

**CITY OF RAMSEY**  
**ATHLETIC FIELD AND TOURNAMENT USE RENTAL POLICY**

**A. Background:** With almost 30 actively programmed parks, Ramsey has a variety of athletic fields available to use. The City of Ramsey is responsible for scheduling and coordinating the use of these fields.

**B. Purpose:** The purpose of athletic fields is to increase the recreational opportunities available to the community. Due to the large demand for the use and rent of these fields, there is a process to be completed and followed. The permit to utilize a field gives exclusive use of the field to the permit holder and excludes the general public from using the field at the allowed time.

**C. Eligible Users:** Eligible users are broken down into 2 groups (1) Resident and (2) Non-resident.

1. Resident

1. Valid I.D. such as a driver license or other proof of residency.

2. A civic group, organization, business, industry, or school with its physical facilities located within the City limits.

3. For tournament use-a representative of a youth organization, community school, or church wherein at least 50 percent of the participants are Ramsey Residents or which have provided significant benefit and service to and for the City.

2. Non-Resident

1. Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

Note: In cases where it is not clear whether a group or organization merits a residential status, the Parks Staff or City Administrator shall make the determination. Proof of non-profit status and/or additional information may be requested to assist in this determination.

**D. Application for Reservation:** The application for residents and non-residents should be filled out and submitted a minimum of fourteen (14) days prior to the proposed date of rental (excluding tournaments which are addressed below). Spring/Summer sports reservations for general game use can start after the first business day in January for residents and after January 31<sup>st</sup> for nonresidents. Fall/Winter sports reservations for general game use can start after June 1<sup>st</sup> for residents and after June 30<sup>th</sup> for nonresidents.

This is a one-time permit and can only be used for the specified time. There will be no tentative reservations, and same day reservations will not be granted. The Park Department reserves the right to regulate and control the size of the group or organization using the park facility.

- E. **Priority of Use for Tournaments:** The need to conduct City business takes precedence over any reservation, paid or unpaid. Paid reservations will be rescheduled if possible or refunded if City business displaces the community organization or business reservation. The permit to utilize a field gives exclusive use of the field to the permit holder and excludes the general public from using the field at the allowed time.

First priority will be given to the Anoka Ramsey Athletic Association and PACT Charter School for all single game and tournament usage. Dates of games and tournaments from the ARAA for **spring and summer sports** need to be in to the Parks Department before the first business day in January each year. After January 31st, any remaining weekend dates available can be scheduled by Ramsey Residents and non-residents. Dates of games and tournaments from the ARAA for **fall and winter sports** need to be in to the Parks Department before the first working day in June each year. Any remaining weekend dates available can be scheduled after June 1st for residents and after June 30th for non-residents.

The Anoka Ramsey Athletic Association has scheduling priority over, any and all tournament users, upon City approval.

Ice rink reservations are free of charge but need to be made in person at the rink. One team/organization can only reserve 3 specific times. Once those three times have passed, another 3 times can be reserved. Only the west rink can be reserved and cannot exceed a two-hour time frame.

- F. **Motorized Vehicles:** No motorized vehicles or machines are allowed in or upon any City park unless specifically authorized by the Park Department. Permits must be in possession of the driver. All other vehicles must park in designated area or roadway where permitted.
- G. **Structures and Equipment:** Structures and equipment shall not be altered or moved from one area to another unless specifically mentioned on the permit and by or under the direct supervision of a City employee. Extra or unusual services for programs or activities must be identified in the permit.
- H. **Cancellation Policy:** (General game use only) There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least two business days (Mon-Fri, excluding holidays)

prior to the scheduled event. No refunds will be issued if cancellation is made less than two working days prior to the event.

**I. General Rules:**

1. The use of glass containers is prohibited, (and recycling is mandatory when bins or containers are within the park).
2. Clean up premises and place your litter in containers provided – and trash within any buildings must be brought to the dumpsters if they are available at the park.
3. Shut off all lights and lock up facilities, upon completion of the event.
4. Users are required to remove all non-City materials, equipment, and furnishings that are privately owned after using the facility.

- J. Tournament Policy:** A tournament "excludes" the general public from actively participating on Ramsey tax supported park facilities. It gives "exclusive use" to the tournament sponsor of City owned facilities used for said tournament and takes in dollars from participants and businesses to defray tournament costs for profit, or for a charity.

