HH #

Mailing Address:
Lakeville Parks & Recreation
20195 Holyoke Ave. • Lakeville • MN • 55044

STEPS FOR RESERVING SPACE :

- ☐ **Complete attached appplication form...SPACE IS NOT RESERVED UNTIL APPLICATION IS RECEIVED.**
- ☐ **Please email complete application to Patty Dexter at *pdexter@lakevillemn.gov.***
- ☐ **Once application is received and space is available a permit will be processed.**
- ☐ **Permit holder will be emailed permit packet for review.**
- ☐ **Payment will secure space. Payment is requested within 3 business days of receiving permit packet. Call Patty at 952-985-4610 to apply payment.**

CONDITIONS pertaining to outdoor rental

- **You are reserving an outdoor facility. If you choose to cancel your time due to inclement weather we encouraged you to reschedule your unused date within two weeks of your final reservation date (some restrictions may apply).**
- **No refunds are given on unused dates on outdoor facilities.**
- **To reschedule your day or any questions you might have – please email pdexter@lakevillemn.gov, or call Patty at 952-985-4610.**
- **Follow us on Twitter @LakevilleParks for facility inclement weather closure updates.**
- **If the city closes facility, reschedule your event or full refund will be issued.**

_____**Down Payment,** ***rcvd*_____*auth. code*_____

_____**Remaining balance**_____

_____

_____

_____

Thank You

CITY OF LAKEVILLE - Parks and Recreation Department

Tennis and Pickleball Request Application Form

PERSON MAKING REQUEST:_____

Email_____

Address:_____

City_____

State_____

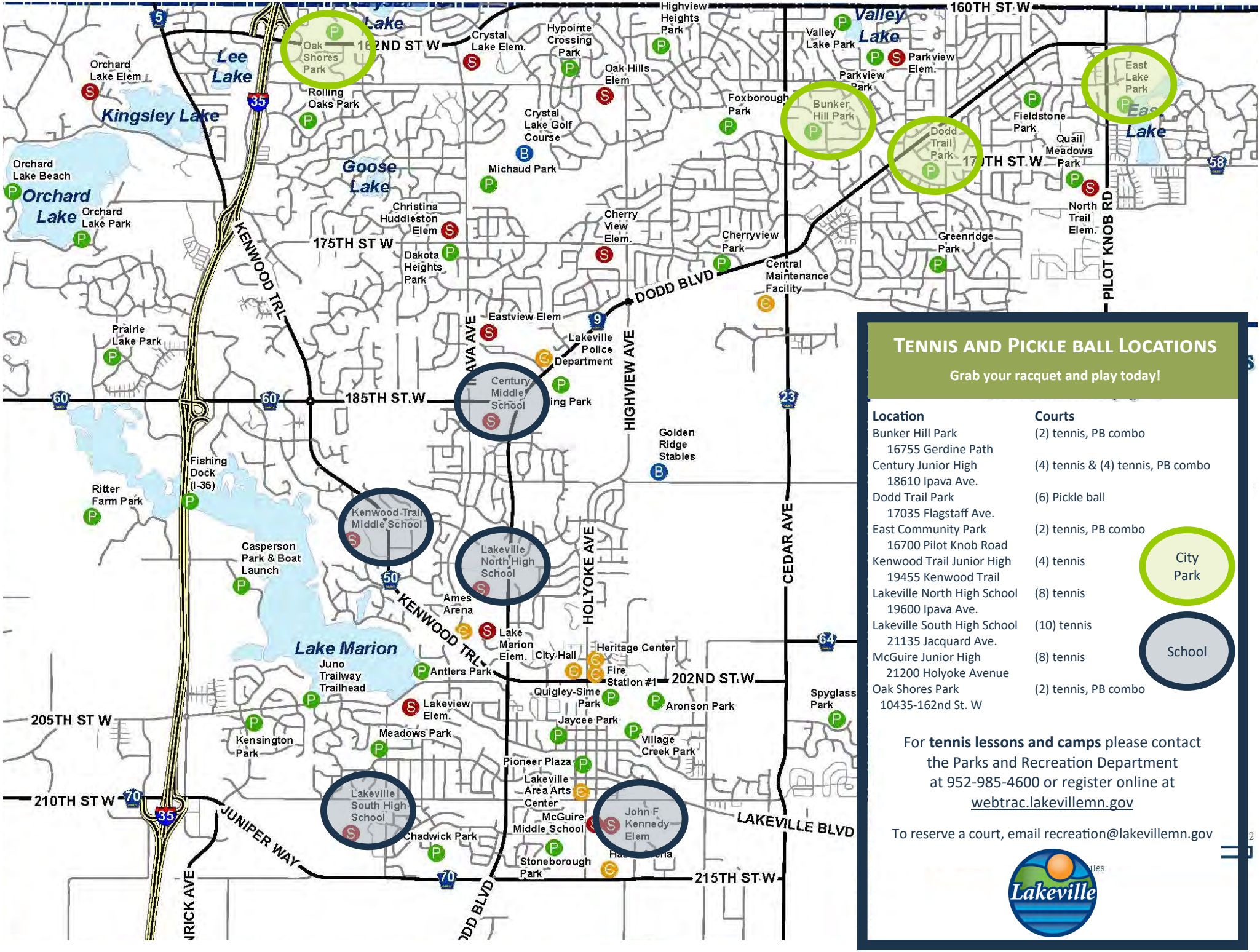
Cell_____

ORGANIZATION:_____

Event_____

Email completed forms to Patty at pdexter@lakevillemn.gov or drop off at her office, Lakeville City Hall, 20195 Holyoke Ave. phone 952-985-4610

Court location	*How many courts*	*Date*	*Time*



Tennis and Pickle ball Locations

Grab your racquet and play today!

Location	Courts
Bunker Hill Park 16755 Gerdine Path	(2) tennis, PB combo
