

PRIOR LAKE RECREATION DEPARTMENT  
FIELD RESERVATION POLICY

**SCHEDULING PROCEDURE**

Facility user groups or individuals interested in using City fields are required to obtain prior approval by means of Request for Use of City Fields Form.

- Request forms are available online at [www.cityofpriorlake.com](http://www.cityofpriorlake.com) under “Reservations”.
- Requests should be made by one contact only per organization.
- Requests should be made at least three (3) days prior to anticipated use. Upon receipt of the request, the Recreation Department will verify availability, complete the approval process and establish estimated costs according to policy.
- The requestor will receive confirmation of use after the approval process is completed.
- Facility user groups that are charged a fee (see fee chart below) are required to submit that fee in full to the Recreation Department prior to usage.

**CANCELLATIONS**

- Field user groups agree to cancel with the Recreation Department any scheduled field use dates requested, at least one (1) full business day in advance of intended use in order to avoid unnecessary field preparation which may result in a field preparation fee.
- When fields are closed and the field user is found on the field, future use may be denied to that user.

**CONFLICTS OR ISSUES**

- In most scheduling disputes between groups, the priority for scheduling field usage, date order received and historical usage will prevail. Applicants should not advertise events until FINAL APPROVAL is received.
- If the request for field usage is denied, the requestor will be informed of the reason.
- After the Request for Use of Fields form has been approved it becomes an agreement with the requestor and/or the organization, they cannot sublet or transfer their rights and privileges to any other individual, group, or organization.
- Using a field for other purposes, using additional fields, remaining in the park beyond park hours without prior authorization will be considered as unauthorized use of the fields. Charges may be added to the field use fee as well as denial of future field use requests.
- Disorderly conduct is prohibited and punishable by ejection from the field. This includes inappropriate communication and disrespect for authority, and City maintenance and recreation personnel. The proper authorities may be notified, including law enforcement to intervene.
- Parking is allowed in designated areas only. Parking on grass or fields IS PROHIBITED.
- All issues or concerns regarding field usage should be directed to the Recreation Coordinator either via email at [abarstad@cityofpriorlake.com](mailto:abarstad@cityofpriorlake.com) or phone at 952-447-9822.

**FIELD RENTAL FEE SCHEDULE**

School District #719	Cost per agreement
P.L.A.Y.	Cost per agreement
Prior Lake Hockey Association	Cost per agreement
Prior Lake Soccer Association	Cost per agreement
Prior Lake Sports Organizations*	Cost per agreement
Non Prior Lake Sports Organizations*	Cost per agreement

\*Must have at least 75% of participants that are Prior Lake residents to be considered a sports organization for Prior Lake.

## ALCOHOL

- Alcoholic beverages are **not permitted** on the **field, in the player bench area, or in the parking lot (or within 30 feet of the lot or any roadways)**.
- **All beverages must be served in cans, plastic bottles, or plastic cups only, NO GLASS!** No alcohol other than beer in cans is allowed in the mentioned area in accordance with City Park Ordinance.

## CONTACT INFORMATION

City of Prior Lake, 4646 Dakota Street SE., Prior Lake, MN 55372

City Hall	952-447-9800
Recreation Department	952-447-9820
Police Department (non-emergency)	952-440-3555
After Hours Maintenance	952-367-7656

City information is available on-line at [www.cityofpriorlake.com](http://www.cityofpriorlake.com).



# PRIOR LAKE PARK RESERVATION REQUEST

## ATHLETIC FIELDS

*Please complete the form below.*

CONTACT PERSON: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ (WORK): \_\_\_\_\_ (E-MAIL): \_\_\_\_\_

DATE(S) OF RESERVATION: \_\_\_\_\_ NUMBER OF TEAMS/PEOPLE ATTENDING: \_\_\_\_\_

*Weekend reservations will not be accepted after 12:00 noon the Thursday before.*

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ (ALL PARKS CLOSE AT 10:00 P.M.)

(Include dates if reserving for multiple dates)

FIELD RENTAL FEES: **Cost Per Agreement**

FIELD PREPARATION (If applicable): **Cost per agreement**

FIELD TYPE TO BE RESERVED: \_\_\_\_\_ Full-size Baseball Field (Turf infield, perm. mound, 90' bases)  
\_\_\_\_\_ Baseball/Softball Field  
\_\_\_\_\_ Soccer Field  
\_\_\_\_\_ Football Field  
\_\_\_\_\_ Other (Please list): \_\_\_\_\_

FIELD LOCATION: \_\_\_\_\_ The Ponds, 17100 Toronto Avenue SE  
\_\_\_\_\_ Thomas Ryan Memorial Park, 4600 Busse Parkway SE  
\_\_\_\_\_ Memorial Park, 5181 160<sup>th</sup> Street SE  
\_\_\_\_\_ Lakefront Park, 5000 Kop Parkway  
\_\_\_\_\_ Other (Please list): \_\_\_\_\_

FIELD NUMBER(S): \_\_\_\_\_ BASE DISTANCE: \_\_\_\_\_ PITCHING DISTANCE: \_\_\_\_\_  
(Reference city field number maps) (Indicate in feet) (Indicate in feet)

Is this event a tournament? \_\_\_\_\_ Yes\* \_\_\_\_\_ No

\*If "Yes" please list Tournament Director name and contact info: DIRECTOR: \_\_\_\_\_ CONTACT: \_\_\_\_\_

Tournament schedules must be provided as soon as they are available.

SPECIAL REQUESTS: \_\_\_\_\_

CONTACT PERSON: (signature) \_\_\_\_\_ DATE: \_\_\_\_\_

Forms/Payments returned to: **City of Prior Lake**

**Prior Lake Recreation Dept.**

**4646 Dakota Street SE**

**Prior Lake, MN 55372**

Fax: 952-447-4245

E-mail: [nmcgill@cityofpriorlake.com](mailto:nmcgill@cityofpriorlake.com)

For more information: 952-447-9820 or 952-447-9800 (Mon.- Fri. 8am – 4:30pm)