

## **63.00 Recreational Field Usage Policy**

### **Purpose:**

To define procedures and priority status for using and renting the City's recreational field facilities.

### **General Policy Statement:**

The athletic fields within the City of Medina are provided for the recreational pursuits of Medina residents. The City of Medina's goal is to maximize the use of all park venues, while preserving the park assets, as well as insuring all local users an opportunity to use the City's facilities. Rules and regulations concerning the proper use of the facilities are established to ensure that the quality of the fields is sustained.

Both ball fields and the multi-purpose athletic field require a permit for users intending to reserve fields for team practice, games, and tournament usage. Due to the limited number and the high demand of the recreational fields, there is an established priority on field reservations for applications received by March 31st. The following sections describe the Permit Application Process, Prioritized Usage, Reservation Fee Policy, and General Park Rules required for field reservation.

### **Policy for Recreational Field Usage:**

In order to reserve a ball field and/or a multi-purpose athletic field for the purpose of occasional organized recreational usage (i.e. practices, games and tournaments) the applicant must submit a completed application form at City Hall and submit the appropriate fees. Applicants that want to be given priority on field reservations must submit their application by March 31<sup>st</sup> (please refer to the Prioritization section for more information).

Users interested in reserving a ball field and/or a multi-purpose athletic field for the purpose of seasonal recreational usage must enter into a field usage contract with the City.

Reservations are subject to availability and cannot be guaranteed unless made *at least* five (5) business days prior to the desired date. Reservations may be mailed or made in person Monday through Friday 8:00-4:30 at Medina City Hall. The application form is available online at <http://www.ci.medina.mn.us/>.

### **Application Process Procedure for the Recreation Field Reservation Permit:**

#### **I. Submission of a Recreation Field Reservation Application for permitted field usage:**

- Submit a completed Recreation Field Reservation Application form to:

City of Medina  
Attn: Recreational Facility Rental  
2052 Cty Rd 24, Medina, MN 55340  
Phone 763-473-4643 Fax: 763-473-9359.

- Each applicant shall be at least 21 years of age and act as the responsible coordinator of the reservation agreement.
- An application shall not be approved unless:
  - a) the event is compatible with city ordinances and policies;
  - b) all applicable fees and/or deposits are received;
  - c) the date and time is available; and
  - d) proof of insurance is on file
- An application may be denied or revoked if:
  - a) the recreational field is not available;
  - b) the applicant has an unsatisfactory use record;
  - c) the rental does not meet applicable rules/ordinances; or
  - d) the rental could be detrimental to the best interest of the City.
- Security Deposits will be refunded after post-event inspection by the City of Medina Public Works Department.

## **II. Submittal Time Line for the Recreation Field Reservation Application**

The recreation fields are generally available for use April 15<sup>th</sup> through October 31<sup>st</sup> (depending on weather). The City's Public Works Department reserves the right to delay, suspend, or cancel the use for any reason deemed appropriate.

### **Prioritization for Field Reservations**

There are two application categories: Non-Prioritized and Prioritized.

Non-Prioritized applications must be submitted *at least* five (5) business days prior to the desired date. The City will process applications within one week of the application submittal.

Prioritized applicants must submit their application before March 31<sup>st</sup>. For determining the applicants categorized priority designation, refer to the Group Prioritization Description below. All prioritized reservations are awarded according to their priority designation; "A" being the highest priority and "E" the lowest priority. Within each designated prioritization group, a first come first serve practice will be exercised. The City will process the application within one week after the priority deadline. **Prioritization Deadline is March 31.**

### **Group Prioritization Description**

The following is a description of a group's priority designation:

**A - City Events:** City sponsored camps, or City-wide recreational programming.

**B - Local Youth Athletic Organization:**

- A non-profit organization of children from the ages of 4-17yrs of age, and

- An organization with at least 30% Medina residents on the roster. Residence is to be verified by submitting a copy of the teams' league roster to the City by the organization, or
- An organization that provides proof of public service in Medina.

**C – Non-resident Youth Athletic Associations:**

- A non-profit organization of children from the ages of 4-17 yrs of age.

**D – Local Adult Resident:**

- An adult team with at least 30% Medina residents on the roster. Residence is to be verified by submitting a copy of the teams' league roster to the City by the team.

**E - Non-Resident Adult / Corporate Events:**

- An adult team with less than 30% Medina residents on the roster.
- A private group/organization whose activities generate monies for the financial enrichments of the members

### **III. Recreation Field Facility Requests**

#### **Recreation Fields Request**

Fields must be reserved for organized recreational usage by submitting a Recreation Field Reservation Application. Once the Recreation Field Reservation Application is approved, a permit will be issued indicating the field or fields reserved. The remaining fields need to be left open for other reservations. If additional fields are needed for rental, please contact the City as soon as possible.

#### **Recreation Fields Rescheduling**

Once the Recreation Field Reservation Application is approved, the applicant may reschedule. The City will try to accommodate the request given:

- A written notice more than fourteen (14) days prior to the event,
- The availability of facility,
- Receipt of an administrative processing fee according to the Fee Schedule

#### **Recreation Facilities Available For Reservation**

##### **Hamel Legion Park, 3200 Mill Drive, Uptown Hamel**

- 1 Adult baseball field
- 1 Lighted field for adult softball/little league baseball usage
- 1 Youth baseball/softball four-plex. Tom Anderson fields #1, 2, 3, 4
- 1 Multi-purpose athletic field.

