



PARK FACILITY RENTALS FOR ORGANIZED ATHLETICS POLICY

I. General Purpose and Objective.

The City of Anoka provides many park facilities for all City residents to enjoy. The use of parks and facilities is administered as fairly and equitably as possible by the Public Services Department and governed by these procedures and policies established by the Anoka City Council as recommend by the Anoka Parks & Recreation Board.

This policy has been created to aid individuals, groups, and organizations planning to use City athletic facilities for exclusive regular use during a specified period of time and/or series of dates to offer athletic leagues and/or tournaments.

In all cases, City of Anoka sponsored activities and functions have priority.

II. Priority Classification of Users.

Field use will be assigned according to the priority classification below. In the event that multiple groups in the same user classification request use of the same location on the same day/time per week, priority will be given to the organization that used the facility the previous year on the requested day. The Public Services Director will make final determination if needed.

- A. City affiliated, non-profit youth athletic associations, and District #11 Anoka-Hennepin Community Education.
- B. City based, non-profit organizations serving Anoka youth.
- C. City based, non-profit organizations serving Anoka adults.
- D. Resident individuals and for-profit businesses.
- E. Non-resident individuals, non-profits and for-profit businesses.

III. Fees.

- A. Fees are established annually by the City Council.
- B. All fees must be paid in advance to confirm field use, field preparation needs, and schedule game maintenance requests.
- C. Use of athletic lighting will be billed upon completion of season.
- D. A refundable key/damage deposit will be required for each set of keys required for field lighting or building access.

IV. Terms & Conditions – Leagues.

- A. Field use application and submittal of tentative league schedule is due no fewer than forty-five (45) days prior to the league start date.
- B. If approved, the sponsor of the league shall sign the City permit accepting responsibility for operating the league in accordance with these policies and provide final game schedule, requests for maintenance preparation, and payment of fees no later than ten (10) business days before first scheduled game.
- C. The Public Services Department reserves the right to suspend a league with forfeiture of all monies at the time if any of the set policies are not adhered to or if any problems occur in the areas of fighting, extensive abusive language, or harassment of area residents.
- D. No games will start before 8:00 a.m. or after 9:45 p.m. Lights will be turned off no later than 11:00 p.m.
- E. The City may require additional portable toilets and service of them at the sponsor's expense.
- F. If requested and pre-paid, City staff will complete field preparations on game day. Only the first game played per day per field will have newly dragged and chalked infield (softball/baseball) or flooded rink (hockey/broomball). Field lining will occur weekly (following turf maintenance) for grass playing fields (soccer, football, lacrosse).
- G. The Public Services Department reserves the right to cancel any league game or night due to non-playable field conditions or inclement weather.
- H. If the league sponsor plans to sell concessions, it is the responsibility of the sponsor to obtain and provide proof of all applicable permits and licenses required by law.
- I. Use of a City park building or shelter for concession sales must be reserved per the Park Facility Rental & Reservation policy.
- J. If use of City equipment or personnel is required during a specified event, the organizer shall pay the hourly fee for services.
- K. No motorized vehicles allowed in or upon any City park property unless permitted by the Public Services Director. Refer to City Code Chapter 50 for more information.
- L. The City reserves the right to deviate from this policy if it is recommended by the Parks & Recreation Board to be in the City's best interest to consider other financial arrangements. Any and all Parks & Recreation Board recommendations regarding deviations from the policy must be approved by the City Council.
- M. Any and all events and participation in all activities on park property cannot be restricted in any way on the basis of sex, race, or religious affiliation.
- N. Additional park rules and regulations are listed in City Code Chapter 50.

V. Terms and Conditions – Tournaments.

- A. Individuals or organizations interested in sponsoring and/or conducting a tournament must make written application to the Public Services Department at least thirty (30) days prior to the event.

- B. Field use will be assigned on a first-come, first-serve basis, based on availability.
- C. If the tournament sponsor plans to sell concessions, it is the responsibility of the sponsor to obtain and provide proof of all applicable permits and licenses required by law.
- D. Use of a City park building or shelter for concession sales must be reserved per the Park Facility Rental & Reservation policy.
- E. A \$250 refundable damage deposit shall be required with the tournament application. No exceptions.
- F. The sponsor of the tournament shall sign a statement accepting responsibility for operating the tournament in accordance with these policies and be financially responsible for guaranteeing payment of any and all expenses for said tournament, including required deposits and user fees as well as additional costs for services and supplies provided by the City; licensing fees; and payment of damages, in full, resulting from theft or vandalism to any equipment or facilities used during the rental period.
- G. The Public Services Department reserves the right to close a tournament with forfeiture of all monies at the time if any of the set policies are not adhered to or if any problems occur in the areas of fighting, extensive abusive language, or harassment of area residents.
- H. No games will start before 8:00 a.m. or after 9:45 p.m. on any day of the tournament. Failure to comply with this will constitute grounds for tournament forfeiture. Lights must be turned off by 11:00 p.m.
- I. The City will contract and service additional portable toilets at the sponsor's expense for the duration of the tournament.
- J. Field rakes, shovels, brooms, hoses, and nozzles are available for use; request must be included on the tournament application. No vehicles will be allowed to drag the field.
- K. At the conclusion of the tournament, any and all additional fees and charges incurred shall be paid to the City within thirty (30) days of billing. Additional fees include: labor, field prep and drag equipment, bases, ag-lime, chalk, clay and paint.
- L. The Public Services Department reserves the right to cancel any tournament due to non-playable field conditions.

VI. Insurance.

The City, in its discretion, may require the league or tournament sponsor to obtain liability insurance. If liability insurance is required, the following requirements apply:

- A. \$1,000,000 minimum.
- B. Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims (if applicable).
- C. The insurance policy must be issued by an insurance company licensed to do business in Minnesota and acceptable to the City.

- D. The City must be named as an “Additional Insured” on the policy.
- E. Renter must provide the certificate showing required coverage at least five (5) days prior to the event.

VII. Cancellation.

- A. If the league or multiple league games are canceled (and not rescheduled) by the sponsor after usage fees have been paid to the City, the refund policy is as follows:
 - 1. If games are canceled due to inclement weather, with appropriate notification to the City, make up games will be allowed through an extension of the league season.
 - 2. If games are canceled, without prior notice to the City and not for inclement weather, park usage fees will not be returned or credited, and a league extension will not be allowed.
 - 3. If the league is canceled within five (5) days of the first scheduled game, fees will be returned minus a 10% administrative fee.
- B. If the tournament is canceled by the sponsor after deposits and usage fees have been paid to the City, the refund policy is as follows:
 - 1. If canceled five (5) or more days before the date of the tournament, fees paid will be refunded subject to a 10% administrative fee.
 - 2. If canceled less than five (5) days before the tournament date, fees paid will be refunded subject to a 25% administrative fee.
- C. If the City has “*just cause*” to cancel a league or tournament, the refund shall be by negotiation between the sponsor(s) and the Public Services Director to reach an equitable and fair refund agreement between both. In the event of no agreement, the Parks & Recreation Board will make a recommendation to the City Council for its final decision on the matter.

Policy History

Initially Adopted: 01.07.2013