



Minneapolis Park and Recreation Board

FACILITY USE POLICY & PROCEDURES

Recreation Centers/Park Areas and Facilities

The MPRB encourages Minneapolis residents of all ages and abilities to fully utilize park facilities, including recreation center buildings, and to take advantage of its year-round recreation and leisure program services.

Public and/or private agencies, organizations and other Minneapolis groups also have the opportunity to request the use of these facilities for their own self-directed programs.

MPRB staff may permit use of neighborhood/community park areas and facilities, provided those used do not significantly affect normal park use, negatively impact the Board's resources, and are not in conflict with the Park and Recreation Board mission. The sponsoring organization shall be required to meet permit requirements and pay special use fees when applicable.

Priority of Use and Group Categories:

Priority of use is as follows:

1. MPRB – and its programs/services
2. Minneapolis Public Schools – with which there is a reciprocal use agreement
3. Non-profit Organizations and Government
4. Other groups and individuals
5. Private Enterprise

Group Categories A, B, and C are defined as follows:

- A. 501.3(c) Non-profit Organizations which serve primarily (more than 50%) Minneapolis residents or units of government which provide service to Minneapolis residents.
- B. All other non-business groups or individuals.
- C. Any for-profit business or entrepreneurial organization or individual.

FACILITY USE POLICY & PROCEDURES (continued)

Procedures:

Application & Fees:

1. An **application fee of \$20.00** is required for any permit where fees are due (see Procedure No. 11 – Fees and Charges). **This application fee is nonrefundable**, unless permit is cancelled by MPRB, **but will be applied to total fees due**. Note: If no charge is due for the requested use, then no application fee is collected.
2. **Fifty percent (50%) of total fees are due upon approval** of permit. Payment in full is due seven (7) days before the date of permitted use.
3. **Refunds** for cancelled use will be given as follows (**calendar days**):
 - a) Full refund with 15 or more calendar days' notice.
 - b) Fifty percent (50%) refund with 7 to 14 calendar days' notice.
 - c) No refund (0%) with less than 7 calendar days' notice.
4. Request for permit involving use of park outside of regular operating hours must be received at least 14 calendar days in advance or the requested permit may be denied.
5. **MPRB reserves the right to revoke a permit** if an unavoidable scheduling conflict involving a higher priority group occurs, or if an MPRB program or service requires the use of the permitted space. In all cases, MPRB programs and services take precedence.
6. **Park Councils** are recognized as an advisory arm of the MPRB and are exempt from fees and charges as long as their purpose remains consistent with MPRB mission and goals.
7. **NRP Planning Committees and City of Minneapolis officially-recognized Neighborhood Associations** are exempt from fees and charges when their use of park occurs during regular operating hours and when these groups are not charging admission or collecting revenue from sale of any item/service.
8. Under the auspices of our reciprocal use agreement, **Minneapolis Public Schools** are not required to pay any fees during normal operating hours of the park.
9. **Elected government officials** who wish to hold public meetings to conduct public business (i.e., non-election campaign purpose) for Minneapolis constituents are not required to pay any fees during normal operating hours of the park.
10. The Minneapolis Park and Recreation Board limits the cost for use of all park gymnasiums/auditoriums to \$25.00 per session for **precinct caucuses** held every even-numbered year on the fourth Tuesday in February or another date set by the County Auditor as set by law. In addition, staffing fees are waived for these precinct caucuses.

11. Fees and Charges are as follows:

Room Charges: Amounts Shown are all Hourly Rates			
ROOM	501.3C NON-PROFIT ORGANIZATIONS & GOVERNMENT (Category A)	OTHER GROUPS & INDIVIDUALS (Category B)	PRIVATE ENTERPRISE (Category C)
GYM*	\$25.00	\$35.00	\$75.00
MULTI-PURPOSE	\$0.00	\$20.00	\$40.00
KITCHEN	\$0.00	\$5.00	\$35.00
OTHER	\$0.00	\$10.00	\$25.00
Note – Gym Use: Permits for gym use during regular operating hours should be extremely limited, and approved only after ensuring all MPRB program needs are scheduled.			

Additional Fees:

- a. **Staffing Fee:** A \$15.00 per hour staff fee may be charged when rental occurs outside regular operating hours of the Recreation Center, or at any time when the group is so large that additional staff must be scheduled to accommodate the rental. Note: A two-hour minimum staffing fee may be charged if rental occurs entirely outside regular operating hours.
- b. **Percentage of Revenue Fee:** If an admission fee is charged; or if revenue is collected from sale of any item(s); or if money is collected to pay someone providing a service associated with the event (e.g., a speaker or performer), then a percentage of gross revenue collected must be paid to the Minneapolis Park and Recreation Board, as follows:
 - Ten percent (10%) of gross revenue for non-profit organizations/government with a minimum of \$25.00 paid in advance.
 - Twenty percent (20%) of gross revenue for all others with a minimum of \$100.00 paid in advance.
- c. **Non-Residence Fee:** The hourly Room Rate(s) will be increased by fifty percent (50%) to any group which is not comprised of more than fifty percent (50%) Minneapolis residents, as well as to any business which does not have an office or branch located within the corporate limits of the City of Minneapolis.
- d. **Clean-Up/Damage Deposit:** A Clean-up/damage deposit of \$150.00 will be charged for any use of parkland involving a large number of people; i.e., 100 or more people expected in attendance for the event. Any out of the ordinary clean-up costs, trash removal costs, or any damage to park property will be retained from this deposit. Otherwise, it will be refunded.
- e. **Land Use Fee:** A “Land Use” fee will be charged per day for outdoor events at a rate of \$0.25 square foot of space permitted. Also, a tent fee will be charged at \$20.00 per tent for any tent up to 10 X 20 feet and \$60.00 per tent for larger tents.
- f. **Non-Athletic Use of Gym:** Gymnasium use involving equipment not consistent with usual athletic play purposes of the gym, such as a banquet, requiring tables and chairs, will incur an additional fee of \$35.00.
- g. **Park Police Charge:** Some uses, as determined by MPRB staff, may require presence of park police at a cost of \$55.00 per hour, per officer, with a four-hour minimum.

