00/hr \$77.00/hr
Soccer Field Neighborhood	Monroe	Resident Non-Resident	\$40.00/hr \$60.00/hr
Outdoor Broomball/ Hockey Rink	All rinks (with or without ice)	Resident Non-Resident	\$29.00/hr/rink \$39.00/hr/rink
Tennis Court	All parks	Resident Non-Resident	\$15.00/hr/court \$25.00/ hr/court
Volleyball Courts	Adams, Monroe, Nicollet, Sheridan and Veteran's Park	Resident Non-Resident	\$18.00/hr/court \$26.00/ hr/court
Basketball Courts	All parks with full courts	Resident Non-Resident	\$18.00/hr/court \$26.00/ hr/court
Open Space	All parks	Resident Non-Resident	\$18.00/hr \$26.00/hr
Lights	All parks with lights	All renters	\$28.00/hr/field
Portable bathrooms	All parks that require portable bathrooms due to event size or for tournaments and multiple day events	All renters	\$100.00/regular size bathroom \$225.00/ ADA size bathroom \$20.00/ Servicing per unit/per day
Event Attendant if available	All parks	All renters	\$20.00/hr

# 2023 Field Pricing and Fee Charges

## OTHER CHARGES

- Changes to a permit after it has been issued, including cancellations will incur a \$30.00 administration fee.
- Other fees may be charged based on requested facilities and size of event.
- Usage is billed on a ¼ hourly basis with a two-hour minimum.
- Starting and finishing times listed on permit must be adhered to. A minimum of fifteen minutes setup/warmup time and fifteen minutes cleanup is required for each rental. I.E If a game is scheduled 6:00-8:00 p.m., the renter would be required to book at least 5:45-8:15pm.

## PRE-SEASON FIELD INFORMATION

Park maintenance aims to have fields in playing condition by the first Monday in May, weather pending. In some circumstances Richfield Schools and Richfield Youth Associations may start earlier than May 1 for practices but games will not be played until after May 1, 2023. Any other changes to start dates will be up to the Recreation Services Director.

## CANCELLATIONS

A group canceling facility reservations for non-weather-related reasons must contact the Recreation Services Department at least a 21 day notice prior to the usage date to get a full refund less a \$30.00 administrative fee. Rental payments will not be refunded after that deadline.

## CONCESSIONS & MERCHANDISE SALES

No person may sell or offer for sale any product, food or service in any public park without the prior written approval of the recreation services Director. (Added, Bill No. 2010-20), per City Code Section 840.15. If this code is not followed, permit holders will give up their rights to futures permits

- Contact the Recreation Services Department if any items will be sold at your event.
- Direct questions regarding food licenses to the Business Licensing division 612-861-9870.
- All vendors handling food must submit a permit application a minimum of ten business days prior to the event and include a copy of the appropriate food license and Certificate of Insurance if applicable.
- Event organizers/coordinators cannot grant permission for vendors without the individual vendors applying for a temporary food permit.
- Permits, once approved, are good for only one event.

## ALCOHOL & TOBACCO USE PROHIBITED

The sale, possession and/or consumption of alcohol is prohibited in any of Richfield's parks (City code, Chapter VIII, Section 840.11). Glass containers are also prohibited. It is the responsibility of the reservation permit holder to notify all members of his/her party regarding these rules.

The use of tobacco products is prohibited in the parks (City code, Chapter VIII, Section 840.13). It is the responsibility of the reservation permit holder to notify all members of his/her party regarding these rules.



## GENERAL PERMIT CONDITIONS

- All permits are non-transferable and may not be sublet to a third party.
- Use is for permitted field(s) only. All activities conducted on the City property must be in the terms of the permit.
- Set up and warm up time is included in permit time and must take place on field permitted. Starting and finishing times listed on permit must be adhered to.
- The responsible person of the group holding the permit must have a copy of the paid invoice in their possession while the event is taking place.
- The selling, or offering to sell, of any item whatsoever is prohibited unless the permit contains permission to sell clauses and procedures.
- Groups must provide sufficient, competent adult supervision for the event. Person in charge of the event must be stated on the application, along with pertinent phone numbers. Failure to provide adequate supervision will lead to forfeitures of future uses.
- Use of tents or canopies will require prior approval and can be placed only in areas pre-designated prior to the reservation. Because of the location of underground utilities and irrigation, the use of spikes or stakes is not allowed. Please use weighted buckets or bags.
- Failure to abide by the terms of the permit or any other applicable laws, rules, City ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution.