Century Junior High 18610 Ipava Ave.	(4) tennis & (4) tennis, PB combo
Dodd Trail Park 17035 Flagstaff Ave.	(6) Pickle ball
East Community Park 16700 Pilot Knob Road	(2) tennis, PB combo
Kenwood Trail Junior High 19455 Kenwood Trail	(4) tennis
Lakeville North High School 19600 Ipava Ave.	(8) tennis
Lakeville South High School 21135 Jacquard Ave.	(10) tennis
McGuire Junior High 21200 Holyoke Avenue	(8) tennis
Oak Shores Park 10435-162nd St. W	(2) tennis, PB combo

City Park

School

For **tennis lessons and camps** please contact the Parks and Recreation Department at 952-985-4600 or register online at webtrac.lakevillemn.gov

To reserve a court, email recreation@lakevillemn.gov

Lakeville

• Athletic Fields • Tennis & Pickle Ball Courts • Kenwood Disc Golf Course •

Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

RULES AND RENTAL FEES
FOR USE OF ATHLETIC FIELDS, RINKS, TENNIS AND PICKLE BALL COURTS AND KENWOOD DISC GOLF COURSE

I. FEES AND SCHEDULING PRIORITY GROUPS

FEES				
Item	**Group 2**	**Group 3**	**Group 4**	**Group 5**
Baseball [1, 2] (per field, per 4 hour block of time*)	$40	$45	$50	$60
Softball [1, 2] (per field, per 4 hour block of time*)	$40	$45	$50	$60
Athletic Deck [1, 2] (per deck, per 4 hour block of time*)	$40	$45	$50	$60
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 or without ice, hourly, light fee[3]-see below	$15			$25
Sand Volleyball Courts, hourly, up to 3 courts	$15			$25
Tennis/Pickle Ball Courts, hourly, up to 3 courts	$15			$25
[3]Lights (per rink, field, per evening)	$35			$45
Disc Golf Course, per day	$100			$200
Youth Athletic Association Participation Fee	$5 per player per season			
Special Requests/Usage	reviewed by Parks and Recreation Staff			
[1]Decks, ball fields - standard layout per youth assoc reg. season request [2]city does not provide bases, or nets *4-hour block of time is 8 am-Noon, 12:30-4:30 pm, 5-9 pm				

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PRIORITY GROUP #1: All City sponsored activities and programs.

