



2023 ATHLETIC FACILITY PERMIT APPLICATION

Eagan Parks & Recreation
1501 Central Parkway, Eagan, MN 55121
(651) 675-5500 Fax: (651) 675-5012

HH # _____

Staff Approval: _____

Permit (check all that apply): Event/Sports: _____

- New Returning - most recent year _____
- Youth Adult Practice Use Game Use Tournament Use Camp/Clinic

Name:	Home Phone: ()	Work Phone: ()
Org./Bus.:	Cell Phone: ()	Email:

Address, City, State, Zip:

Tournament Information (If Applicable):

Host:	Director:	Cell Phone: ()
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Vendors Invited: Applications must be submitted & approved a minimum of 5 business days prior to the event.			Number of Teams:
Vendor:	Email:	Cell Phone: ()	
Vendor:	Email:	Cell Phone: ()	
Vendor:	Email:	Cell Phone: ()	
Vendor:	Email:	Cell Phone: ()	

Event Details:

Expected Attendance: _____

Certificate of Insurance Submitted: Yes No Date: _____

Concessions Building: Yes No

Extra Portable Toilets: Yes No

How many: _____

Location(s): _____

Portable Toilet Special Cleans: Yes No

What days: _____

Fees:

Field(s)
\$ _____ fee x _____ # fields x _____ # of days \$ _____

Building(s) - Restrooms
\$ _____ fee x _____ # buildings x _____ # of days \$ _____

Concessions Building at Lex-Diff
\$ _____ fee x _____ # buildings x _____ # of days \$ _____

Add. Portable Toilets
\$ _____ fee x _____ # portable x _____ # of days \$ _____

Special Cleaning of Portable Toilets
\$ _____ fee x _____ # cleans x _____ # of days \$ _____

Lights
\$ _____ fee x _____ # hours x _____ # of days \$ _____

Vendor Permit Resident Non-Resident \$ _____

Other \$ _____

TOTAL DUE \$ _____

Vendor Permit:

Concessions/Merchandise Sales: Yes No

Type of Vending Unit/Product Selling:

MN Dept. of Health Cert. Submitted: Yes No N/A

License #: _____

Field Information					Field(s) Requesting	
Day(s) of Week	Dates (start/end)	Times (start/end)	BB/SB Field Set-up		1st Option	2nd Option
			Pitching Distance	Basepath		

Insurance Requirements: A Certificate of Insurance is required. \$1 million personal injuries, \$1 million property damage, and \$2 million general aggregate. Certificate must be provided 14 days prior to your event or you risk cancellation.

Applicant Signature:

In consideration of participating in this activity, I hereby personally assume all risks in connection with this activity and I hereby agree to hold the City, its officials, employees, agents and contractors harmless and I waive any right to make claims or bring lawsuits against the City or anyone working on behalf of the City for any injuries or damages related to the alleged negligence of the City. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City or anyone acting on behalf of the City. I shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with my participation in this activity, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

X _____ Signature _____ Date _____

PAYMENT INFORMATION:

Cash: _____ Check: # _____ Gift Cert: # _____

In order to protect credit information, please call Eagan Parks & Recreation at (651) 675-5500 to register with a credit card.

Office Use Only: Date Entered: ____/____/____ Received & Registered By: _____ (initials) P/D: _____ Receipt#: _____

Please have this permit in your possession during your reservation. If you experience problems during your reservation contact the Park Attendant by calling (651) 245-4678. If necessary, during business hours, the Park Operations Supervisor can also be reached by calling (651) 675-5055, leaving a message at voice mail extension 5329. In the event of an emergency or injury, contact the Police Department by calling 911. **Do NOT call the Police Department regarding your reservation.**

INCLEMENT WEATHER

Events, programs, and/or facilities may be cancelled or postponed by Eagan Parks & Recreation if it determines that weather conditions are unsafe for participants, conducting the activity will have a severe and lasting impact on a field, rink or facility, or crews are unable to maintain safe access to a facility due to accumulations of ice, snow or water. Outdoor activities will stop and participants encouraged to seek shelter immediately if lightening or a severe storm is sighted in the area.

1. Call the Eagan Parks & Recreation Sports Hotline at (651) 675-5566, press 1 or check the Game Status page at www.cityofeagan.com/gamestatus after 4:00 pm, Monday through Friday, to verify whether games/practices will go on as scheduled.
2. Should weather conditions change; decisions will be made on site by umpire, referee, coaches and/or Eagan Parks & Recreation staff.
3. If weather warning signs go off after 6:00 pm, Monday through Friday, all scheduled games/practices will be cancelled for the remainder of the evening.
4. If weather is questionable on weekends, it is the decision of park maintenance staff, coach, umpire, referee whether a game/practice should be played taking into consideration the condition of the turf and location of the field.

PARK POLICIES

- Requests for a pig roast must be made a minimum of 2 weeks prior to your reservation.
- Reasonable decorating of the pavilion for an event is allowed; however, all decorations including tape, string, tacks and signage must be removed at the conclusion of the event including clean-up of Piñata's and water balloons. The use of staples and nails is prohibited. Signage placed within a road right-of-way must be compliant with requirements of the City Code.
- No confetti allowed at any of the facilities.
- Use of tents or canopies will require prior approval and can be placed only in areas pre-designated by staff prior to the reservation so as to avoid underground utilities. The use of spikes or stakes is not allowed without approval. Please use weighted buckets or bags.
- Volume of radios, music instruments or public address systems must be kept at a reasonable, but low level.
- No glassware, no glass bottles, or any other type of glass product is allowed at any of the facilities.
- All groups wishing to use a City of Eagan park or open space in addition to a building or shelter for a large group event must apply for a permit, and pay permit fee in advance of their event. This fee is in addition to the rental of pavilion if the group will be using a substantial portion of park grounds or trail. Activities will only be allowed if they are not in conflict with existing City programs/services.

ALCOHOL IN PARKS

- Per city code, liquor is not allowed in any of Eagan's parks. Beer in kegs, case lot quantities, and glass containers are also prohibited.
- A special permit allowing beer and wine may be applied for. However, if a special permit is not issued, laws relating to alcoholic beverages will be enforced.
- A special permit may be obtained by having the reservation permit holder provide proof of host liquor liability coverage on his/her personal homeowner's insurance policy. Once proof of this coverage is provided, the director of parks and recreation will review the request to determine if a beer or wine will be issued.
- The police department will be notified of each reservation where a beer or wine permit has been approved. In the event alcohol is brought to a park without a beer or wine permit having been obtained, the police department will be contacted.
- It is the responsibility of the reservation permit holder to notify all members of his/her party regarding these rules.

Covid-19 Guidelines

- City of Eagan will follow the attendance/gathering guidelines set forth by the CDC/Minnesota Health Department when it comes to large gatherings and athletic events.
- Each rental must follow the current guidelines and provide a Covid-19 plan leading up to their event.