## PARK AND PARK RENTAL POLICIES

- Chapter VIII, Section 840 – Public Parks 840.05 (Amended, Bill No. 1993-8) Permits. Subdivision 1. Prohibition. No person may engage in an organized activity in a public park unless the group, association or organization sponsoring the activity has obtained a permit as provided in this subsection. For purposes of this subsection, an "organized activity" means a planned recreational or sporting activity involving more than 10 persons that is sponsored by a group, association or organization, the time and location of which are advertised in advance of the activity to the group, association or organization members, and which activity makes exclusive use of a portion or all of a public park. Examples of organized activities include, without limitation, class reunions, sporting tournaments or league sporting events or practices.
- Motorize vehicles are not allowed in Parks other than parking lots: City Code Chapter XIII, 1330.05 and Chapter XIII, 1305.
- City parks are closed 10:00 p.m. – 5:00 a.m., except the following parks, which will remain open until 11:00 p.m., per City Code Chapter VIII, 840.01: Augsburg Park, Donaldson Park, Taft Park, Washington Park, Veterans Memorial Park & Wood Lake Nature Center
- Reasonable decorating of facilities for an event is allowed; however, all decorations including tape, string, tacks and signage must be removed at the conclusion of the event. The use of staples and nails is prohibited. Signage placed within a road right-of-way must be compliant with City Code.
- Volume of radios, music instruments or public address systems must be kept at a reasonable, low level.

## ADA ACCESSIBILITY INFORMATION

The City of Richfield does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. We are happy to discuss accessibility information and options with park renters and users. Please call 612-861-9396 or email [hnguyen@richfieldmn.gov](mailto:hnguyen@richfieldmn.gov) to inquire or make accessibility requests.

## INCLEMENT WEATHER AND UNPLAYABLE FIELDS

Events, programs, and/or facilities may be cancelled or postponed by Richfield Recreation if it is determined that weather conditions are unsafe for participants, conducting the activity will have a severe and lasting impact on a field, rink or facility, or crews are unable to maintain safe access to a facility due to accumulations of ice, snow or water. Outdoor activities will stop and participants are encouraged to seek shelter immediately if lightening or a severe storm is sighted in the area.

- We attempt to make a determination on field/facility closures by the City by 4:00 p.m. weekdays and one hour before the schedule facility start time on weekends. An email will be sent to all permit holders on days of inclement weather. Should conditions worsen and fields are unplayable, the renter is responsible for stopping play to prevent damage to fields.
- You can also call Huy Nguyen at 612-861-9396 or email [hnguyen@richfieldmn.gov](mailto:hnguyen@richfieldmn.gov) if you have any weather related questions.
- PLEASE REMEMBER, ALL DAMAGE CAUSED TO FIELDS BY IRRESPONSIBLE PLAY CAN AND WILL BE BILLED TO THE RENTER, INCLUDING SUPPLIES, STAFF TIME, AND LOST RENTAL FROM CLOSURE. WHEN IN DOUBT, CANCEL YOUR ACTIVITIES. YOU WILL NOT BE CHARGED FIELD FEES IF YOU CANCEL DUE TO WEATHER-RELATED CONCERNS.

## BASEBALL/SOFTBALL-SPECIFIC INFORMATION

### RICHFIELD RECREATION STAFF RESPONSIBILITIES

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- Field prep/drag, install bases and mounds for all permits that are approved two weeks prior to event.
- Supply renter with access to facility for event use

### RENTER RESPONSIBILITIES

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- During or between games:
  - No field maintenance will be allowed during a rain event unless approved by a City staff. No raking, sweeping or dispersing of puddles without approval.
  - Renters need to make independent and responsible weather-cancellation decisions based on the weather conditions and type of field they are playing on. When in doubt, sit it out.
  - No Spiked shoes on artificial pitching mound at Upper Donaldson baseball fields
- Post-Game (home team responsible for coordinating)
  - Move bases to dugout seat and replace plugs in the base ground anchors
  - Rake and level home plate and the pitcher's mound
  - If grass in-fields, rake base paths parallel, not perpendicular, to the base lines
  - Replace mound and plate tarps and weigh tarps down with supplied weights
  - Return field tools to storage room or locker box
  - Pick up litter and sweep dugout. Sunflower seeds and other debris should be shoveled into trash receptacles, not swept into the field.
  - Secure/store all field equipment (rakes, shovels, brooms, etc.)
  - turn on/off field lights as necessary (light fees apply).



## SOCCER/FOOTBALL/RECTANGLE FIELD-SPECIFIC INFORMATION

### AVAILABILITY AND ACTIVITIES

City fields are able to host a number of game rentals every year, however, the field availability is very limited due to a number of factors including a robust local resident youth soccer association's scheduled play, an equally robust amount of casual play from Richfield residents living around the parks, and a limited number of soccer fields (3 total) to accommodate youth (2) and full-sized fields (1).

Additionally, the City manages the field scheduling not only based on hourly availability, but also on turf quality. Although a field may have open time slots to rent, at times they are so heavily scheduled with existing activities that rentals are not taken because the field would not be able to withstand more play without negatively affecting turf quality.

### CITY STAFF RESPONSIBILITIES

- Supply soccer goals. Lines are painted weekly, weather dependent, and sport availability varies based on season (I.E. soccer vs football).

