



**CITY OF  
NORTH BRANCH**

**PARK FACILITY  
RESERVATION PERMIT**

Facility Reserved: \_\_\_\_\_ at Park: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: From: \_\_\_\_\_ To: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: \_\_\_\_\_

Number Attending: \_\_\_\_\_ Water \_\_\_\_\_ Electric \_\_\_\_\_

This permit should be brought to the park at the reserved time and made available upon request. If another party or group of individuals is using the reserved picnic facility/park facility, please inform them of your reservation and ask them to go to another area of the park. If necessary, the police may be called upon if individuals are not allowing you to use the reserved space. Individuals who have not reserved the park may still use the playground equipment and other areas that are not reserved or being used by the reserving party. If other individuals using the park need to seek temporary shelter due to the weather it is to be shared with all park users. Violation of Park Ordinances are misdemeanors and can result in revocation of permit and/or arrest.

**General Rules**

1. Waste paper and trash must be deposited in refuse barrels.
2. Reservations for picnic areas do not grant exclusive use of the area or park.
3. Vehicles are allowed in parking lots only.
4. No staking of any tents, canopies, or any other temporary structure is allowed.
5. No controlled substances are permitted in or upon any park.
6. Alcoholic beverages are not permitted in or upon any park.
7. No glass is permitted in the parks.
8. Park hours are 7:00 AM to 10:00 PM
9. If using lighted facilities, the League/Tournament Director must call in to Control-Link Central to turn off the lights if the event ends earlier than scheduled, or if the event is postponed or canceled without notification to the City of North Branch by 4:30 P.M. Monday – Friday. Phone numbers and privileges for Control-Link Central must be obtained by the League/Tournament Director with the City before use of the lights.
10. This agreement shall be in existence for the balance of one year subject to its being revoked on 10 days written notice. In case of any violation of the terms of the facility use policy by the user, the City shall be entitled to revoke use of the scheduled area by the user upon a written notice. The user has the right to appeal to the City Council if it so desires during the 15 day notice period from date of such notice.

I am aware of and agree to all of the terms and conditions of the facility use policy and park reservation permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Check #	_____	<b>Date</b>	_____
Permit	\$ _____		_____
Deposit	\$ _____		_____
Insurance	\$ _____		_____

**For Cancellation call 651-674-8113 – For Police Non-Emergency call 651-674-8848**

## PURPOSE

The City of North Branch has park facilities that are available for reservation. In order to be consistent in granting use of these parks facilities, identifying priority groups, specifying deposit and fee schedules, and establishing administrative rules, the following policies apply.

### 1. PERMITS

Reservation permits shall be required for exclusive use of community park facilities:

a. **Park Reservation Permit**

Shall be required for all special groups of 100 persons or less which do not involve special events.

b. **Special Event Permit**

Shall be required for all special events such as snowmobile races, athletic camps, clinics, tournaments, parades, carnivals, music festivals, outdoor concerts; and picnic or civic celebrations where one hundred (100) or more people will be in attendance.

### 2. PARK FACILITIES AVAILABLE FOR SCHEDULING:

The following park facilities are available for exclusive community use:

a. **Athletic Facilities**

Recreational, league or tournament use.

i. Baseball/Softball Fields

1. Harder Park (Fields 1-4)
2. Tower Fields (North & South Field)
3. Roger Johnson Memorial Park (Field 1)

ii. Soccer Fields

1. Roger Johnson Memorial Park (North & South Field)

b. **Picnic Shelters**

Open Structures for small or large group use

- i. Central Park
- ii. Harder Park
- iii. Northwood Park
- iv. Riverwalk Park
- v. Roger Johnson Memorial Park
- vi. Wildridge Park

### 3. PRIORITY CLASSIFICATION OF USERS:

In all cases, City of North Branch activities and functions will have priority. If a conflict occurs, every effort will be made to find an alternate facility for the users. All facility use must be a non-profit or non-profit fund raising function.

1. City sponsored activities, events or programs.
2. School sponsored activities, events or programs.
3. City-based, non-profit organization serving youth within North Branch.
4. City-based, non-profit organization serving adults within North Branch.
5. City-based, non-profit organization or group serving residents of the City.
6. Resident use.
7. Business or industry located within the City.

8. Business, industry or non-profit organization from outside the City that serves or employs residents of the City.
9. Business, industry or non-resident from outside the City.

