



# Excelsior Commons Ball Field Reservation Application

## **City of Excelsior Commons Ball Field Rental Policy**

The City of Excelsior Parks and Recreation department, hereinafter referred to as “City” coordinates and issues permits for the use of the ball field in The Excelsior Commons to organizations and the general public for social and recreational activities and programs. The purpose of this policy is to outline procedures and allocation priorities for the permitted use of The Commons ball field. The City will monitor proper use of allocations and permits. Individuals and organizations are able to reserve the Excelsior Commons ball field by submitting an application to the City. Submission of an Application and Request does not constitute approval. The City will grant reservation using the following criteria: seniority/legacy organizations, diversity of users, organizations within the community and/or the Minnetonka School District, percentage of participants residing within the community and/or the Minnetonka School District and any other standards deemed necessary by the City. Organizations regularly found not to be using the field for reserved times may have their reservations removed and be deprioritized for the future season. Requestors agree to abide by all city policies.

## **Application Process**

Completed forms and permit fee can be submitted starting October 1<sup>st</sup> -November 1<sup>st</sup> of the previous year. Applications received during this period will be reviewed and acceptance/denial notices sent to organizations by December 7<sup>th</sup>. Applications received after November 1<sup>st</sup> will be reviewed after December 7<sup>th</sup> and ballfield reservations will be granted on a space-availability basis. Organizations or individuals requesting single-day ball field reservations must submit their requests 30-days in advance of the requested date.

## **Fees**

Each time slot reservation is a \$60 dollar fee per slot per day which is due at time of your application submission. Permit fees may be made via cash, check or credit card. In addition, there is a one-time \$150 damage deposit that is refundable if there is no damage or expenses incurred by the city. Permits and fees are non-refundable regardless of weather conditions.

**Time/Date Selection**

The ball field is available from April 1<sup>st</sup> to October 20<sup>th</sup>. Please check the boxes next to the times you are interested in reserving the field.

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
8am – noon													
12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm	
5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm	

Please specify which specific dates or range of dates you would like to reserve the ball field:

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Please rank your preferences for days of the week

Days of the week	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice	4 <sup>th</sup> choice	5 <sup>th</sup> choice	6 <sup>th</sup> choice	7 <sup>th</sup> choice
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

**Applicable Policies**

**Event Storage Fee, Waste Removal & Damage Deposit**

If items are left on City property before or after an event the group will be charged an Event Storage Fee of \$150 per day that may be deducted from the damage deposit. It is the responsibility of the event organizer for the proper removal and disposal of all trash, refuse and debris throughout the term and immediately upon conclusion of the event. Loss of entire damage deposit and/or additional City personnel charges will result if City staff must clean up waste from the event site.

### **Entertainment & City Ordinances**

It is the event organizer's responsibility to ensure all activities comply with the City of Excelsior ordinances during the event. Ordinances include complying with a police or code enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior. Alcohol is not permitted on the ball field or in The Commons unless a separate special event permit has been submitted and approved through the City of Excelsior and additional fees have been paid. Vehicles are also prohibited from driving on the ball field or in The Commons.

### **Usage Commitment**

Each team's use of the field, including setup and clean up, begins and ends at the times stated on the approved permit. Teams are not allowed on the fields prior to the start time on the permit and are required to have the field cleaned, picked up and be off the field at the ending time indicated on the permit. It is the responsibility of the group to use their assigned reservation slots. If the group is found to be regularly not using the field during their reserved times their reservation may be cancelled and the group may be deprioritized from future years' reservations. Any organization that has reserved the field and does not intend to use it according to the permitted time is encouraged to notify the City of Excelsior's Park & Recreation Department so the field may be reallocated.

### **Insurance Requirements**

A certificate of insurance or similar proof of coverage shall be submitted prior to usage of the ball field and shall name the City of Excelsior as an additional insured.

### **Application & materials will be considered for approval and will be considered FINAL.**

This permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

**Your contact information:**

Contact Name:	
Phone Number:	
Address:	
Email:	
Organization Name:	
Organization Address:	
Approximate number of organization participants:	
Approximate percentage of organization participants with Minnetonka school district boundary:	

*I agree to abide by all applicable City Ordinances regulating ball field and event usage and the use of public parks. I agree to indemnify and hold the City of Excelsior harmless for any personal injury claims resulting from our use of public property or organized public events. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit. I agree that I am 18-years of age or older.*

Permit Applicant Name: \_\_\_\_\_

Permit Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Excelsior Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Cost Worksheet**

Number of total slots requested	Damage Deposit	Subtotal	Sales Tax 7.525%	Total Fee
X \$60ea =	+ \$150	=	+	=