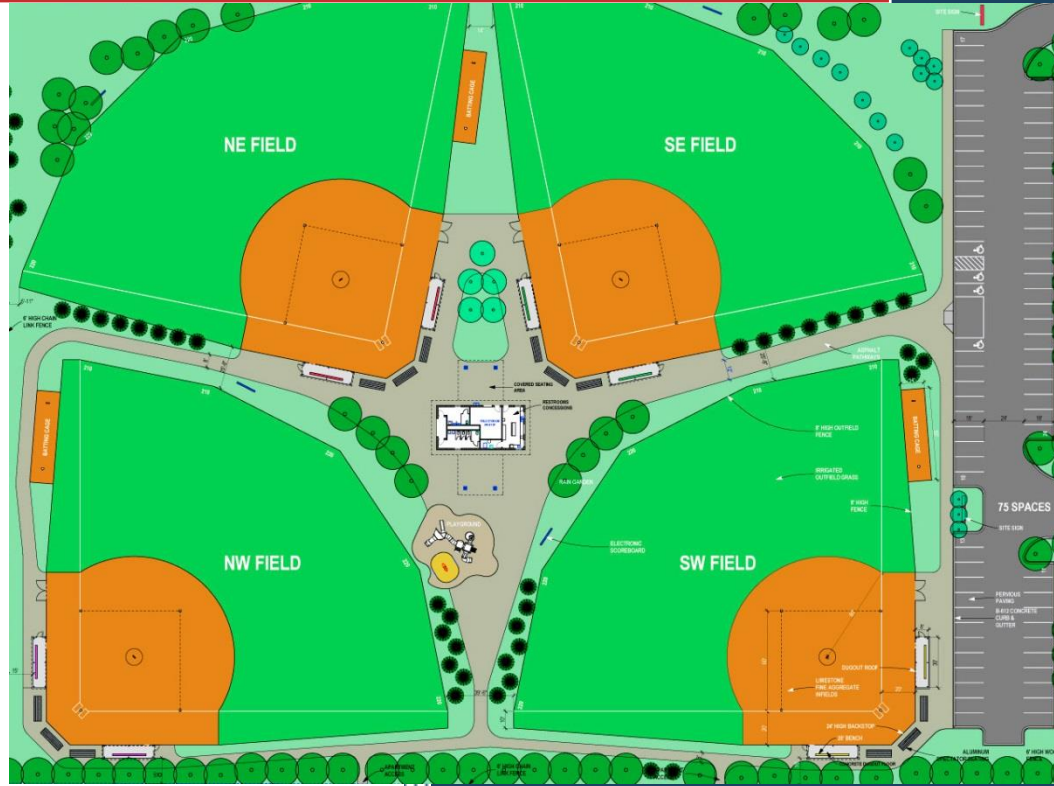


Outdoor Athletic Facility Rentals – 2020

Richfield Recreation Services



City of Richfield, Recreation Services
7000 Nicollet Avenue
Richfield, MN 55423
Ph: 612-861-9385
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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, fax or scan/email:

Walk-in or mail

City of Richfield Recreation Services

Re: Field Reservation Application

7000 Nicollet Avenue, Richfield, MN 55423

Fax

612-861-9388 Re: Field Reservation Application

Scan & email

nthompson@richfieldmn.gov

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

Nick Thompson, Recreation Supervisor | P: 612-861-9396 | F: 612-861-9388 | nthompson@richfieldmn.gov

PRE-SEASON FIELD INFORMATION

Park maintenance aims to have fields in playing condition by the first Monday in May, weather pending. We suggest game dates be delayed as far into May as possible, and that teams understand and allow for flexibility with adjusting schedules based on the ability to have the fields in proper playing condition. Games should not be scheduled prior to the first Monday in May.

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 and 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.
- Priority 7: Richfield residents using the facilities for personal use. Fees: hourly based on rate chart
- Priority 8: 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 9: 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 or part of a facility. Applications will be accepted on a first-come, first-served basis according to the scheduling timeline. 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. Permits requiring staff to open a facility must be booked at least ten business days in advance.

All groups wishing to use a City of Richfield park or open space in addition to and athletic facility for a large group event must apply for a permit, and pay permit fee in advance of their event. This fee is in addition to the rental of pavilion if the group will be using a substantial portion of park grounds or trail. Activities will only be allowed if they are not in conflict with existing City programs/services.

A paid invoice will be sent out after a reservation has been processed and paid in full. The paid invoice will act as the facility use permit.

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.

CERTIFICATE OF INSURANCE

When renting an athletic facility or selling product, at the discretion of the Recreation Services Director, a Certificate of Insurance with a minimum of \$1,000,000 general liability coverage may be required naming the City of Richfield as additionally insured.

ATHLETIC FACILITY FEES

PAYMENT

Payment is due at time of booking; a facility will not be reserved without payment. Cash, Check, Visa, MasterCard and Discover are accepted.

TAX EXEMPT AND RESIDENT STATUS

All fees are subject to local and state sales tax. A completed ST-3 form is required to receive the tax-exempt status. Unless obviously known, the user will be considered taxable and non-resident. Proof of residency of 75% or better will qualify for resident rates.

