



City of Buffalo
Parks and Recreation Department
212 Central Avenue
Buffalo, Minnesota 55313
www.ci.buffalo.mn.us



Field Use Request and Agreement

Organization_____

**Athletic
Activity**_____

**Contact
Person**_____

(please include President, Field Coordinator, and Treasurer with info)

Address_____

Phone Home_____ **Cell**_____

E:MAIL:_____

Field Space Requested: Circle all that apply

<u>COMPLEX</u>	<u>FIELDS</u>
<u>Bentfield Mills:</u>	Soccer # 1 Soccer # 2 Soccer # 3
<u>Bentfield Mills :</u>	Main Baseball Field
<u>Lions Park:</u>	Youth Baseball # 1 Youth Baseball # 2
<u>Northwinds:</u>	Youth # 1 Youth # 2 Youth # 3
<u>Bentfield Mills:</u>	Horseshoe Pits
<u>Bentfield Mills:</u>	Sand Volleyball Courts
<u>Bentfield Mills:</u>	Ballfields 1 2 3 4 5 6 7

Requested Dates:

Start Date: _____ End Date: _____

Days of the Week: _____

Start Time: _____ End Time: _____

Event (please circle): Practice Game Tournament

****Please submit schedules as soon as available to Lee Ryan, Parks and Recreation Director, City of Buffalo at lee.ryan@ci.buffalo.mn.us**

Please list information or requests for maintenance personnel (for example; fields used, distance of base paths and pitching rubbers, etc):

Field Use Fees - At the end of 2008, the City of Buffalo City Council and the City of Buffalo Parks Advisory Committee approved a field use fee of \$5 per participant for all organizations reserving field space in City parks. This fee was approved to be raised to \$10 in 2016. The purpose of this fee is to provide a consistent level of service and maintenance, as well as generate funds for future maintenance and safety needs. Please see the fee schedule and services provided below.

Individual Reservation: _____ Hours X \$10/field/Hour = _____

League and Practice Use:

Number of registered participants _____ X **\$10** per participant = _____

Tournaments: (Please submit league and tourney request forms separately)

Number of complexes _____ X **\$300**/event = _____

Additional fees will be charged for services used such as extra portable toilet service, and field marking supplies.

(Complexes are listed above. A tournament may use more than one complex)

- ☐ Field permit requests are accepted after the first business day of that specific year.
- ☐ We recommend requests be made as soon as possible to ensure field availability.
- ☐ Community Education will submit this Field Request to the City of Buffalo. The City of Buffalo will then invoice your organization for the amount above. Terms are due on receipt, and balances should be paid in full before the first use unless coordinated with the Parks and Recreation Director.

I have read and understand the rules and regulations for community use of City of Buffalo parks and fields. I hereby certify that I am an agent of the above named organization and am authorized to accept, in their name, the responsibility for observance of the rules and regulations of the parks and fields. I further agree that the City of Buffalo, its agents, employees, and/or assigns are not responsible for any personal injury or property damage sustained by the above named organization, or its guests, arising out of the use of the facilities pursuant to this permit.

Signature

Print Name - Title

Date

Summary of Responsibilities:

City of Buffalo will, to the best of our abilities:

- ☐ Mow and maintain turf surfaces.
- ☐ Provide and maintain ag-lime for infields.
- ☐ Provide chalk and paint, and prepare fields before weekday games.
- ☐ Drag fields prior to evening use.
- ☐ Provide bases and daily install bases for events of evening.
- ☐ Schedule use of facilities.
- ☐ Clean and supply restroom buildings.
- ☐ Provide and empty garbage and recycling containers.
- ☐ Provide electricity and water.
- ☐ Maintain lights and scoreboards.

** The City of Buffalo maintenance will occur between 7am and 4pm, Monday through Friday, excluding Holidays. Additional fees may be assessed for weekend detail or other requests.

User Responsibilities:

- ☐ Pick up trash obviously left from event (benches)
- ☐ Follow park rules and policies
- ☐ Immediately notify the City of Buffalo of any safety concerns, maintenance issues, and damage/graffiti.
- ☐ Use gator for sport-specific needs only. Those using gator should be during reserved events, and be at least 16 years of age.
- ☐ Communicate schedules of use to the Parks Department, so game schedules can be distributed to concessionaires.
- ☐ Turn on and off lights and water if used.
- ☐ Last group of the night shall place bases in storage shed and use base plugs.

Contacts:

Lee Ryan	Parks and Recreation Director Lee.ryan@ci.buffalo.mn.us	763-682-4132
Todd Lunning	Recreation Coordinator tlunning@buffalo.k12.mn.us	763-682-8176
Kelly Brecht	Park Maintenance Foreperson Kelly.brecht@ci.buffalo.mn.us	763-682-0006

COMMUNITY USE OF CITY PARKS & FIELDS

Rules and Regulations for Use of Park & Fields

The following rules and regulations must be observed when using the parks and fields. The organization's contact person and officers are held responsible for compliance.

1. Permits will be issued only for the dates, hours, and areas requested. The permit must be completed prior to the start of the season, as well as appropriate field use fees.
2. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility.
3. Irresponsible use of maintenance equipment and not turning off lights may result in cancelation of permit. Organizations must notify the Parks and Recreation Director when there are problems with maintenance equipment and other park items.
4. Alcoholic beverages are prohibited from field areas during youth events.
5. Disorderly conduct is prohibited and punishable by ejection from the area and forfeiture of permit.
6. Fields must be vacated by the time indicated on the permit or charges may occur to the organization.
7. All legal ordinances pertaining to city assemblies must be adhered to and will be enforced.
8. Organizations will be requested to provide proof of insurance at time of permit.
9. The Recreation Coordinator of Community Education or the City of Buffalo is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.
10. The Recreation Coordinator of Community Education or the City of Buffalo may cancel a permit effective immediately if, in his or her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a normal standard equivalent to that generally accepted by Community Education and the City of Buffalo.
11. Buffalo Parks are tobacco-free. Violators may be asked to leave the premises.
12. All City of Buffalo, and Park Department, policies, rules, and ordinance should be adhered to.