

# Private Programs

A Private Program is an event whether indoors or outdoors, that is held on public property, streets or trails that is not open to the general public nor is part of the expected daily activity at the location. Private Programs require approval from the City and a City issued permit. Private Programs can include but are not limited to: fitness classes, and other miscellaneous meetings and gatherings.



# Rules and Regulations for Private Program

## Procedure

- a. Groups that plan to use public space for their private program are required to submit an application in order to obtain a permit.
- b. Reservation requests can be made up to one (1) year in advance of program date but not less than sixty (60) days prior to the event date.
- c. Permits will be issued on a first-come, first-served basis and will be issued to adults (18 years or older) only.
- d. The City reserves the right to deny any private program. If utilizing a City Park all necessary applications must be submitted and approved. Submittal of an application is not a confirmation to conduct your program.
- e. A response will be given within ten (10) business days of receipt of the application.
- f. Private Programs that are utilizing Park property must complete and return the Private Program Application.
- g. A program organizer is required to be on-site during the entire event including set-up and clean-up of the event. A copy of the issued permit must be retained during the entire time of the rental and shown upon request.
- h. Events are restricted to the public hours of the park, unless otherwise approved.
- i. The permit holder is responsible for the proper disposal of all recyclable and garbage in on-site receptacles.
- j. The following fees have been established for hosting a Private Program:

### Application Fee

---

Annual Permit - \$25

### Permit Fee

---

1-10 Daily Uses - \$100

11+ Daily Uses - \$5/additional day

## Cancellation Policy

- a. If you need to cancel your event, please notify the City of Lakeville's Parks and Recreation Department at 952-985-4600, as soon as possible. All cancellations are subject to the following stipulations without exception:

### Cancellation from Date that Reservation is Made to 22 Days in Advance

---

50% of total fees will be refunded

### Cancellation 21-0 Days in Advance

---

No refund will be issued

- b. With a minimum of thirty (30) days' notice, events may be rescheduled at no cost; a reschedule date must be confirmed within ten (10) days and a new event date must fall within the same calendar year.
- c. No refunds will be given due to weather conditions unless the park facilities are officially closed.

# Application for Private Program

Completed applications can be emailed to: **recreation@lakevillemn.gov**  
After your application has been reviewed, you will be contacted by the Parks and Recreation Department. Please allow 3-5 days for processing.

Group/Organization Applying for Permit:	Contact Person:
Mailing Address:	Email Address:
Preferred Phone Number:	

## Tell us about your program:

Preferred Location:	Expected Number of Attendees:
	Please describe the program:
Will a park shelter be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Date/Times(s): please list start/end time for each session of your program:	

# Application for Private Program

## Applicant's Responsibility

The applicant assumes responsibility for all activities conducted, including, but not limited to:

- All fees, payments, at the time of permit
- Ensuring that all City of Lakeville parks ordinances are followed
- The number in attendance does not exceed the number of attendees indicated on the application
- The event does not allow vendors to the event that do not have a permit from the City of Lakeville
- Supervision and control to prevent injury or damage
- Maintenance of the premises during the scheduled use
- The permit holder is responsible for the proper disposal of all recyclable and garbage
- Security to maintain order during and after the event

## Release of Liability and Waiver Agreement:

As lawful consideration for being permitted to use a park or recreational facility belonging to the City of Lakeville, I agree on behalf of myself and my organization or group to release and discharge the City of Lakeville, and its agents and employees ("Released Parties"), from liability for injuries or damages, including any losses caused by the negligence or strict liabilities of the Released Parties. I further agree on behalf of myself and my organization or group to protect, indemnify, and hold harmless the Released Parties from any and all claims, liabilities, damages, or rights of action directly or indirectly arising from the use of these facilities. This agreement is specifically binding upon my spouse, heirs and assigns, and on the spouses, heirs or assigns of any member, employee, or participant of my organization or business. This agreement to release and indemnify the City does not apply in the event of the City's gross negligence or willful and wanton misconduct. I warrant that I am authorized to enter into this agreement on behalf of my organization or business. Further, I agree and acknowledge, on behalf of myself or my organization or group, and as a condition to use of the park or recreational facility as follows: I am responsible for reimbursing the City for any loss or damage to the park or recreational facility occasioned by, or in connection with the use of the City Property. Use of the park or recreational facility is subject to the conditions, rules, regulations and policies set forth by the City of Lakeville for such use and I have been given a copy of such conditions, rules, regulations or policies and agree to comply with the foregoing. I am responsible for clean-up of the park and facilities following use, including the pick-up and proper disposal of all trash, litter or other debris left on the park or recreational facilities following use.

I have read and understand the cancellation policy:  Yes  No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Blank Page**