**The following policies, procedures, and fees apply to "Tournaments" where "exclusive" use of a park or park facilities is reserved by an individual or group for a specified period.**

1. The City of Ramsey grants the Anoka Ramsey Athletic Association the right to run concessions for the duration of any tournaments at Central Park. There will be no outside concession selling without written acknowledgment from the ARAA at Central Park. The ARAA may lift its right to conduct concessions depending on the date and people available but is the decision of the ARAA. If these rules are not followed, the tournament permit will be revoked and the deposit forfeited.
2. A \$150.00 deposit will be required with tournament application. **No exceptions.**
3. The deposit applies to maintenance, clean-up, and any other damage incidents that may occur to the facilities. If the facility is left in unsatisfactory condition after use, all or part of the \$150.00 deposit will be used to cover necessary expenses, including labor. If facilities are left in satisfactory condition, the entire deposit will be returned. City staff will inspect the facilities the next business day after completion of the tournament.
4. The tournament coordinator is responsible for prepping the infield after the tournament has concluded. Home plate, pitching mound/rubbers, base paths and

any other low spots or 'holes' must be prepped and flattened out. Failure to comply will result in a forfeiture of your deposit.

5. The sponsor of the tournament shall sign a statement accepting responsibility for operating the tournament in accordance with these policies and be financially responsible for guaranteeing payment of any and all expenses for said tournament including required deposits and user fees as well as additional costs for services and supplies provided by the City; and payment of damages, in full, resulting from theft or vandalism to any equipment or facilities during the rental period.
6. The Park Department reserves the right to close a tournament with forfeiture of all monies at the time if any of the set policies are not adhered to or if any problems occur in the areas of fighting, abusive language, or harassment of residents.
7. No games will start before 7:00 a.m. on any day of the tournament. Failure to comply with this will constitute grounds for tournament forfeiture. All lights will be off at 10:00 p.m. unless permission has been granted by the Park or Police Department in writing (this only in extenuating circumstances).
8. The individuals or organizations conducting the tournament will have to provide additional portable restrooms at their expense. The Parks Department is not responsible for the cost, cleaning or removal of the portable restrooms. Failure to remove the portable restrooms by the next business day may result in the City's retention of all or part of the damage deposit.
9. The individuals or organizations coordinating the tournament must provide additional trash dumpsters to effectively throw all full garbage bags in container. Garbage cannot be overflowing or sitting next to garbage containers. All garbage must be emptied into this big container after the tournament or event is finished. If this policy is not followed it could result in the City's retention of all or a part of the damage deposit.
10. Tournament users are responsible for closing the gap if normal supply of trash bags, paper products, etc. are used up before the end of the tournament, and restoring/stocking normal supply at the conclusion of the tournament.
11. All usage fees must be paid within one (1) week after approval by the Parks Department, and in advance of the tournament.
12. All rakes, shovels, brooms, hoses and nozzles must be provided by the sponsor group.

13. The fees for tournaments:

- i. Softball, Baseball, Soccer, Football are \$240.00 per field **per event**.
- ii. Light charge is \$45.00 per 3 hour/\$15 each additional hr.
- iii. The City cannot guarantee that a pavilion, building, or shelter will be available to the tournament user. If available, the user may request a Park Facility Use Permit and pay fees applicable under that policy.

14. The Anoka Ramsey Athletic Association and PACT Charter School have their tournament fees waived and are only charged for prepping the fields.

15. The Park and Recreation Department reserves the right to cancel any tournament due to non-playable field conditions. Additionally, the tournament host is responsible for ensuring that all fields and facilities remain in safe conditions.

16. If cancellation of a tournament by the coordinator is necessary after deposits and usage fees have been paid to the City, the refund policy is as follows:

- i. If cancelled between the date of approval by the Park Department and six weeks prior to the date of the tournament, one-half of the park usage fee will be returned.
- ii. If cancelled within six weeks of the tournament date, the park usage fee will not be returned.
- iii. If another user requests to use the facilities for a tournament after a tournament has been cancelled, the new user must pay the full amount of the park usage fees and the original sponsor will be refunded the total park usage fee minus a \$50.00 administration cost incurred by the City.
  1. The new user shall be required to abide by all the policies, procedures, and fees as adopted and written in the Tournament Policies of the City with no exceptions.
- iv. A deposit is just that. If a tournament is cancelled, the deposit will be fully refunded to the user(s).

