

Green Space Rental



City of Richfield, Recreation Services
7000 Nicollet Avenue
Richfield, MN 55423
Ph: 612-861-9385
Fax: 612-861-9388
www.richfieldmn.gov

CONTACT INFORMATION

**Richfield Recreation
Park Green Space**
7000 Nicollet Avenue
P: 612.861.9385 F: 612.861.9388

LOCATION OR FACILITY	FEE
Green Space Use (any park)	
Richfield Residents	\$18/hr
Non-Residents	\$26/hr

recreation@richfieldmn.gov

FACILITY RESERVATION

PAPER APPLICATION

A signed paper application can be emailed, faxed, mailed or dropped off at the facility listed above. Payment can be included or called in after the facility application is confirmed.

SCHEDULE

Park reservations can be made beginning in in January for the following year. Green space booking must allow at least one week in advance to secure and prepare staff. Please plan time for set-up and clean-up within your reserved time and adhere to the hours of your reservation.

PAYMENT

Payment can be made by cash, check, Discover, MasterCard or Visa.

GREEN SPACE RENTAL FEES

Sales tax is included in the listed fees. If your reservation is tax exempt, you must submit a ST-3 form to receive tax exempt status.

PARK FACILITIES FEE CHART

OTHER CHARGES

- Other fees may be charged based on requested facilities and size of event.
- All costs of policing, cleaning and restoring park property used pursuant to the permit.
- Potential reimbursement to the City for all incurred cost due to damage caused by the rental.
- Failure to leave facilities at the designated time could result in additional charges.

CANCELLATIONS/RESCHEDULING/REFUNDS

No refunds will be issued for cancellations. Reservations can be rescheduled without charge up to 14 days before reservation date. No refunds or reschedules will be made due to weather conditions unless the National Weather Service issues an alert about severe thunderstorms, tornado watches or warnings during your rental.

ACCOMMODATION FOR DISABILITIES

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 612-861-9395 or email recreation@richfieldmn.gov to inquire or make accessibility requests.

Upon request, a copy of this document can be made available in alternative formats (such as large print, audio recording, qualified readers, etc.) to accommodate those with disabilities. Please contact the Recreation office at 612-861-9385 to make such a request.

[ADA accessibility chart, similar to the amenities chart above](#)

RENTER'S RIGHTS AND PRIVILEGES

Groups with permits have the right to enjoy their site or facility for the time indicated on the permit; the park area does remain open to the public. Individuals or groups without permits must relinquish the area when proof of a valid permit is presented. If renters have issues with groups not leaving when asked, they can call the non-emergency Public Safety phone number at 612-861-9800.

If no permit for a site is presented, the facilities are available on a first-come first-served basis. A permit does not provide for exclusive use of restrooms.

RENTER'S RESPONSIBILITY

The applicant needs to be in attendance at the event during the time specified on the permit and have it in their possession. The renter assumes responsibility for all activities conducted, including, but not limited to:

- Supervision and control to prevent injury or damage.
- Maintenance of the premises during the scheduled use.
- Cleaning of refuse and debris and disposing in trash receptacles.
- Security to maintain order during and after the event.

Persons using the outdoor park areas at any City park will be held responsible for observing the City of Richfield Ordinances. Please share relevant park information with your guests prior to scheduled use.

CATERING/FOOD TRUCKS AND 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.
- Catering is allowed in the City park system.
- 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. The application should 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 and/or consumption of alcohol is not allowed in the City park system (City Code, Section 840.11).
- Tobacco use is not allowed in the City park system (City Code, Section 840.13).

PARK POLICIES

- **A permit is required** for all groups reserving a facility or part of a facility (City Code Chapter VII, Section 840). Activities will only be allowed if they are not in conflict with existing City programs/services.
- **Selling Food, Products or Services Prohibited.** 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 (City Code Chapter VIII, Section 840.15).
- **Motor vehicles** are not allowed in park area or under park shelters other than designated parking lots; do not park on the grass. (City Code, Section 1305.31 and Section 1330.05). All loading/unloading from vehicles must be done from street or parking area.
- **Reasonable decorating** of the pavilion/shelters 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.
- **No confetti** allowed at any facility.
- **Use of tents** or canopies will require prior approval and can be placed only in areas pre-designated by staff. The use of spikes or stakes is not allowed. 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.

