



**Athletic Fields,
Courts & Kenwood
Disc Golf Course**

Rules and Rental Fees For Use of Athletic Fields, Courts & Kenwood Disc Golf Course

Fees and Scheduling Priority Groups

FEES					
Item	Group 2	Group 3	Group 4	Group 5	
Baseball ^{1,2} (per field, per hour*)	\$10	\$11.25	\$12.50	\$15	
Softball ^{1,2} (per field, per hour*)	\$10	\$11.25	\$12.50	\$15	
Athletic Deck ^{1,2} (per field, per hour*)	\$10	\$11.25	\$12.50	\$15	
Athletic Deck striping (by request, per deck, per time)	\$50	\$55	\$60	\$70	
Aronson Park ² (SB 1-9, Sat/Sun, Tourney use, light fee ³ - see below)		\$400	\$500	\$600	
Outdoor hockey rinks, with our without ice, hourly light fee ³ - see below			\$15	\$25	
Tennis/pickleball courts, hourly	\$15	NOT AVAILABLE			
³ Lights (per rink, field, per evening)			\$35	\$45	
Disc Golf Course, per day			\$100	\$200	
Youth Athletic Association Participation Fee (Lakeville)	\$10 per player/per season				
Youth Athletic Association Participation Fee (Non-Lakeville)	\$200 per field/per season				
Special Requests/Usage	reviewed by Parks & Recreation Staff				
³ Decks, ball fields - standard layout per youth assoc. regular season request					
² City does not provide bases or nets					
*4-hour rental minimum					

Groups 3-5 are **excluded** from renting pickleball and dual striped courts due to high demand.**

Group 1: All City sponsored activities and programs.

Group 2: Recognized Lakeville Athletic Groups & Clubs. Refer to **EXHIBIT B**.

Youth Athletic Groups: This includes Independent School District #194, Independent School District #196 (Parkview), Independent School District #192 (North Trail Elem, Quail Meadows Park), Lakeville Private Schools (All Saints), Lakeville Baseball Association (LBA), Lakeville Ultimate Frisbee Lakeville Track and Field, Lakeville Soccer Club (LSC), Lakeville Fast Pitch Softball Association (LFSA), Lakeville Football Associations, Lakeville Lacrosse Association (LLA), Lakeville Hockey Association (LHA), Rosemount Area Athletic Association (RAAA – Parkview, Bunker, Fieldstone, East Community), Farmington Athletic Association (FAA – Quail Meadows, Greenridge), Valley Athletic Association, Inc. (VAA – Highview Heights), Other Clubs & Individual Teams with roster of 50% or more Lakeville residents (must provide roster with request).

Adult Athletic Groups:

Group 3: Recognized Lakeville community service and civic non-profit organizations and agencies activities and programs. These organizations include but are not limited to: Knights of Columbus, Rotary, Lions, etc.

Group 4: Lakeville residents. Includes but are not limited to: private parties, neighborhood groups, church groups, youth athletic teams not associated with **Group 2**.

Group 5: Private companies, non-resident individuals and groups. Definitions of resident: Pays property tax to the City of Lakeville.

Facilities

Includes school fields in ISD #194, ISD #196 (Parkview), and ISD #192 (North Trail). Baseball/softball fields, athletic decks (soccer, football, lacrosse), rinks, courts and disc golf.

Reservation Period

- a. **Group 1** may reserve facilities at any time for any date.
- b. **Group 2** may reserve facilities in the season prior to athletic contests. Meetings will be held in January for baseball, softball, soccer & lacrosse for April through August play and July for football, baseball, softball & soccer for August through October play.
- c. **Groups 3, 4, & 5** may request facilities at any time, and will be considered only after **Groups 1 & 2** have been scheduled.

Reservation Priority

- a. Group 1 may reserve those times that are necessary to host City sponsored programs
- b. Group 2 may reserve those times that are necessary to host sponsored programs if space is available.
- c. High School and Middle School activities shall be held in the afternoon hours, so they are completed by 5:30 p.m. on weekdays. The youth activities shall not start until after 5:30 p.m. on weeknights. The athletic groups will have priority on the weekend.

General Rental Information

- a. When reserving Lakeville Parks and Recreation facilities for athletic tournaments, league play, organized play not associated with a league and/or approved special events, applicants will be required to provide proof of general liability insurance coverage at a minimum amount of \$2,000,000 for property damage and bodily injury naming the City of Lakeville as an additional insured on the policy. The applicant will also be required to sign a Facility Usage Release and Indemnification Agreement. These documents are due a minimum of two weeks prior to the scheduled activity. School field reservations must name the City of Lakeville and ISD #194 as additional insured.
- b. All costs of extra portable toilets and cleanings for athletic and/or special events will be paid for by the sponsoring organization.
- c. Lakeville Parks and Recreation, School Districts #192, #194, and #196, serving Lakeville residents are exempt from the field/facility rental fees.
- d. **GROUP SUPERVISION:** Use of field or facility must be under competent adult (age 18 or over) supervision throughout the duration of the rental.
- e. The renting organization/individual agrees and understands that in the event of a cancellation, ninety (90) days' notice must be given in order for both the down payment and damage deposit to be returned. If less than 90 days' notice is given, the damage deposit will be returned however, the city will retain the down payment.
- f. The subleasing of fields is not allowed.
- g. Due to high demand, pickleball and dual striped courts are not available for private rentals **(Groups 3-5)**.
- h. Volleyball courts are available on a first come, first served basis and are not available to rent by any group except for Parks and Recreation leagues and programs.
- i. Press box equipment at Grand Prairie Park must be requested and paid for with initial booking. Anyone using equipment must be properly trained on the use of all components. Not all press box equipment is available for public use.