17. Any and all events and participation in all activities on park property cannot be restricted in any way on the basis of sex, race, or religious affiliation.
18. The City reserves the right to alter or amend the above regulations and requirements as deemed necessary and appropriate to the circumstances in question. Appeal of these provisions or result thereof may be made to the City Administrator or designee.

**K. Field Maintenance:**

**Infield dragging** is done during the week (Monday-Friday) according to the schedule. Fields are not dragged or striped on the weekends (Saturday and Sunday). Nothing is dragged on holidays. One can provide their own chalk and chalker to use for tournaments or games. A four wheeler is allowed for dragging fields, if pre-approved by Parks Department and a license for the four-wheeler is already approved.

**Pitching Rubbers** have to be set to the correct distance by the team or organization using the field. There are certain distances for the pitching rubbers according to each field. No new distances can be created.

**Bases** have to be set-up to the correct distance by the team or organization using the fields. The bases are usually on the field or in the green equipment box. There are certain distances for the bases according to the field. No new distances can be created.

**Painting Lines for Football and Soccer** are painted during the week (Monday-Friday) according to the schedule. Fields are not painted on the weekends (Saturday and Sunday). Nothing is painted on the holidays. One can provide their own paint and striper, if approved by Parks Department.

L. **Available Athletic Fields:** The following fields *may* be available for rent/ use in the City of Ramsey, and are generally as follows:

| <b>Soccer Fields in Ramsey</b> |                   |                    |                        |                      |
|--------------------------------|-------------------|--------------------|------------------------|----------------------|
| <b>Park</b>                    | <b>Field Type</b> | <b>Width (ft.)</b> | <b>Goal Size (ft.)</b> | <b>Lighted Field</b> |
| Alpine-Full                    | U13-U19           | 330                | 24                     | No                   |
| Elmcrest-Half                  | U11-U12           | 180                | 21                     | No                   |
| Elmcrest-Half                  | U11-U12           | 180                | 21                     | No                   |
| Elmcrest-Half                  | U11-U12           | 180                | 21                     | No                   |
| Elmcrest-Half                  | U11-U12           | 180                | 21                     | No                   |
| Elmcrest-Full                  | U13-U19           | 360                | 24                     | No                   |
| Elmcrest-Full                  | U13-U19           | 360                | 24                     | No                   |
| Elmcrest-Full                  | U13-U19           | 360                | 24                     | No                   |
| Emerald Pond                   | U11-U12           | 270                | 21                     | No                   |
| Rivers Bend-Half               | U9-U10            | 180                | 12                     | No                   |
| Rivers Bend-Half               | U9-U10            | 180                | 12                     | No                   |
| Central-Quarter                | U8                | 150                | 12                     | No                   |
| Central-Quarter                | U8                | 150                | 12                     | No                   |
| Central-Quarter                | U8                | 150                | 12                     | No                   |
| Central-Quarter                | U6                | 99                 | 6                      | No                   |
| Central-Quarter                | U6                | 99                 | 6                      | No                   |
| Central-Quarter                | U6                | 99                 | 6                      | No                   |
| Central-Quarter                | U6                | 99                 | 6                      | No                   |
| Central-Half                   | U9-U10            | 180                | 12                     | No                   |
| Central-Half                   | U9-U10            | 180                | 12                     | No                   |
| Alternate Field-Central-Half   | U9-U10            | 180                | 12                     | No                   |
| The Draw-Full                  | U13-U19           | 330                | 24                     | No                   |