#### **4. SCHEDULING PROCEDURES:**

Group Reservations will be accepted at North Branch City Hall. Reservations will be accepted on the following schedule:

**Winter Scheduling:** (For use December 1 to February 28/29)

League Application forms must be filed at City Hall between October 1-31

**Spring/Summer Scheduling:** (For use April 1 to August 15)

League Application forms must be filed at City Hall between January 1-February 28

**Fall Scheduling:** (For use August 15 to November 30)

League Application forms must be filed at City Hall between June 1-30

Individual teams may reserve space after the above group reservation cutoff dates on a first come, first served basis.

City staff shall have discretion to resolve scheduling conflicts by determining use of field based upon historical use, community interest, or other factors.

#### **5. CONCESSIONS:**

The right to run concessions on park property belongs to the City. Portable or temporary concession stands shall only be allowed during special events or with prior approval. Prior approval is required for use of buildings.

#### **6. FEES:**

A \$100 damage deposit is required for reservation of any park facility. A \$1,000 damage deposit is required for Central Park and/or Roger Johnson Memorial Park. Deposits will be refunded after the City of North Branch inspects the property.

#### **7. INSURANCE:**

##### **Indemnification Agreement and Liability Insurance Requirements:**

All applicants must agree to indemnify and hold harmless the City of North Branch and its employees against any and all losses, claims, damages or liability to which the organization, participants, or the City of North Branch may become subject in connection with the conduct of any activity on the premises by authorized organization. Organizations must agree to reimburse the City of North Branch and its agents, attorneys, employees in connection with defending any actions relating thereto. All users of the facilities that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability insurance in the minimum amounts of \$1,000,000 for bodily injury and property damage.

Insurance carrier may FAX to the City at 651-674-8262.

## 8. RULES AND REGULATIONS:

Failure to comply with any of the following rules and regulations may in the discretion of the City of North Branch result in cancellation of use, denial of future request, forfeiture of fees, and/or suspension of team/league from using the park.

1. Alcoholic beverages are not permitted in or upon any park.
2. No controlled substances are permitted in or upon any park.
3. Reservations do not grant exclusive use of the park.
4. No staking of any tents, canopies, or any other temporary structure is allowed.
5. Vehicles are allowed in parking lots only.
6. Waste paper and trash must be deposited in refuse barrels.
7. Teams may not use ball fields unless pre-scheduled. Managers/Coaches are required to carry their approved field usage permit to the field for practices and games.
8. Games and practices will not start before 7:00 a.m. nor exceed 10:00 p.m., NO EXCEPTIONS! Organizations should make necessary changes or alterations to their rules and regulations concerning games stopped due to park time regulations.
9. Permittee must designate a Responsible Party for all field rentals. That responsible party is directly responsible for informing team coaches, representatives, and participants of City of North Branch policies regarding field rentals and usage.
10. Permittee is responsible for notifying the city of any park facility issues at the park, i.e. electrical outlets, lighting, etc.
11. The City of North Branch reserves the right to cancel any event or to close the park. Closure of the park may be the result of maintenance or construction activities, an emergency, severe weather, vandalism, poor playing conditions, or damage that could cause safety concerns.
12. Field Closure Rescheduling – It is the organization's responsibility to contact the City's field scheduler within two (2) working days after a field closure for rescheduling.
13. League and Tournament Directors are responsible for ensuring that individual teams clean up their respective designated use area after each use. Loss of use privileges and/or maintenance/cleaning fees will be assessed to the facility user if deemed necessary by the City.
14. If using lighted facilities, the League/Tournament Director must call in to Control-Link Central to turn off the lights if the event ends earlier than scheduled, or if the event is postponed or canceled without notification to the City of North Branch by 4:30 P.M. Monday – Friday. Phone numbers and privileges for Control-Link Central must be obtained by the League/Tournament Director with the City before use of the lights.
15. The City of North Branch is not responsible for any property loss, damage to vehicles, etc.
16. This agreement shall be in existence for the balance of one year subject to its being revoked on 10 days written notice. In case of any violation of the terms of the facility use policy by the user, the City shall be entitled to revoke use of the scheduled area by the user upon a written notice. The user has the right to appeal to the City Council if it so desires during the 15 day notice period from date of such notice.
17. These rules and regulations are in compliance with Ordinance No. 122-08 as passed by the City Council on June 9, 2008.