Inclement Weather

In the event of inclement weather or saturated grounds, fields will be closed to ensure safety of the participants and to prevent turf damage. Inclement weather may include: thunder & lightning storms; hail storms; snow storms; heavy rains; heavy snow; heavy frost; extreme temperatures; or other types of weather which may be dangerous to participants or may lead to damage of the fields. Saturated grounds refers to standing water on a field or a field so saturated by water that use of the field will cause damage to the turf. The decision to close the fields will be made as follows:

1. **Weekdays:** The Recreation Manager (or designee) will make the decision on closing city fields. Lakeville Area schools' staff will make the decision on closing school fields. Where possible, the decision on closing fields will be made by 3:00 p.m. Permit holders should call the Recreation Department information/weather phone line at 952-985-4690 option 1 after 3:00 pm for field closure information. If inclement weather conditions develop after 3:00 pm, the coaches or umpires will make the decision on closing the fields.
2. **No Staff on Duty:** If there is no authorized Park or Recreation Department staff on duty, the permit holders will make the decision on closing the fields. Permit holders will be financially responsible for any turf damage caused by using fields during inclement weather or using fields with saturated grounds.

Quigley-Sime and King Park

These parks are designated for Lakeville Baseball Association play only unless otherwise approved by Parks & Recreation Director. Light fees for Lakeville Baseball Association at King Park are waived due to substantial donation to the King Field Lighting Project.

City's Right to Refusal

The City of Lakeville reserves the right to refuse or restrict the use of any facility for the following reasons:

- The facility is undergoing maintenance or repair.
- The facility may be damaged by the intended use.
- The intended use is illegal or inappropriate.
- The intended use is in direct competition with program offerings.

General Field Use

League games, and practices, individual use, or general use which are scheduled by Groups 2 – 5 are required to submit a request for field use. Group 2 and 3 field rental fee is waived.

Camps and Clinics

Camps/Clinics, which are scheduled by Priority Groups #2 – #5, are required to submit a request for field use. Recognized Lakeville athletic groups hosting an in-house camp that is designed to be a component of the regular season practice are exempt from rental fees, i.e., LBA Rookie Camp, Lakeville Soccer Club providing clinics to participants as a part of the regular season, etc. Camps, which may include an additional participant fee or require the participant to register is non-exempt from the rental fee. Camps conducted by ISD 194 coaches and facility requested by the High School activity director will be exempt from rental fees on school grounds.

Athletic Tournaments

Sponsor(s) of Tournament – check all that apply for each tournament. Example: if you fall into Group 2 and are working with another provider to assist with the implementation of the tournament check all boxes that apply and provide name of organization. See page 11 for fee schedule.

- a. Tournaments which are scheduled by Groups 2 – 5 are required to submit a request for field use.
- b. Group 2 not requiring additional city services for ball fields (softball, baseball or similar sport) may request unlimited tournaments. Group 2 utilizing decks (grass athletic fields, soccer, lacrosse, football or other field sport) may each request up to two tournaments annually. Field rental fee is waived, for both type of requests. Decks and/or striping above and beyond the regular season layout will be reviewed and rental fee applied. See page 2 for fee schedule.
- c. A limit of one tournament per year may be sponsored by any single organization in group 3–5, unless authorized by the Parks and Recreation Department and contingent upon field availability. See page 2 for fee schedule.
- d. Tournament with food trucks, vendors, entertainment or additional components (i.e. inflatables, parking outside of tournament location), need to fill out a special event application.
- e. The facility's parking lot and nearby supplemental areas determines maximum number of fields available for tournament.

- g. All tournament names must be listed on the tournament application exactly as they will appear in publications. Any tournament name changes without prior written permission from the Parks and Recreation Department is cause for tournament cancellation, relinquishment of tournament fees and denial of future tournament applications to Lakeville Parks and Recreation. Tournament names must be family friendly.
- h. Independent School Districts #192, #194 and #196 and Lakeville Parks and Recreation Department sponsored tournaments are fee exempt. Light fees may apply.
- i. Each tournament sponsor shall enter into a written agreement with the City, setting forth the fee and terms for the use of the park. The attached rules and regulations are identified as **EXHIBIT A**. Tournament sponsor is responsible for ensuring participants are aware and abide by this agreement.
- j. Soccer fields are available for organizations/teams affiliated with athletic associations serving Lakeville residents.