PRIORITY GROUP #2: Recognized Lakeville Athletic Groups & Clubs[1]. Refer to *EXHIBIT D*.

YOUTH ATHLETIC GROUPS: #194, Independence School District #196 (Parkview), Independent School District #192 (North Trail Elem, Quail Meadows Park), Lakeville Private Schools (All Saints), Lakeville Baseball Association (LBA), Lakeville Soccer Club (LSC), Lakeville Fast Pitch Softball Association (LFSA), Lakeville Football Association (LFA), Lakeville Lacrosse Association (LLA), Lakeville Hockey Association (LHA), Rosemount Area Athletic Association (FAA – Quail Meadows, Greenridge), Valley Athletic Association, Inc. (VAA – Highview Heights), other clubs and individual teams with a roster of 50% or more Lakeville Residents (must provide roster with request).

ADULT ATHLETIC GROUPS: Lakeville Men's Baseball Team

PRIORITY 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.

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

PRIORITY GROUP #5: Private companies, non-resident individuals and groups. NOTE: Definition of Lakeville resident: 'Pays property tax to the City of Lakeville.'

II. 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

[1] **Groups/Clubs that 'sub-contract' a for profit company to run a program will be placed in Priority Group 5.**

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III. RESERVATION PERIOD

a. **Priority Group #1** may reserve facilities at any time for any date.
b. **Priority 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. **Priority Groups #3, #4, & #5** may request facilities at any time, and will be considered only after **Priority Groups #1 & #2** have been scheduled.

IV. RESERVATION PRIORITY

a. **Priority Group #1** may reserve those times, which are necessary to implement City sponsored programs.
b. **Priority Group #2** may reserve those times, which are necessary to implement 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 pm on weeknights. The athletic group will have priority on the weekend.

V. 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.

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VI. **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 Supervisor (or designee) will make the decision on closing the fields. Where possible, the decision on closing fields will be made by 3:00 pm 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.

VII. **QUIGLEY-SIME and KING PARK** 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.

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

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

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IX. ATHLETIC TOURNAMENTS

a. Tournaments 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.

b. All adult softball tournaments will be governed by MRPA/USSSA rules and regulations. Parks and Recreation Department may consider other state and national sanctioning bodies' rules and regulations after review. All tournaments will also adhere to City of Lakeville rules and regulations governing park department facilities *EXHIBITS A and B*.

c. 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.

d. A reservation is not confirmed until the application, proof of insurance and payment of fees and/or $150.00 security deposit is received. The security deposit will be retained until after reserved use. A check will be issued to return the security deposit based on the condition of the facility following the reservation.

e. Independent School Districts #192, #194 and #196 and Lakeville Parks and Recreation Department sponsored tournaments are fee and security deposit exempt.

f. 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.

g. A limit of two tournaments per year may be sponsored by any single non-Lakeville organization unless authorized by the Parks and Recreation Department and contingent upon field availability.

h. League play at Aronson Park will have priority on Friday nights. Those fields not being used for league play are available for tournament play.

i. Soccer fields are available for organizations/teams affiliated with athletic associations serving Lakeville residents.

X. 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, MN Thunder 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.

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XI. 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.

XII. YOUTH AND ATHLETIC ASSOCATION PARTICIPANT FEE

Lakeville Baseball Association, Lakeville North and South Football Associations, Lakeville Lacrosse, The Lakeville Soccer Club and Lakeville Fastpitch Softball Association will be charged a fee of $5.00 per participant, per season, per year.

XIII. MISC. 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.