NOTE: Athletic Field: Refer to separate “Use of Outdoor Athletic Fields” Policy and Fee Schedule.

FACILITY USE POLICY & PROCEDURES (continued)

Scheduling and Approval

12. Permits may be issued for up to one year in advance of the requested use.
13. Any single permit request may be limited to once a week use, or twice a month use, or even less frequent use, depending upon volume of permit requests and park programming needs.
14. The Superintendent of MPRB, or designee must approve all permits for use of parklands and facilities. **MPRB reserves the right to deny approval of a permit application if it determines it is in the best public interest to do so.**
15. Use of park equipment should be requested at time of permit application. If the equipment is available and approved for use, it shall be listed on the permit.
16. A permit is not transferable to any person or organization.
17. **Any use of the park beyond 12:00 midnight** must be approved by the Superintendent of the Minneapolis Park and Recreation Board, or his/her authorized representative.
18. **Recreation Centers are generally not available** for use on the **following holidays:** New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve, except for MPRB programming and co-sponsored special events.

Security & Insurance:

19. Keys will not be issued to any individual or group. MPRB personnel must open and close the facility.
20. A group or individual conducting an event open to the public and bringing equipment, apparatus, or other **objects into the park which are not a permanent and customary feature of the facility, or which could present a liability hazard, are required to provide a certificate of insurance, naming Minneapolis Park and Recreation Board as an "additional insured"**, in the amount of \$250,000/\$750,000 for bodily injury and \$300,000 for property damage. In addition, approval for such equipment must be obtained and listed on the permit.

Conduct & Standards:

21. Organizations may operate concessions for sale of goods and items not explicitly forbidden, provided the necessary food handling permits from the Health Department for open foods have been granted and that said organization has provided MPRB with a copy of this permit.
22. No vendor or organization will be allowed to advertise or distribute products, whether for free or for sale, to the public on park property, unless they are part of an event and appropriate arrangements are made with the event organizer.
23. Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain on park grounds or in the recreation center, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs in the park or recreation centers. (Exception: Wine used by church or religious organizations for sacramental purposes is allowed.)
24. Persons shall not gamble for money or other valuables within the center or in any park area.

FACILITY USE POLICY & PROCEDURES (continued)

Conduct & Standards: (continued)

25. Organizations may not deface any portion of the building in furtherance of their activity. All decorations must be cleared with the Minneapolis Park and Recreation Board staff well in advance of the scheduled activity.
26. All persons, groups or organizations using the facilities shall be responsible for damaged, broken or missing property and shall reimburse the Minneapolis Park and Recreation Board for all such losses incurred.
27. The attachment of any objects, banners or material to trees, light poles or sculptures is prohibited. Also, digging or penetrating of ground or surface is prohibited unless approved on the permit and utility lines are identified and located.
28. Cars and trucks are not permitted to operate on park premises, other than on roadways or in parking lots, unless specific permission is obtained for the purpose of delivering and removing authorized equipment. In no case shall a vehicle operate from one-half hour prior to the event until the end of the event, after dispersal of those attending.
29. Organizations are reminded that Minneapolis Park and Recreation Board employees are forbidden to accept any gratuities, whether tangible or intangible.
30. The permit holder or designee, known to and approved by the Minneapolis Park and Recreation Board, is required to be on site during the entire event, including preparation and clean-up/take down.
31. Organizations sponsoring meetings, events, fund drives and other civic or community functions shall be allowed to post placards, notices, advertisements or pamphlets, which invite the general public to attend such events, on the bulletin board in recreation centers, provided that space is available and said action is approved by the Park Director.
32. **For any public activity held at an MPRB facility, Permit Holder shall comply with all applicable local, state and federal laws and regulations prohibiting discrimination of any kind.**
33. The Park Director shall be responsible for assignment of rooms and empowered to make immediate decisions not otherwise covered.



**MINNEAPOLIS PARK AND RECREATION BOARD
APPLICATION FOR USE OF
RECREATION CENTERS/PARK AREAS/FACILITIES**

Date of application:

FACILITY INFORMATION

Location requested:

Date (s) requested: _____ Time requested: _____

Explain purpose of requested use:

APPLICANT INFORMATION

Name:

Street address:

City: _____ State: _____ Zip: _____

E-mail address:

Phone number: _____ Alternate number: _____

SPACE REQUESTING

Indoor/Outdoor Spaces Requested (Check all that apply):

Gym	Multi-Purpose Room	Meeting Room	Kitchen	Athletic Fields	Other Outdoor Grounds

ORGANIZATION CATEGORY

Check one of the following categories:

501.3 c Non-Profit	Government	Other Group or Individual (non-business/commercial)	Business or Individual Entrepreneur
If 501.3c, non-profit, list state registration identification number: _____			
If other than "business" category is checked above, what approximate percentage of group members are residents of Minneapolis, or what percentage of clients served by the organization are residents of Minneapolis.			%

ADDITIONAL INFORMATION

Please fill in the following information completely:

Expected number in attendance:	Adults= _____	Youth= _____	Total: _____
Describe any revenue you will collect, i.e. admissions, sale of items, donations, etc.:			
Will any speaker, entertainer or other person/group be paid for services rendered during this event:			
No	<input type="checkbox"/>	Yes	<input type="checkbox"/> If yes, please explain:
List any equipment or other supplies or items you are requesting to bring in to the rented space:			