GENERAL PERMIT CONDITIONS

- Permits will only be issued to persons 18 and over.
- All permits are non-transferable.
- Reservations may not be sublet to a third party.
- Use is for permitted facility only. All activities conducted on the City of Richfield property must be in the terms of the permit.
- All special arrangements must be made at time of application.
- 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.

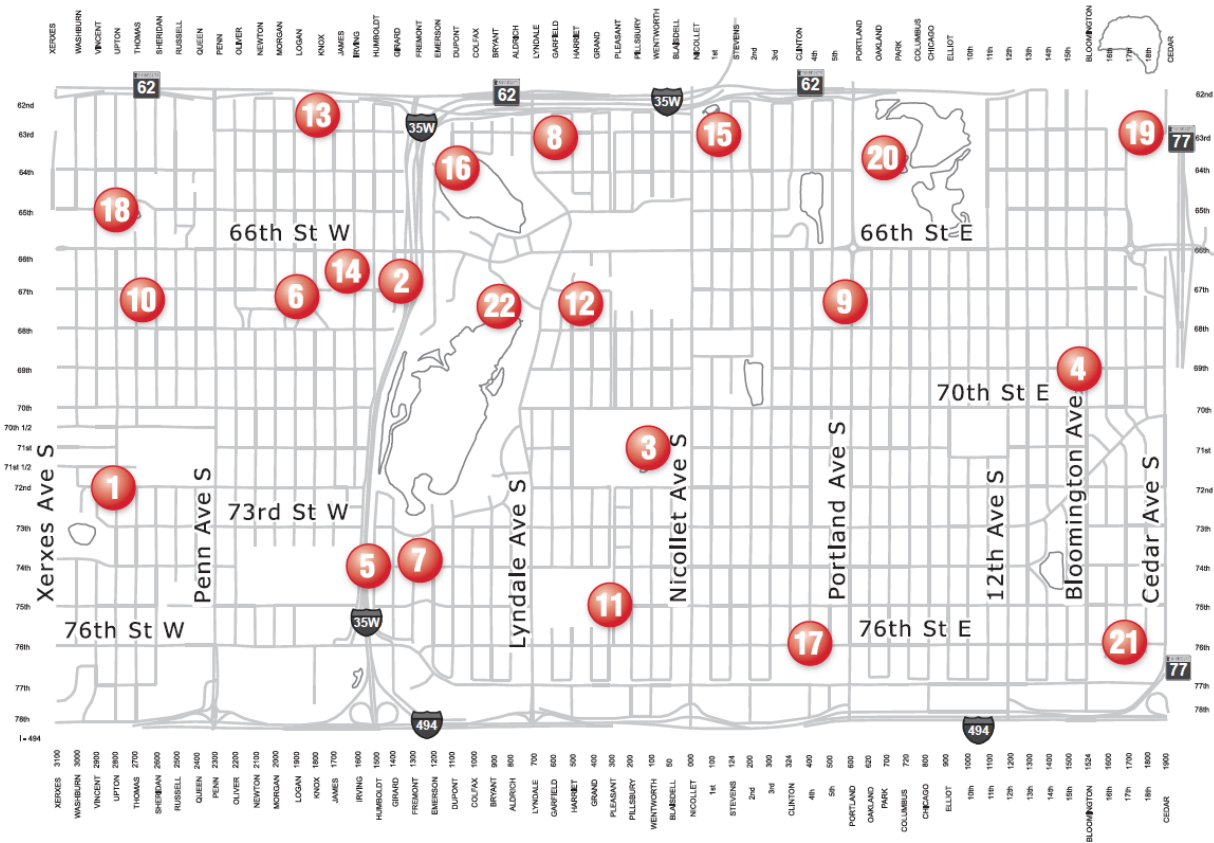
- The responsible person of the group holding the permit must have a copy of the paid invoice in their possession while the event is taking place.
- Starting and finishing times listed on permit must be adhered to. Failure to leave at the designated time could result in additional charges.
- Failure to abide by the facility use guide, 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 FACILITIES