##### **Hunter Lions' Park, 3195 Hunter Drive, near Uptown Hamel**

- 1 Youth baseball/softball field

##### **Medina Morningside Park, 2522 Bobolink Road, Medina**

- 1 Youth baseball/softball field

##### **Maple Park, 4400 Maple Street, Medina**

- 1 Youth baseball/softball field
- 1 Multi-purpose athletic field.

#### **IV. Recreation Field Reservation Application Fees and Refunds**

##### **Recreation Field Reservation fees**

Recreation Field Reservation fees are the fees required for the direct usage of the fields. This fee includes the field usage fee as well as any fees associated with the requested/required rental of amenities. All fees will be required by the City upon submission of the reservation application. Please review the City's Fee Schedule to determine current rental fees.

##### **Refunds of Reservation Fees**

Refunds for all Recreation Field Reservation fees are processed on an individual basis with regards to the conditions of the cancellation. All cancellation notices and requests for rescheduling must be submitted in writing. If cancellations occur on the day of the event, the City must receive the cancellation notice by the next business day.

- *REFUND FOR CANCELLATIONS DUE TO WEATHER CONDITIONS.* All cancellations that are due to weather conditions must be verified by the City staff prior to processing the refund. A percent of the Recreation Field Reservation fees may be refunded according to the percent of field used when the event is interrupted due to weather conditions.
- *NO FEE REFUNDS.* Recreation Field Reservation fee refunds will not be given for cancelled game/practice reservations that are not related to weather conditions less than fourteen (14) days before the event.
- *NO FEE REFUNDS.* Recreation Field Reservation fee refund will not be given for cancelled tournament reservations that are not related to weather conditions less than thirty (30) days before the event.

##### **Recreation Field Reservation Security Deposit**

Recreation Field Reservation Security Deposit is required to maintain proper performance of the field usage and to offset administrative costs connected to staff hours used for the rescheduling process. A security deposit will be required by the City upon submission of the reservation application. Please review the City's Fee Schedule to determine current Security Deposit due.

##### **Refunds of Security Deposit**

The applicant will receive a refund of the Security Deposit if obligations under the field reservation application are fulfilled, compliance with City Code Chapter 515 is met, and an after post-event inspection by the Public Works Department.

- A full security deposit will be remitted to the applicant upon having left no financial obligation to the City and having caused no damage beyond ordinary wear and tear.
- A percent of the security deposit will be remitted to the City pending:
  - 1) any financial obligation to the City,
  - 2) the percent of damages to the facilities beyond the ordinary wear and tear.

### **Administrative Processing Fee For Rescheduling**

An Administrative Processing Fee will be charged in accordance to the City's Fee Schedule to the Security Deposit for the rescheduling an approved field reservation. Cancellations that need to be rescheduled due to weather conditions are not applicable to the Administrative Processing Fee.

## **V. Applicant Responsibility**

### **Maintenance**

- Lining of soccer/rugby/lacrosse fields.
- Grooming and lining of ball fields.
- Supplying and installation of equipment such as nets, posts, bases, and/or other equipment subject to City approval.

### **Applicant's Inspection of Facilities**

Holders of a field reservation permit agree to use the fields in an "as is" condition unless a written arrangement was made with the City. Upon arrival to each facility, the permit holder is responsible to inspect the site for unsafe conditions, which may be caused from vandalism, severe weather conditions or prior use.

In the event that the facility is not suited for use, the permit holder should not use the site and should contact the Public Works Department at 763-473-4643.

### **Required Liability Insurance Coverage for Application**

Liability insurance coverage is required for group/team/organization use only, not individuals. Proof of insurance must be submitted with the Recreation Field Reservation Application.

- A certificate of liability insurance must be filed with the City of Medina prior to application approval. This certificate shall confirm said coverage and provide that the insurer shall give the City thirty (30) days advance written notice of cancellation, change or termination of said insurance policy.
- Permit holder shall obtain and maintain the policy of liability insurance written by an insurance company licensed to do business in the State of Minnesota. This policy shall contain an endorsement providing for blanket contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage while naming the City of Medina as additional insured.

## **VI. Park and Field Rules**

Anyone breaking the park rules will be in violation of their reservation permit.

- Pets shall be leashed and cared in accordance with any State or City laws.
- No waste left on the fields & facilities. All waste paper and trash must be deposited in refuse barrels.
- No lewd or inappropriate conduct.
- No bikes permitted on the fields

- No glass containers
- Parking is allowed in designated parking areas only. Vehicles are not allowed on the grass, sidewalk, etc.
- No field usage will be allowed after 10 pm.
- Sale of alcoholic beverages is allowed by a temporary license from the City.
- All prepared food sales must have a certificate for operation from Hennepin County Health Department on site.
- If parking assistance or crowd control is anticipated, please notify the City a month prior to the reserved date. If unanticipated needs arise at the event, the City will charge the amount of staff resources needed against the deposit.  
*If in question about the parking needs of your event, please contact the City.*
- Full compliance of the Medina City Code Chapter 515, Parks and Recreation Facilities.

*Policy Approval: City Council approved on 12/2/2008*