



**FACILITY USE APPLICATION FORM**

Applicant/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_  Profit  Non-Profit

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Use (i.e. picnic/reunion/game/tourn) \_\_\_\_\_

Check facility(s) to be reserved:

**PAVILIONS:**

- Aquatore Park West
- Aquatore Park East
- Town Square Park
- Lakeside Commons Park\*

**PARK BUILDINGS:**

- Blaine Baseball Complex
- Sunnyside Park
- Lexington Athletic Complex
- Other \_\_\_\_\_

**ATHLETIC FACILITIES:**

- Blaine Baseball Complex Fields 1 2 3 4 5 6
- Aquatore Park Softball Fields 1 2 3
- Peterson Park Fields East, West
- Lexington Athletic Complex Fields  
Lacrosse/Football 1 2 3 4 Baseball 7 8

*\*Parking pass required when beach is open: early June through Labor Day*

Other facility: \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

**For pavilions only:** Date: \_\_\_\_\_ Time:  9 am – 2 pm  3 pm – 8 pm  9 am – 10 pm

**For buildings and fields only:**

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Does your event include any of the following?

- Amplified music ..... Y N
- Serving or sale of alcohol ..... Y N
- Use of a tent, canopy, or other temporary structure ..... Y N
- Tournament or race ..... Y N
- Use of inflatables or amusement rides ..... Y N
- Animals for show, display, or tricks ..... Y N
- Burning of logs, charcoal, or fire outside of a grill ..... Y N
- Selling of any food, goods, or services ..... Y N
- Registration or participation fees ..... Y N
- Gambling of any nature including bingo, raffles, & pulltabs ..... Y N
- Fundraising of any nature ..... Y N

**APPLICANT'S RESPONSIBILITY**

I have reviewed the rules, regulations and ordinances governing the use of this application and facilities. I understand these items, including cancellation procedures, liabilities and responsibilities assumed by me. I understand I am assuming full responsibility for the park facility I am requesting, even if I represent an organization. I understand this is only an application for use providing me with no assumed or implied rights for use until written approval is received.

Specifically and without limiting the generality of the foregoing, the undersigned hereby agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment of other City property, or to the property and/or person or any third party, resulting from the use herein applied for. The undersigned understands the City will not be liable for damage to property of any person participating in activities applied for herein, nor shall it be liable for death or injury of any such person occurring in result from use of the facilities as applied for herein.

In accordance with the Minnesota Government Data Practices Act, the City of Blaine hereby informs you that some or all information you are asked to provide is classified as private. Private data is available to you and to the City staff who require it in the performance of their duties, but not to the public. The remainder of the information, including telephone numbers, is classified as public, and is available to the public. This information will be used to process your application request or permit. You may choose to withhold this information, however if you do, the City of Blaine may not be able to process your application request or permit.

Signature of Applicant/Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees (fees with MN sales tax)**

<b>Park</b>	<b>Type</b>	<b>Resident Fee</b>	<b>Non-Resident Fee</b>
Lakeside Commons 3020 Lakes Parkway NE  Parking Parking (off season only)	Half Day	\$95 (\$101.77)	\$125 (\$133.90)
	Full Day	\$150 (\$160.69)	\$180 (\$192.83)
	Per Day	Free	\$5
	Season	Free	\$25
	Full Park*	\$450 (\$482.06)	\$500 (\$535.63)
Town Square: 10802 Town Square Dr Aquatore: 9191 Lincoln St NE	Half Day	\$75 (\$80.34)	\$105 (\$112.48)
	Full Day	\$130 (\$139.26)	\$160 (\$171.40)
	Full Park*	\$450 (\$482.06)	\$500 (\$535.63)
Field/Rink/Court	Per hour	\$30 (\$32.14)	\$35 (\$37.49)
	Per Day	\$125 (\$133.90)	\$150 (\$160.69)
Field Lighting	Per hour	\$40 (\$42.85)	\$40 (\$42.85)
Rink/Court Lighting	per hour	\$30 (\$32.14)	\$30 (\$32.14)
Park Building	Per hour	\$25 (\$26.78)	\$30 (\$32.14)
*Damage Deposit for groups over 150, special events, and full park rentals	Refundable Fee	\$250/\$500	\$250/\$500

*Facility reservations will not be refunded due to weather. A full refund minus a \$10 administrative fee will be given with cancellation notice of 14 days or more.*

Payment Information: Cash  Check# \_\_\_\_\_ Credit Card: VISA  MC  Discover

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
Date: _____	Received By: _____	Amount Due \$ _____	
Proof of Liability Insurance: Y N	Deposit Amount (if required) \$ _____	Permit Issued Y N	
Referred to City Clerk for Special Event Permit Y N			
Key Card #: _____	Date Key Card Issued: _____	Date Key Card Returned: _____	Key Card Deposit \$ _____