RICHFIELD Park Features & Amenities

	PARK/BUILDING WALKING PATH (MILES) ACRES	SHelter	FOOTBALL/SOCCER FIELD	PICKLEBALL COURT	TENNIS COURT	SOFTBALL FIELD	BASEBALL FIELD	PLAY EQUIPMENT	BASKETBALL COURT	PLEASURE RINK	HOCKEY RINK	VOLLEYBALL COURT	FISHING PIER	SKATE FACILITY
1	ADAMS HILL • 7200 Washburn Avenue	13.0	0.6						1	1				
2	APPLE BLOSSOM • 6645 Girard Avenue	0.6												
3	AUGSBURG • 7145 Wentworth Avenue	21.0	0.4	3	6				2		1	1		1
4	CHRISTIAN • 6900 Bloomingdon Avenue	11.0	0.7	1	4		1L	1	1	1	1	1		
5	DONALDSON • 7434 Humboldt Avenue	23.6	0.4	1	4	4	1L		2L	1	2	1	2	
6	FAIRWOOD • 6700 Logan Avenue	2.5			1	2								
7	FREMONT • 7445 Fremont Avenue	0.6							1	0.5	1			
8	GARFIELD • 6301 Garfield Avenue	0.8												
9	HEREDIA • 6710 Portland Avenue	3.6	0.3		2	2		1		1	0.5			
10	JEFFERSON • 6700 Thomas Avenue	4.0		1	2	2		1	1	0.5	1			
11	LINCOLN FIELDS • 7500 Pleasant Avenue	7.1	0.5	1				4	1					
12	LITTLE BOB'S • 6700 Harriet Avenue	0.3							1					
13	MADISON • 6244 Knox Avenue	4.5	0.3	1	1			1	1	1	1			
14	MONROE • 6710 Irving Avenue	9.5	0.7	1				1	1	1			1	
15	NICOLLET • 6300 First Avenue	6.5	0.3	1	1			1	1	0.5			1	
16	RICHFIELD LAKE • 6400 Dupont Avenue	24.0	1.0						1	0.5				
17	ROOSEVELT • 7644 Fourth Avenue	13.5	0.3		2			4	1	1	1	1		
18	SHERIDAN • 6500 Upton Avenue	6.8		1	2			1	1	0.5			1	
19	TAFT • 1800 E 63rd Street	42.0	1.0	1			1L	4L	1	2	1	1	1	1
20	VETERANS MEMORIAL • 6335 Portland Avenue	108.0	2.0	1					1				1	
21	WASHINGTON • 7600 17th Avenue	8.0	0.4	1			8	1L		1	1			
22	WOOD LAKE NATURE CENTER • 6710 Lake Shore Drive	160.0	3.0	1										

L = "Lighted"



GREEN SPACE PERMIT APPLICATION

Applications can be submitted to the appropriate address below and will be reviewed and responded to within two business days.

Richfield Recreation (Park Shelters & Buildings)

7000 Nicollet Avenue, Richfield, MN 55423

P: 612.861.9385 F: 612.861.9388 recreation@richfieldmn.gov

APPLICANT CONTACT INFORMATION (day-of contact during the scheduled event(s))		
Organization/Business (if applicable)		
Contact Name		
Home Ph	Cell Ph	Work Ph
Email		
Address, City, St, Zip		

EVENT DETAILS		
Event Description		
Event Date	Start Time (include set-up)	End Time (include clean-up)
Maximum expected attendance _____		If "Yes" to any of the questions, please explain in detail. Other fees and arrangements may apply.
Event advertised and open to public	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Extra portable toilets needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special requests (detail on back of form)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any amplified music/P.A. system	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Concessions/merchandise sales	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any pony rides, inflatable jumpers, tent, dunk tank, catered food, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

FACILITY REQUESTED - all fees are listed with tax included							
Park: _____ Available between 7:00 am and 10:00 pm	<table style="width: 100%;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Resident/Non-Resident</th> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Resident</td> <td style="padding: 2px; text-align: right;">\$18/hr</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Non-Resident</td> <td style="padding: 2px; text-align: right;">\$26/hr</td> </tr> </table>	Resident/Non-Resident		<input type="checkbox"/> Resident	\$18/hr	<input type="checkbox"/> Non-Resident	\$26/hr
Resident/Non-Resident							
<input type="checkbox"/> Resident	\$18/hr						
<input type="checkbox"/> Non-Resident	\$26/hr						

<p>APPLICANT SIGNATURE 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 "Park Facility Use Guide" and agree to adhere to all rules & 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> <p>Signature: _____ Date _____</p>
--