### RENTER RESPONSIBILITIES

- Make a responsible decision on whether your event should be postponed or canceled due to weather. Please remember, all damage caused to fields by irresponsible play can and will be billed to the renter. When in doubt, cancel your activities. You will not be charged field fees if you cancel due to field concerns.
- Install corner flags, if necessary (not provided by the City).
- No field maintenance will be allowed during a rain event unless approved by a City staff. No raking, sweeping or dispersing of puddles without approval.
- Pick up trash/litter after your rental.
- turn lights on/off as necessary (light fees apply).

## LIGHTING FACILITIES & GAME TIMING

- Light charges for each booking will be based upon pre-determined "on/off" times as requested by the renter with a minimum 30 minutes before the scheduled sunset time.
- Field and lighting time restrictions:
  - No game(s) may start before 8:00 a.m.
  - No inning can start with less than 45 minutes before the park is scheduled to close.
  - At unlit fields, no new inning, quarter, period or general game portion may start after 30 minutes before sunset for the safety of the participants.
  - At lit fields, all field lights must be turned off fifteen minutes before the park closing time. The park must be emptied by the park closing time. Most City athletic facilities close at 10:00 p.m. while Donaldson, Taft, & Washington remain open until 11:00pm.

## ATHLETIC FACILITY PERMIT APPLICATION

Applications can be submitted to the address below and will be reviewed and responded to within two business days. Permits requiring staff to open a facility must be booked at least ten business days in advance.  
Richfield Recreation,

7000 Nicollet Avenue, Richfield, MN 55423  
P: 612.861.9396 F: 612.861.9388 Email: [hnguyen@richfieldmn.gov](mailto:hnguyen@richfieldmn.gov)

# 2023 Athletic Facility Permit Application

Office Use Only

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

<b>PERMIT</b> (check all that apply): Event: _____ <input type="checkbox"/> New <input type="checkbox"/> Returning User from 2022			
<input type="checkbox"/> Youth <input type="checkbox"/> Adult <input type="checkbox"/> Practice Use <input type="checkbox"/> Game Use <input type="checkbox"/> Tournament Use <input type="checkbox"/> Camp/Clinic			
<b>SPORT</b> <input type="checkbox"/> Baseball <input type="checkbox"/> Fastpitch <input type="checkbox"/> Slowpitch <input type="checkbox"/> Soccer <input type="checkbox"/> Tennis <input type="checkbox"/> Football <input type="checkbox"/> Other			
Organization/Business (if applicable):		Are you tax exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If so, please attach documentation to application	
Contact Name:		Date of Birth:	
Cell Phone:	Home Phone:	Work Phone:	
Email:			
Address, City, St, Zip:			
<b>ALTERNATIVE CONTACT or TOURNAMENT HOST</b> (person must be present during the scheduled event(s))			
Name:	Cell Phone:	Email:	
<b>RENTAL DETAILS</b>			
Maximum Expected Attendance _____		Any amplified music/P.A. system <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event(s) open to public <input type="checkbox"/> Yes <input type="checkbox"/> No		Explain _____	
Extra portable toilets needed <input type="checkbox"/> Yes <input type="checkbox"/> No		Concessions/Merchandise Sales <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any tents, large signs, stakes in ground, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No		Contact Licensing Department if any items are being sold or food is being served: 612-861-9870	
<b>FACILITY/COURT/FIELD INFORMATION</b>			
Facility Requested <small>(indicate park(s) &amp; facilities. I.E. Donaldson soccer field)</small>	Day(s), Date(s) <small>(use additional sheet if needed)</small>	Start time <small>(include set-up/warm-up time)</small>	End time <small>(time leaving facility)</small>
<b>Special Set-up Request</b> Use back if more space is needed. Include, as needed, base distances, pitching distances, field size, requested goals size, etc. List all amenities needed or requested.			
<b>APPLICANT SIGNATURE</b>			
<p>The lessee agrees that all activities undertaken by lessee or organization as part of the rental agreement, is at lessee or the organization's sole risk and that the City of Richfield shall not be liable for any claim, demands, injuries, damages, of whatever nature, incurred by the lessee, the organization, or lessee's property due to the negligence of the City, its agents, or employees, arising out of or connected with the activity related to this rental and that on behalf of lessee or the organization's lessee represent, expressly releases and discharges the City, its agents, or employees, from such claims, injuries, or damages. I also acknowledge that I have read and understand the "Athletic Facilities Scheduling Guide" and agree to adhere to all rules &amp; regulations set forth and to all City Code. Failure to abide by the terms of the permit or any other applicable laws, rules, city ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution. Richfield Recreation personnel reserve the right to cancel scheduled use at any time prior to or during the event.</p>			
Signature <i>Either sign a hard copy or type your name as signature.</i>			Date