# RESERVATION POLICIES AND RULES FOR FACILITY USE

## Reservation Policies

1. Reservation Priority
  - a. Beginning January 1: Residents, businesses, and non-profits located in Blaine.
  - b. Beginning February 1: Non-residents, businesses, and non-profits not located in Blaine.
2. A facility use application form is available from the Parks and Recreation Office or website and must be completed prior to reserving a park facility.
3. Mail, email, fax or bring the completed application form to the Park and Recreation Office. Once the application is approved and fees are paid, a reservation permit will be issued that provides the group with exclusive use of the specific facility.
4. A group of 150 or more requires a special event license and a damage deposit. Special event licenses are acquired from the Blaine City Clerk's office.
5. Some rentals may qualify as special event and additional fees and insurance may be required. Staff will review the application and inform applicant if their rental is considered a special event.
6. Payment can be cash, check (payable to City of Blaine) or credit card.
7. The permit should be with the user when at the facility for proof of reservation. If the shelter is being used by another group, show them the permit and explain it is reserved. If the group refuses to leave, please call the non-emergency police dispatch at 763-427-1212.
8. Facility reservations will not be refunded due to weather. A full refund minus a \$10 administrative fee will be given with cancellation notice of 14 days or more.
9. The City reserves the right to withhold a reservation permit until the applicant obtains and submits all permits, licenses and fees required for the facility reservation.

## Special Event Requirements

1. Special Event License shall be required for all groups over 150 or involving amplified music, fireworks, alcohol, amusement attractions, tents or canopies, car shows, animals, selling any products, charging registration fees, and fundraising.
2. Special Event Licenses are coordinated through the City Clerk's office.
3. Groups applying for a Special Event License are responsible for securing additional amenities at their own cost.
4. Additional trash and recycling containers are required for full park rentals: 5 garbage and 5 recycling units (94 gallon size). For events over 500 people, add 1 garbage and 1 recycling unit per 100 people. The renter must use the City's contracted provider.
5. Additional portable restrooms are required for tournaments and groups over 800. The renter must use the City's contracted provider. All rentals and extra cleanings are the sole responsibility of the renter and must be paid before the event.

## Rules for Facility Use

1. The facility is reserved for the dates and times indicated on the permit.
2. This facility rental does not include exclusive use of any other park amenities such as playgrounds, athletic fields, bathrooms, tennis courts, or open space.
3. Parking is available in designated parking areas. No parking on grass. No driving on trails or grass.
4. The City will not assume liability for loss or damage to property belonging to an individual, organization, or group.
5. Any individual, organization, or group reserving space shall be fully responsible for any damage to that space or equipment and any unlawful acts associated with the user's program or event.

6. Any damages to facilities or equipment must be reported immediately. Costs associated with the damage will be deducted from the damage deposit; additional charges may apply. The City reserves the right to cancel future reservations.
7. Areas used must be cleaned and garbage deposited in trash containers after use. Failure to clean up facility will result in charging of additional fees or in loss of damage deposit.
8. Grills are provided at Lakeside Commons Park only. Portable grills are allowed but must be covered and placed on cement or bituminous surface. Grease or drippings must be cleaned up thoroughly. Coals must be taken with you and not dumped in grass or garbage containers.
9. Amplified music is not permitted without a special event license. (Ord. No. 97-1645).
10. No tobacco use within 25 feet of the park shelter, playgrounds, athletic facilities or park buildings as stated in the Administrative Policy for Tobacco Use in City of Blaine Parks.
11. All animals in public parks must be leashed and owners are responsible for removing waste.
12. Restroom buildings are provided at Aquatore and Lakeside Commons Parks and are open from April to September. Restrooms for Town Square Park are located inside Blaine City Hall. Portable toilets are found at most other locations.
13. No person shall drink, consume, or have in their possession any alcoholic beverages in any city park (*Ord. No. 88-104*). A temporary 3.2% malt beverage or intoxicating liquor license may only be issued with a special event license through the Blaine Clerk's Office (*Ord. No. 07-2136*).
14. The City reserves the right to cancel a permit:
  - a. When a state of emergency is declared or unsafe conditions exist or utility services are interrupted. In these circumstances, the city assumes NO responsibility for any disruption caused. The city will attempt to notify the permit holder immediately if cancellation is necessary.
  - b. For City code or park rules violations.

City's Contracted Providers:

Garbage/Recycling: Walters Recycling and Refuse  
[service@waltersrecycling.com](mailto:service@waltersrecycling.com)  
763-780-8464

Portable Restrooms: Jimmy's Johnnys  
[info@jimmysjohnnys.com](mailto:info@jimmysjohnnys.com)  
651-277-5912

BLAINE PARKS AND RECREATION DEPARTMENT  
10801 Town Square Drive, Blaine, MN 55449  
Phone: 763-785-6164 [www.blaineparks.com](http://www.blaineparks.com)