



4058 St. Francis Blvd NW
St. Francis, MN 55070

Today's Date: _____

Resident of St. Francis: Yes No

CITY OF ST. FRANCIS FACILITY USE PERMIT APPLICATION

Date Requested: _____ Hours Requested From: _____ To: _____

Name: _____ Email: _____

Address: _____ Approximate Number of Guests#: _____

Phone: _____ Date Key Picked up: _____ Returned: _____

(Late key return fee is \$25, if not returned within 2 business days.)

*Check the box below for which facility you would like to rent.

Choose Facility	Facility/Park	Resident Fees	Non-Resident Fees
	Community Center		
	(Professional Meetings Only, 7:00am-5:00pm)	\$50 per event	\$100 per event
	Community Park		
	Ball Park - Outside Organization	\$100 per night for season	\$200 per night for season
	Ball Park - One Game Fee	\$40	\$80
	Community Park Shelter	\$30	\$60
	Concession Stand	\$50	\$100
	Bathrooms (May-Sept.)	\$30, \$50 Damage Deposit	\$60, \$75 Damage Deposit
	Hidden Ponds Park		
	Football/Soccer Field	\$40 each team	\$50 each team
	Football/Soccer Youth Program	\$60 per week/per team	
	Ball Park - Outside Organization	\$100 per night for season	\$200 per night for season
	Ball Park - One Game Fee	\$40	\$80
	Siwek Park		
	Shelter	\$30	\$60
	Warming House	\$80	\$130
	Woodbury Park	\$80 per event	\$130 per event
	Key Replacement	\$50	\$50

***Refunds will be given only if cancellation is made no less than two weeks prior to the reserved date of the permit.**

Damage Deposit		Date Damage Deposit Received	Date Damage Deposit Returned
\$150	Community Center or Warming House		
\$50	City Parks Residents		
\$75	City Parks Non-Residents		

I, the Permit User(s), have read and understand the park rules, regulations and facility use policy for use of the St. Francis Facility as printed on the back of this form and further agree that they shall be strictly observed and accept responsibility for the enforcement of them. In consideration of acceptance, I, the user(s) waive and release any and all rights and claims for damages against the City of St. Francis and agree to protect, indemnify and hold harmless the City of St. Francis, City of St. Francis Police Department and City of St. Francis Public Employees from any and all claims, liabilities, damages or rights of action (directly or indirectly) while participating or using the facility covered at this point.

Signature & Date of Responsible Person

City of St. Francis (Employee) & Date

***For Emergencies: Please call Anoka County Dispatch to reach the ON-CALL Staff Member at 763-427-1212.**

PARK RULES, REGULATIONS AND FACILITY USE POLICY

City Ordinance # 8-5-1, Rules & Regulations Governing City Parks:

1. All St. Francis City Parks are closed between the hours of 10:00p.m. and 6:00a.m., unless posted otherwise or specified on permit.
2. The use of glass containers is prohibited.
3. The use of "alcohol" is not permitted at any City facility unless specifically authorized by City Council.
4. All municipal facilities or public buildings are smoke free. Smoking is not permitted at any of these facilities.
5. Place all garbage and litter in containers provided.
6. No motorized vehicles or machines are allowed in or upon any City Park unless a permit has been approved and issued by the City of St. Francis authorizing such and so displayed on vehicle(s) in a highly visible manner. All other vehicles must park in designated areas or roadway where specifically permitted.
7. Leash Law in effect – Ord. 8-3-1 B. Please clean up after your pet – Ord. 8-3-1 Y.
8. No Fires Allowed – MN State Statute 609.5632, Discharge of Firearms is Prohibited – Ord. 8-4-3 C, and No Fireworks – Ord. 6-12-9.

Facility Use Permit Policies:

1. Permits are valid only for the date, time, and place specified on them and must be in the user's possession for verification.
2. The City of St. Francis reserves the right to regulate and control the size of the group or organization using the park facility. Also, the City may require the user to furnish a certificate of liability insurance in the minimum amounts of \$50,000 to \$300,000 for bodily injury and \$25,000 for property.
3. All groups/organizations using park facilities shall provide adult supervision that shall remain with the group during the activities and be responsible for the group conformance to all rules, regulations and policies. The supervisor must be identified on the permit.
4. When a key is needed for entrance into a reserved facility, the applicant may obtain the key from Public Works (Parks Facilities ONLY) the Thursday prior to the event, from 6:00am-4:30pm, Monday-Thursday. You would obtain the keys for the Community Center from City Hall directly, their hours are Monday-Thursday (7am to 5:30pm) The key cannot be transferred to another user, individual or group under any circumstances. The key must be returned within 2 business days of the event. Failure to return the key within (2) business days of permit expiration, the permit holder will be subjected to a fine in the amount of \$25.00.
5. Structures and equipment shall not be altered or moved from one area to another unless specifically authorized on the permit. Extra or unusual services from programs or activities must be identified in the permit.
6. All permit holders are responsible for repaying in full, any and all damages as to any equipment or facilities used during the rental period. The City will not be responsible for losses of personal property by individuals or groups.
7. Clean up the premises and place litter in containers provided.
8. Users are required to remove all non-City materials, equipment, and furnishing upon completion of the permitted event.
9. Shut off all lights and lock up the facility upon completion of event.
10. The city reserves the right to bill the permit holder(s) if the permit holder is insufficient in cleaning up after their event or usage.
11. Refunds will be given only if cancellation is made no less than two weeks prior to the reserved date of the permit.

***Note: If needed, there are extra supplies in the restroom closets.
(Toilet paper, hand towels, etc.)**

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