## Ball Fields in Ramsey

| Field        | Field Type | Bases (ft.) | Pitching Rubber (ft.) | Left (ft.) | Center (ft.) | Right (ft.) | Permanent Fence | Temporary Fence (ft.) | Lighted Field |
|--------------|------------|-------------|-----------------------|------------|--------------|-------------|-----------------|-----------------------|---------------|
| Alpine #1    | Baseball   | 70'         | 50'6"                 | 260        | 260          | 247         | Yes             |                       | No            |
| Alpine #2    | Baseball   | 70'/75'     | 50'6"                 | 246        | 265          | 265         | Yes             |                       | No            |
| Alpine #3    | Baseball   | 80'         | 54'6"                 | 275        | 275          | 275         | Yes             |                       | No            |
| Alpine #4    | Baseball   | 80'         | 54'6"                 | 275        | 275          | 275         | Yes             |                       | No            |
| Central #7   | Baseball   | 90'         | 60'6"                 | 315        | 356          | 315         | Yes             |                       | No            |
| Central #1   | Softball   | 60'/65'/70' | 30'/35'/40'/46'/52'   | 306        | 295          | 287         | No              |                       | Yes           |
| Central #2   | Softball   | 60'/65'/70' | 30'/35'/40'/46'/52'   | 302        | 280          | 302         | No              |                       | Yes           |
| Central #3   | Softball   | 60'/65'/70' | 30'/35'/40'/46'       | 270        | 264          | 273         | No              | 200                   | Yes           |
| Central #4   | Softball   | 60'/65'/70' | 30'/35'/40'/46'       | 274        | 318          | 274         | No              | 200                   | Yes           |
| Central #5   | Softball   | 60'/65'/70' | 30'/35'/40'/46'       | 286        | 316          | 286         | No              |                       | No            |
| Central #6   | Softball   | 60'/65'/70' | 30'/35'/40'/46'       | 286        | 307          | 286         | No              |                       | No            |
| Emerald Pond | Softball   | 60'/65'     | 30'/46'/52'           | 240        | 276          | 290         | No              |                       | No            |
| Rivers Bend  | Softball   | 60'         | 46'                   | 242        | 288          | 242         | No              |                       | No            |
| Titterud     | Softball   | 60'         | 46'                   | 198        | 332          | 198         | No              |                       | No            |
| The Draw     | Softball   | 60'         | 40'/43'               | 310        | 370          | 345         | No              |                       | No            |

## Tennis Courts

| <u>Park</u> | <u>Address</u>            | <u>Number of Courts</u> | <u>Type of court</u> | <u>Lights</u> |
|-------------|---------------------------|-------------------------|----------------------|---------------|
| Central     | 7925 161st Ave NW         | 4                       | Hard                 | No            |
| Rivers Bend | 14200 Waco Street         | 4                       | Hard                 | No            |
| Fox         | 17100 Potassium Street NW | 1                       | Hard                 | No            |
| Riverdale   | 6660 Riverdale Drive      | 1                       | Hard                 | No            |

| <b>Ice Rinks and Warming houses</b> |                        |                           |                 |                      |               |
|-------------------------------------|------------------------|---------------------------|-----------------|----------------------|---------------|
| <u>Location</u>                     | <u>Address</u>         | <u>Size of rink (ft.)</u> | <u>Quantity</u> | <u>Warming House</u> | <u>Lights</u> |
| Central Park                        | 7925 161st Ave NW      | 85x200                    | 2               | Yes                  | Yes           |
| Ramsey Elementary School            | 15000 County Highway 5 | 85x200                    | 2               | Yes                  | Yes           |

**M. Hours and Days of Use:** The City of Ramsey parks may be reserved for games and tournaments during the following times:

Monday-Sunday: 7:00 a.m. - 10:00 p.m.

All Ramsey City parks must be vacated by 10:00 p.m. unless specified otherwise.

**N. Fees and Deposits:** The permit to utilize an athletic field within the City is valid

| <b>Football Fields in Ramsey</b> |                   |                     |                   |               |                   |
|----------------------------------|-------------------|---------------------|-------------------|---------------|-------------------|
| <u>Park</u>                      | <u>Address</u>    | <u>Size (yards)</u> | <u>Goal Posts</u> | <u>Lights</u> | <u>Scoreboard</u> |
| Central                          | 7925 161st Ave NW | 100                 | Yes               | Yes           | Yes               |
| Central                          | 7925 161st Ave NW | 80                  | No                | Yes           | Yes               |
| Central                          | 7925 161st Ave NW | 100                 | No                | No            | No                |

only for the date and time specified and must be in the possession of a responsible party at each event. This permit gives exclusive use to the party and excludes the general public from using the fields. This rate will be based on a resident versus non-resident basis.

If a general user is using the fields on a weekly basis, they are subject to a pay a portion of the weekly field painting fee, to be determined by the Parks Department.

