



## CITY OF ST. FRANCIS FACILITY USE PERMIT

Which Facility do you wish to use:                      Community Center                      Woodbury Park                      Hidden Ponds

Community Park:                      Concession                      Shelter                      Softball/Baseball Field  
    Hockey Rink                      Ice Rink                      Warming House

Are there any special requirements: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Times: \_\_\_\_\_

Name: \_\_\_\_\_ Resident of St. Francis:    Yes                      No

Address: \_\_\_\_\_ Adults                      Youth Group                      Family Reunion

Phone: \_\_\_\_\_ Date Key Picked up: \_\_\_\_\_ Key #: \_\_\_\_\_

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

Date Key Returned: \_\_\_\_\_ Initials: \_\_\_\_\_

### FEE SCHEDULE

|  | Resident                   | Non-Resident               |
|--|----------------------------|----------------------------|
| <b>Community Center (23340 Cree Street)</b>    | \$30 per event             | \$55 per event             |
| <b>Woodbury Park (3646 Bridge Street)</b>      | \$50 per event             | \$100 per event            |
| <b>Community Park (22835 St. Francis Blvd)</b> |                            |                            |
| Ball Park-Outside Organization                 | \$100 per night for season | \$200 per night for season |
| Ball Park-One Game Fee                         | \$25                       | \$50                       |
| Community Park Shelter                         | \$25                       | \$50                       |
| Concession Stand                               | \$25                       | \$50                       |
| <b>Warming House</b>                           | \$50                       | \$100                      |
| Rink Rental For Reserved Time                  | \$25 per hour              | \$50 per hour              |
| <b>Hidden Ponds Park (23950 Roanoke St.)</b>   |                            |                            |
| Ball Park-Outside Organization                 | \$100 per night for season | \$200 per night for season |
| Ball Park-One Game Fee                         | \$25                       | \$50                       |
| Football Youth Program                         | \$43 per week/per team     |                            |
| Soccer Youth Program                           | \$34 per week/per team     |                            |
| Football/Soccer Field                          | \$25/each                  | \$35/each                  |

**Key Replacement is \$50**

| Damage Deposit |                          | Date Damage Deposit Received | Date Damage Deposit Returned |
|----------------|--------------------------|------------------------------|------------------------------|
| \$100          | Community Center         |                              |                              |
| \$50           | City Parks Residents     |                              |                              |
| \$75           | City Parks Non-Residents |                              |                              |

St. Francis City Council has authority to charge or waive an annual fee of \$100 for Non-profits.

I, the Permit User(s), have read and understand the policies and procedures for the St. Francis Facility Use 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 of Responsible Person & Date

\_\_\_\_\_  
City of St. Francis (Employee) & Date

## **FACILITY RESERVATIONS POLICIES AND PROCEDURES**

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. All St. Francis City Parks must be vacated by 10:00pm, unless posted otherwise or specified on permit.
3. 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.
4. 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.
5. When a key is needed for entrance into a reserved facility, the applicant may obtain the key from City Hall the Thursday prior to the event, from 7:00am-5:30pm, Monday-Thursday. 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 will result in a fine in the amount of \$25.00.
6. 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.
7. 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.
8. No motorized vehicles or machines are allowed in or upon any City Park. All vehicles must park in designated parking areas.
9. Refunds will be given only if cancellation is made no less than two weeks prior to the reserved date of the permit.
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. All municipal facilities are public buildings and are smoke free. Smoking is not permitted in any of these facilities.
12. City provides porta-potties at Community Park and Hidden Ponds Park locations for your convenience.
13. Facility use is weather permitting. City reserves the right to cancel any use if needed to protect the condition of city property.
14. As a general rule:
  - A. The use of glass containers is prohibited.
  - B. Clean up the premises and place litter in containers provided.
  - C. Shut off all lights and lock up the facility upon completion of event.
  - D. Users are required to remove all non-City materials, equipment, and furnishing upon completion of the permitted event.
  - E. The use of "alcohol" is not permitted at any City facility unless specifically authorized.
  - F. Policies, procedures and fees are available upon request. Additional rules and regulations are also available upon request.