



SUBMIT FORMS, INSURANCE AND MAKE CHECKS PAYABLE TO:
 City of St. Michael
 11800 Town Center Drive NE
 St. Michael, MN 55376
 763.497.2041

MAKE RESERVATIONS WITH:
 FYCC
 5975 Main Ave NE
 Albertville, MN 55301
 Phone: 763.496.6820

NOTICE TO LEAGUES

All summer leagues and tournaments must turn in full payment, completed form and insurance by the March 1st or fields won't be guaranteed. All fall leagues must turn in full payment, completed form and insurance by September 1st. **No Exceptions!**

FYCC does NOT hold dates. Dates are reserved when payment and forms have been received.

Payment Insurance City Staff Sign-off: _____

NAME/LEAGUE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ **EMAIL:** _____

Date(s) Requesting:	
Start Time:	End Time:

Use	Fee	No. of Days/Hours	No. of Fields or Courts	Total Use Fee	Add Tax 7.375%
Lower Rec. Pavilion Daily Rental or Concession Sales*	\$75.00 (6am-10pm) Damage Deposit Required (\$250.00 Credit Card)				
Tennis Court Rental Mon-Friday 8am-3:30pm	\$12.50 per court, per hour				
Private Baseball Field Rental	\$50.00 per field, per day				
Youth Soccer Tournaments (Fri-Sun)	\$100 per park per weekend				
Youth Baseball/Softball Tournaments (Fri-Sun)	\$25 per field, per day				
Adult Tournaments	\$100.00 per field, per day				
Tournament Cleaning Fee Required Fee	\$100 per weekend event				
Misc./Open Park Space	\$25 per day Other fees may apply depending on event.				
**Adult League-Summer (Apr.-Aug.)	\$175.00 per team				
**Adult/Youth League-Fall/Winter (Sept.-Feb.)	\$100.00 per team				

Add Total Use Fee and Tax Grand Total:

*Concession fee is a 1 time charge per tournament.
 **Adult/Youth Sports: Baseball, softball, soccer, kickball, hockey, broomball, etc. Insurance required on all organized sport play in the City of St. Michael. See back page for specific insurance information.

CITY PARK RULES AND REGULATION

(Ordinance Chapter 92)

This information provided is general information only and is subject to change without notice.

1. Applicant desires to reserve and use the facility as indicated on application at the City Recreation Center. Youth reservations are for age 19 and under on rosters and in high school. (§92.05)
2. The City of St. Michael contracts with FYCC to book all space. For reservations contact FYCC. Payment and forms are given to the City of St. Michael. **Make checks payable to the City of St. Michael.**
3. Applicant must remove all garbage and debris from the Pavilion/Park following use thereof, clean the Pavilion, and restore the facility to good condition immediately after facility use. All water needs to be shut off after use of the Pavilion.
4. For tournaments, fields will be prepped on Fridays for weekend play. Responsibility of the tournament manager to contact Park Supervisor to communicate the prepping needs or it may not be done.
5. Tournaments are responsible for removing all garbage and debris. Tournament clean up charge is for cleaning/restocking of the bathroom facility on Mondays after a weekend tournament. City Staff will not be called to clean over the weekend. In case of emergencies, fees will apply and be the responsibility of the User to pay. NOTE
6. All gates/buildings which Applicant has unlocked shall be locked down upon end of use of the facility.
7. Use shall only take place during specified hours listed on the application.
8. In the event the amount of deposit for pavilion rental (\$250) is not sufficient to offset any damage or clean up, the City shall, after repair of damage or cleaning provide to Applicant an itemized statement of the costs of such repairs or cleaning, and agrees to pay the balance due with 10 days after receipt from the City. If fields are damaged, an invoice will be sent to the party on the form since deposit is not collected for leagues/tournaments.
9. Applicant must maintain order and keep the peace with reasonable noise level during times rented. If Applicant needs assistance in maintaining order, they are to call Wright County Sheriff's Department (763-682-1162), and will be billed any costs incurred. Applicant and all guests shall comply at all times with the Rules and Regulations along with City, State, and Federal laws.
10. No musical bands/groups or disc jockeys to perform at the Pavilion unless approved by City.
11. The possession and use of alcohol in city parks is prohibited, except for groups renting the Lower Rec Pavilion or by written approval from the City Clerk or Administrator. Alcohol cannot be sold at any event without obtaining the proper liquor license and providing the required liquor liability insurance.
12. Must be 21 years of age or older to rent space in the Recreation Center.
13. All motorized vehicles must be left in designated parking areas. **No exceptions for leagues/tournaments!**
14. Park hours are 6am to 10pm.
15. Reservations cannot be booked more than 6 months prior to reservation date.
16. Those that wish to sell items must be licensed with the City prior to use. Food can not be sold or distributed without the proper food license by the Minnesota Dept. of Health. Contact: Tyffani Maresh, MNDH @ 1-320-223-7361
17. Keys need to be picked up and dropped off at City Hall, 11800 Town Center Drive NE, St. Michael during regular business hours. Please return promptly the next business day following event as we have limited keys to give out.
18. Insurance must be provided naming the City as Certificate Holder and "Additionally Insured" for all leagues, tournaments, sport clinics/camps, organized sport play or other rentals/use deemed necessary. General liability insurance with a minimum of 1 million in coverage. (§92.05 (D)) City of St. Michael, 11800 Town Center Drive NE, St. Michael, MN 55376.
19. For leagues and tournament play on ball fields, each reserved time slot is considered 2 teams.
20. Portable toilets, if needed, will be booked and billed directly to the User and **not** go through the City. **The City will not move around portable toilets in parks. Please contact the City of St. Michael for current provider's contact information.**

By signing this application, I acknowledge receipt of and agree to follow all Recreation Center Pavilion and Park Rules and Regulations. I understand that a portion or all of my deposit may be charged if these policies are not followed. I authorize the City of St. Michael, MN to file a claim against my insurance company if the deposit I have given does not cover any damages or cleaning needed from my use of the facility/grounds. I understand I will be the first one in the building/grounds and the last one to leave from my group and I must be present during the entire event.

It is agreed that this permit is a license only to use the facilities/grounds for the stated purpose(s). The licensee agrees that the City of St. Michael, MN, its agents, employees and/or assigns are not responsible for any personal injury, death, or property damage sustained by licensee, his/her invitees or guests, arising out of the use of the facilities pursuant to this permit. Licensee agrees to indemnify, defend and hold the City of St. Michael, MN, and its agents, employees and assigns from any claims of personal injury, death or property damage made against it arising from the use of the facilities pursuant to this permit.

Sign: _____ Date: _____