FEE CHART

	Locations	Fee Group	Fee
Premier Baseball Fields	Donaldson & 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	\$25.00/hr, \$120/day (first 8 hours) \$35.00/hr, \$175/day (first 8 hours)
General Baseball/ Softball Fields	All other baseball and softball fields in City parks	Resident Non-Resident	\$18.50/hr, \$91/day (first 8 hours) \$35.00/hr, \$175/day (first 8 hours)
Soccer/Football/ Rectangle Field	Christian, Donaldson, Taft & Washington	Resident Non-Resident	\$52.00/hr \$77.00/hr
Outdoor Broomball/ Hockey Rink	All rinks (with or without ice)	Resident Non-Resident	\$18.00/hr/rink \$26.00/hr/rink
Tennis Court	All parks	Resident Non-Resident	\$5.00/hr/court \$6.00/ hr/court
Open Space	All parks	Resident Non-Resident	\$18.00/hr \$26.00/hr
Park Building / Warming House	Varies – call for availability	All Renters	\$30.00/hr
Lights	All parks with lights	All renters	\$28.00/hr/field
Event Attendant	All parks	All renters	\$20.00/hr

OTHER CHARGES

- Additional maintenance fees will be charged at \$50.00/hr with a two hour minimum as requested or necessary. All Saturday & Sunday baseball/softball rentals will include these maintenance fees.
- A \$500.00 damage deposit may be required for all renters requesting more than one day of facility rental. Additional amounts may be required based on the size of the event and/or number of facilities used.
- Reimbursement to the City of Richfield for all such incurred cost due to damage caused by the rental of the facility. Additional charges may be applied above damage deposit if necessary.
- Changes to a permit after it has been issued, including cancellations will incur a \$30.00 administration fee.
- Special field layout charges to be determined on a case-by-case basis. Call for additional pricing.
- 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.
- All costs of policing, cleaning and restoring park property used pursuant to the permit.

CANCELLATIONS

A group canceling facility reservations for non-weather-related reasons must contact the Recreation Services Department at least a 30-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.

TOURNAMENTS

RETURNING TOURNAMENTS will have priority scheduling the same fields, days and times as the previous year. Additional days or times are subject to change. Skipping a year will constitute new tournament status.

NEW TOURNAMENTS will be scheduled after all field requests for returning tournaments and league play have been scheduled.

- A tournament coordinator must be designated by the user group and the name and contact information provided to Richfield Recreation.
- A Certificate of Insurance listing the City as additionally insured may be required.
- Stakes may not be used for pop-up tents or canopies; sandbags only.
- There is a 30 day cancellation policy prior to your reservation to receive a refund.
- Additional portable toilets can be ordered through Richfield Recreation for an additional fee.
- Mid-rental field maintenance such as additional drags for baseball/softball are available for an additional fee.

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

- 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.
- All special arrangements must be made at time of application.
- 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 without approval. 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.
- 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.
- Use of tents or canopies will require prior approval and can be placed only in areas pre-designated by staff prior to the reservation so as to avoid underground utilities. The use of spikes or stakes is not allowed without approval. Please use weighted buckets or bags.
- Volume of radios, music instruments or public address systems must be kept at a reasonable, low level.
- No glassware, no glass bottles, or any other type of glass product is allowed at any of the facilities.

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 recreation@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.

- Call the Richfield Recreation Weather Line at 612.861.9189, ext. 4 (all other Parks & Recreation programs and rentals), to verify whether facilities are closed.
- 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. The weather line is updated immediately once a decision is made. Should conditions worsen and fields are unplayable, the renter is responsible for stopping play to prevent damage to fields.
- 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.
- Again, we will not charge you rental fees or cancellations fees for erroring on the conservative side to protect our fields of your players due to inclement weather.

BASEBALL/SOFTBALL-SPECIFIC INFORMATION

RICHFIELD RECREATION STAFF RESPONSIBILITIES

- Unlock facilities, field prep/drag, install bases, turn on/off field lights as necessary (light fees apply).
- Mid-rental field maintenance such as additional drags are available for an additional fee.

RENTER RESPONSIBILITIES

- General
 - 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 double, cancel your activities. You will not be charged field fees if you cancel due to field concerns.
 - Do not use any unauthorized “field dry” materials on fields.
 - Do not allow soft toss or batting practice into fences using hard balls.
 - Do not allow batting practice in the outfield or surrounding grassy areas, including soccer fields.
- Pre-game (home team responsible for coordinating)
 - Supply teams with field maintenance supplies (brooms, scoop shovels and rakes)
 - Chalk base lines and/or batter’s box
 - Roll up home plate tarp and pitching mound tarp on provided poles, where applicable
 - Pitching rubbers are installed at the longest distance used on a field.
- 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.
- 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.)

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 (4 total) to accommodate youth (2) and full-sized fields (2).

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.

Due to these factors, rectangle field rentals are limited to May through September, games only (no practices or tryouts), and the final quantity of rental availability is set based on the total number of youth association games in a given year. Soccer field rental applications will be taken in a first-come, first served queue for rectangle fields beginning January 1 for the current year and will be notified of availability the first Monday in May.

CITY STAFF RESPONSIBILITIES

- Supply full-size soccer goals, turn lights on/off as necessary (light fees apply). 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 double, 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).
- Install net anchors, 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.

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.

