



City of Lakeville
Positioned to Thrive

November 17, 2020

RE: 2021 Parks and Field Use

Hello

You are invited to submit a **Parks and Field Use** application for the year 2021.

- **Tournaments** (complete application on page 2 of this document)
- **Camps** (complete application on page 2 of this document)
- **Special Events** ([complete pages 18-27 in this link](#))
- **Youth Sport Season** (complete application on page 3 of this document)
- **2021 Waiver** (page 4 of this document, must be returned with application)
- **Insurance Requirement** (page 5 of this document)

Please complete application form and return to Patty by December 31, 2020. When filling out your requests, please use a new application for each event. Also be very specific, listing beginning and ending dates and times, and on which fields. Requests will be processed with the hopes of providing confirmation of request by March 2021.

Applications received after December 31, will be reviewed and processed after March 2021

The city prefers to work with one individual "field coordinator" per organization. The city will then work directly with this individual in accommodating your associations' field use request.

I can be reached at 952-985-4610 or email at pdexter@lakevillemn.gov if you have any question.

Sincerely,
City of Lakeville

Recreation Supervisor

Attachment –application forms

Link – [City of Lakeville Parks and Recreation Facility User Guide](#)

G:\Recreation\Facilities\Fields\invite letter.docx



Parks & Recreation
 20195 Holyoke Ave.
 Lakeville MN 55044

Tournament/Camps Application Form

ONE event request per form

PERSON MAKING REQUEST _____ HH# _____

Email _____ Cell # _____

Address _____ City _____ Zip _____

Name of Event _____ Approx. # of teams _____

Was event held last year? If so, what date? _____

Sponsor(s) of Event – check all that apply. *Example:* check your group, list your organization and if working with another provider to assist with the implementation of this event, check appropriate boxes that apply and provide name of organization(s).

- Name of organization
- Group 2 – e.g., LKVL Youth Sports Associations _____
 - Group 3 – e.g., LKVL community service and civic non-profit _____
 - Group 4 – e.g., LKVL neighborhood groups, church, _____
 - Group 5 – e.g., Private, non-resident _____

EVENTS with food trucks, vendors, entertainment or additional components (i.e. inflatables, parking outside of tournament location), need to submit this form along with a [special event application](#). (pg. 17 of link)

LOCATION	FIELD TYPE	LIST FIELDS and BUILDINGS/Shelters	DATES	TIME
Aronson				
Foxborough				
Steve Michaud Park				
Quigley Sime				
King				
Century Middle				
Kenwood Middle				
McGuire Middle				
LNHS				
LSHS				
List other's here				

Varsity Fields need to be scheduled thru the Activity Director at the High School

Scan and email completed form to Patty at pdexter@lakevillemn.gov or mail or drop off at



Parks & Recreation
20195 Holyoke Ave.
Lakeville MN 55044

Regular Season Field Application Form

Include games and practices

PERSON MAKING REQUEST _____ HH# for office use _____

Email _____ Cell # _____

Address _____ City _____ Zip _____

Check appropriate box. (check your group and list your organization)

Name of organization

- Group 2 – e.g., LKVL Youth Sports Associations _____
- Group 3 – e.g., LKVL community service and civic non-profit _____
- Group 4 – e.g., LKVL neighborhood groups, church, _____
- Group 5 – e.g., Private, non-resident _____

Fields requests will not be processed if items 1 and 2 are not attached.

1. 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. 2021 verification of non-profit, or for-profit status as provided by the state or federal government.

LOCATION <small>(use additional sheets if needed)</small>	FIELD and # <small>(refer to field map booklet)</small>	Day of 1 st practice	Day of 1 st game	Day of final use	Days of the week	Time
<i>Varsity Fields is scheduled thru the Activity Director at the High Schools</i>						

Scan and email completed form to Patty at pdexter@lakevillemn.gov or mail or drop off at Lakeville Parks & Recreation Dept., 20195 Holyoke Ave., Lakeville, MN 55044



Lakeville Fields, Rinks, Park Shelter/Building Rentals

City of Lakeville Parks and Recreation Department Facility Usage Release and Indemnification Agreement:

As lawful consideration for being permitted to use a park or recreational facility belonging to the City of Lakeville, I acknowledge, understand, and agree on behalf of myself and my organization, group, or business:

1. Use of the facility includes the risk of serious bodily injury or death including, but not limited to, possible exposure to and illness from infectious diseases including but not limited to methicillin-resistant *Staphylococcus aureus* (MRSA), influenza, and coronavirus disease 2019 (COVID-19). While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my use of the facility;and
3. I willingly agree to comply with the stated and customary terms and conditions for use of the facility as regards to protection against infectious diseases, including but not limited to any applicable Governor's Executive Orders and Department of Natural Resources (DNR) and Minnesota Department of Health (MDH) guidelines related to the activity, including the Outdoor Recreational Guidelines, which can be found at <https://www.dnr.state.mn.us/aboutdnr/covid-19-outdoor-recreation-guidelines.html>. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, and my organization or group HEREBY RELEASE AND HOLD HARMLESS the City of Lakeville, and its officials, officer's, agents, volunteers 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 of 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, group or business. Further, I agree and acknowledge, on behalf of myself or my organization, group, or business 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.

Permit Holder Signature: _____

Date: _____

Print Name: _____

Organization: _____



Insurance Requirement

If you have not already provided a Certificate of Insurance, please do so.

A reminder that if your permitted field use includes fields on school property to also list that school district as an additional insured.

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. School field reservations must name the City of Lakeville and ISD #194 as additional insured.

The applicant will also be required to sign a Facility Usage Release and Indemnification Agreement.



Mailing Address:

Lakeville Parks & Recreation
20195 Holyoke Ave. | Lakeville | MN | 55044

STEPS FOR RESERVING SPACE :

- Complete application 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.
- Down 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).
- The city does not provide bases or nets, (except for the rental of bases for Aronson SB 1-4), contact Patty if interested.
- No refunds are given on unused dates on outdoor facilities.
- If the city closes facility, reschedule your event or full refund will be issued.
- To reschedule or any questions – email pdexter@lakevillemn.gov, or call Patty at 952-985-4610.
- Follow us on Twitter @LakevilleParks for facility inclement weather closure updates.

_____Down Payment (non refundable) due date_____rcvd_____

_____Payment due date_____rcvd_____

_____Payment/balance due date_____rcvd_____