In order to meet the coordination, facilitation, and maintenance costs which result from continued use of these fields, **a per field, non-refundable fee is**

charged for all reservations of the fields, below, or as detailed in the City's rates and charges.

| <b>Athletic Field Fees</b>   | <b>Resident</b>  | <b>Non-Resident</b>   |
|--|--|---|
| Lighted Field<br>Deposit for Lighted Field                                     | \$45.00 per 3 hour + \$15<br>each additional hr.<br>\$100    | \$70.00 per 3 hour+<br>\$23.34 each<br>additional hr.<br>\$100  |
| Ice Rink Reservation<br>(Maximum of 3 at a time)                               | Free   | Free  |
| Football Field rental<br>Soccer Field rental<br>Softball/Baseball Field rental | \$42.00 per field, per 3<br>hr., \$14 each additional<br>hr. | \$65.00 per field, per 3<br>hr.,+ \$21.67 per<br>additional hr. |
| Picnic Table moving<br>(A notice of 7 days is required)                        | \$65.00/table  | \$65.00/table   |
| Tennis Court Rental  | Free   | Free  |
| Softball,Baseball,Soccer,Football<br>Tournament Rental                         | \$240.00 per field per event                                 | \$240.00 per field per event                                    |
| Deposit for Tournament   | \$150.00   | \$150.00  |
| <b>Youth Athletic Association Rates and Fees</b>                               |  |   |
| Softball/Baseball field maintenance  | \$12.00/game   |   |
| Football field maintenance   | \$47.00 a week   |   |
| Soccer field maintenance<br>Full size<br>Half size<br>small field              | \$37.00/week<br>\$20.00/week<br>\$12.00/week                 |   |
| Field layout cost<br>Soccer, Football, Lacrosse                                | \$300.00   |   |
| Lights   | Actual cost  |   |
| Field Marking Paint  | Actual cost  |   |

**Deposit Fees:**

| <u>Deposit Fee</u>                | <u>Amount</u>   |
|-----------------------------------|-----------------|
| Damage deposit for general use    | <u>\$100.00</u> |
| Damage deposit for lighted field  | <u>\$100.00</u> |
| Damage deposit for tournament use | <u>\$150.00</u> |

\* Deposits will be returned upon satisfactory inspection after the event.

Refundable damage deposit fee will be charged to all groups using the facilities. This deposit will be returned upon satisfactory inspection after the event. Groups entering into one year leases or renting a facility for more than one event can roll the damage deposit forward until termination of the lease or the end of the scheduled events. This deposit will be reviewed and adjusted periodically by City Council. It is the responsibility of the group utilizing the fields to clean up the area used, and turn off all lights before leaving the park or facility. The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

If your deposit is paid by credit card or check, it will be 'cashed'. The City of Ramsey will refund you with a check.

### **RETURN OF DAMAGE DEPOSIT**

The \$100 or \$150 deposit made at the time of your reservation will be returned by mail within two weeks following your reservation.

To ensure return of the full deposit, please complete the following:

- General clean-up of the fields and park used is the responsibility of the group.
- Pick up surrounding area of trash.
- All trash and recycling should be thrown away in the correct bins.
- Remove all banners, tape, balloons and signage used during your reservation.
- Put back chairs and tables as they were when you arrived.
- Ensure that no damage or vandalism occurs at the pavilion or facilities during your reservation.

### **THE FOLLOWING REFERS TO BOTH THE TOURNAMENTS AND GENERAL USE**

- O. Lost or Stolen Property:** The City will not be responsible for losses of personal property by individuals or groups.
- P. Severe Weather/Emergency Procedure:** In the event of an emergency and severe weather, find the nearest emergency shelter.
- Q. Smoking is Not Allowed:** All parks and facilities are public area and are tobacco free. Smoking is not permitted in any City facility or park.
- R. Alcohol or Controlled Substances:** Alcoholic beverages are not allowed throughout the parks except at The Draw. Except by permit or license, no person

shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under chapter 6 or where the consumption and display of liquor is lawfully permitted. The selling and consumption of alcoholic beverages may be allowed on the premises if a special events permit is obtained and approved by City Council. For more information contact our City Clerk.

- S. **Use of Candles or Open Flame:** Candles may not be used without the prior approval of the City's Fire Marshall. There is no open flame allowed in the municipal facilities. For more information contact our Fire Marshall.
  
- T. **Liability for Damage:** The users of the facilities as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. If damage is found the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in up to a \$1000 fine and/or 90 days in jail.
  
- U. **Special Events Permits:** Please note that a special events permit will be required for all events where alcohol is sold or consumed, and/or **there will be amplified music**. The application must be submitted a minimum of 30 days prior to the event requested. Please allow sufficient time for processing of the permit, as these special event permits must appear before the City Council. For more information contact the City Clerk.

\*This facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994 amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010, amended January 1, 2018, amended January 2, 2019.