Miscellaneous Services

Permit holder requesting additional field(s) or layout(s), different than what has been set up for regular season play will be assessed a per field set up fee. Park Maintenance Department, with five days' notice, will do special field prep, if necessary and if time is available.

Disposing of Waste

All renters must dispose of waste in proper trash and recycling receptacles provided at the facility.

Exhibit A

Rules and Regulations for Softball and Baseball Tournaments

1. The Lakeville Park Maintenance Department will provide normal Friday field maintenance. All field markings and additional maintenance will be the responsibility of the sponsoring team. (Normal maintenance includes grass cutting, infield dragging and outfield line painting, as required.)
2. The sponsoring team or organization will be responsible for traffic and parking control and if required, shuttle service. Only vehicles used for maintenance for the athletic tournament will be allowed on turf areas. All other vehicles will be restricted to parking areas. No cars may be parked around the concession building. Use of pathways by motorized vehicles should be only for the transportation of supplies to and from the building.
3. Sponsors of State, Regional and National tournaments which are held at Aronson Park, Quigley-Sime Park, Steve Michaud Park and King Park may request special permission to charge admission and parking fees at their tournaments, which may be granted by the Parks & Recreation Department. Requests to charge admission and parking fees must be made a minimum of eight (8) weeks prior to the tournament date. Residents who wish to enter said tournament sites for reasons other than tournament activities shall not be charged a fee.
4. Supervision and Permit Possession: The host/sponsor will be responsible for having an on-site supervisor who is a competent adult, age 18 or older. This person will have the facility permit in their possession and will be responsible for informing his/her tournament members of arrangements and park rules.
5. The sponsoring team or organization will be responsible for trash and recycling pick-up at the end of Fridays', Saturdays' and Sundays' games. The sponsoring team or organization will be responsible for placement of trash bags and recycling into appropriate dumpster at the end of each tournament day.
6. Failure to comply with all rules may be cause for cancelling future tournaments and bookings.
7. The sponsoring team or organization must make sure bases are put back in Aronson Park's northeast storage room at the end of each day.
8. Grilling is not allowed in indoor park buildings; all grills must be self-contained (drip-proof). Grease, ash and spills must be properly cleaned up and/or disposed of at the conclusion of the event.
9. All park amenities such as picnic tables, playground equipment, and bleachers must remain in their present locations. The moving of any property will require additional permission.
10. Tournament organizers will be given building access through Proxess, a mobile phone app. A list of people needing access along with a list of doors must be submitted at least two weeks prior to a tournament.
11. It is unlawful for any person to possess or consume intoxicating beverages, with the exception of beer and wine, on any park property. Glass containers of any type are not allowed. Tournament. The sponsoring team or organization is responsible for making sure this rule is enforced.

Exhibit B

Athletic Groups & Clubs

Policy Statement

The goal of the City's Parks and Recreation Department is to provide a rich variety of recreational opportunities to City youth and adult in the most efficient manner possible. To achieve this goal, the City will emphasize partnership with-volunteer organizations to plan, organize, and implement youth and adult recreational programs.

Procedures

The City may recognize any number of associations or clubs based on the availability of resources and determination of the benefits to the community by the Parks and Recreation Department.

1. To qualify as a recognized City association or club:
 - Program(s) open to all residents in the City-approved service area.
 - Must be affiliated with a higher association,
 - o Soccer – i.e., Minnesota Youth Soccer Association (MYSA)
 - o Softball – i.e., American Softball Association (ASA), Minnesota Sports Federation (MSF)
 - o Baseball – i.e., MYAS, AAU, USSSA, MSF, Metro Baseball
 - o Lacrosse – i.e., US Lacrosse, Minnesota Lacrosse Association (MLA)
 - Verification of non-profit status. They shall provide the City with an annual financial report and a copy of any tax filings required by the state or federal governments.
 - Opportunity for a Parks and Recreation Department representative to participate (non-voting) in Board meetings and attend monthly meetings as desired.
 - Proof of general liability insurance coverage at a minimum amount of \$2,000,000 for property damage and bodily injury naming the City of Lakeville as an additional insured on the policy.
2. In return, qualifying associations or clubs will receive from the City:
 - Use of City-owned facilities and School District #192, #194, #196 fields per the joint powers agreement, along with other established users.
 - Acknowledgement of the groups as providers of their respective sport offerings. As part of this, the City refers residents to these organizations.
3. Associations or clubs are valued partners to the City in providing organized recreational opportunities. Consequently, serious conflicts arising within or between associations and resident groups that threaten the quality of those recreational opportunities are of concern to the City. Barring a legal imperative to the contrary, the City's role involving such conflicts is limited to encouraging the association board and party in conflict to work through the problem, according to existing by-laws, with staff representatives providing facilitation and information, as required.

Responsibility

The Parks and Recreation Department appoints staff to work with the various associations to ensure the responsibilities are being met. Staff, through the grievance procedure, addresses concerns from the general public.