



## HASTINGS PARKS & RECREATION

920 W 10th Street - Hastings, MN 55033  
 Phone: 651-480-6175 -- Fax: 651-437-5396

### TOURNAMENT PERMIT APPLICATION

#### APPLICANT INFORMATION

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (H): \_\_\_\_\_

(W): \_\_\_\_\_

(C): \_\_\_\_\_

Email: \_\_\_\_\_

Are you tax exempt?  Y  N *If yes, please include a copy of your organization's tax exempt certificate with this form.*

#### RENTAL INFORMATION

Facility Requested: \_\_\_\_\_

Field(s) Requested: \_\_\_\_\_

Type of Event:  Softball  Baseball  Soccer  Disc Golf  Lacrosse  Other \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Start & End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

*Note: To be classified as a tournament, you must be part of an official athletic organization and provide proof of insurance with the City of Hastings listed as an additional insured.*

#### TOURNAMENT FEES (current sales tax is 8.125%) & (Credit Card Processing Fee 3.12%)

	Resident	Non-Resident
Softball/Baseball - Youth Tournament	\$60/field/day + tax	\$85/field/day + tax
Softball/Baseball - Adult Tournament	\$85/field/day + tax	\$105/field/day + tax
Soccer - Youth Tournament	\$50/field/day + tax	\$75/field/day + tax
Soccer - Adult Tournament	\$75/field/day + tax	\$100/field/day + tax
Disc Golf Tournament	\$120/day + tax	\$170/day + tax
Lights (Veterans Park Only)	\$20/field/day + tax	\$20/field/day + tax

*A resident lives or is headquartered within the city limits of Hastings. This is not to be confused with the 55033 zip code - city and zip code boundaries are not the same. Even though your mailing address is Hastings, this does not necessarily mean you are a City resident. If you are in a township, you are not a City resident. Please call our office if you have questions regarding residency.*

#### REQUESTED SETUP & FIELD INFORMATION

Would you like the concession stand to be open? \_\_\_\_\_ (Must be requested at least 15 days in advance)

##### Requested Field Set-Up

Base Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_

Fields will be game ready at the start of each rental day. Ongoing maintenance during the day is to be provided by the user. Non-motorized maintenance equipment (string lines, chalker, walk-behind painter) is available for use from the Parks & Recreation Department. Please contact Cory Likes at 480-6178 or [clikes@hastingsmn.gov](mailto:clikes@hastingsmn.gov) if you would like to check out any equipment.

**PLEASE do not squeegee red rock/water into the grass playing area. Thank you!**

**\*\* CONTINUED ON THE BACK PAGE \*\***

## GENERAL GUIDELINES FOR FACILITY RESERVATIONS

- Applicants who live or work in Hastings will receive priority reservations.
- Intoxicating malt liquor, wine, or 3.2% malt liquor is allowed in City parks between the hours of 8:00 a.m. and 10:00 p.m. At Veterans Athletic Complex, wine or intoxicating malt liquor is allowed between the hours of 8:00 a.m. and 11:00 p.m. It is unlawful for any person to consume or be in possession of intoxicating liquor in any City park at any time.
- Parking is allowed in parking lots only. No unauthorized vehicles are permitted to be on grass, sidewalks, trails, fields, etc.
- Parks are open from 6:00 AM until 10:00 PM (11:00 PM at Veterans Athletic Complex).
- If the facility you have reserved is being used by another group, and they refuse to leave, please call 911 to contact the local police. In Dakota County, 911 is the number to call for emergency and non-emergency police response.
- The City of Hastings reserves the right to deny or revoke a permit for non-compliance or if it is believed to be in the best interest of City facilities or park users.
- All recycling, waste paper, & other rubbish must be deposited in the appropriate receptacles.
- No group may set up a tent or other temporary shelter without authorization from the Parks & Recreation Department. Please contact Cory Likes at 480-6178 for authorization.
- Rentals for facilities are subject to applicable Minnesota State sales tax.
- **Cancellation Policy:** 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)** prior to the scheduled event. No refunds will be issued if cancellation is not made at least two business days prior to the event.
- Effective June 1, 2007, a **Tobacco-Free policy** has been approved in all city-owned or operated parks or outdoor recreational facilities. Users shall refrain from using any tobacco product in any city-owned or operated park or outdoor recreational facility.

## ATHLETIC FACILITY RULES

- Athletic facilities may be reserved by Hastings groups, school, businesses, churches, and non-profit groups. Requests for facilities will be based on availability and facility conditions.
- To be classified as a tournament, you must be part of an official athletic organization and provide proof of insurance with the City of Hastings listed as an additional insured.
- The City provides ongoing maintenance to city owned facilities. Additional maintenance requests may be subject to additional costs as determined by the Parks & Recreation Director.
- Additional portable toilets can be ordered through the Parks & Recreation Department for an additional fee.
- Permits for athletic facility use may be revoked if the City feels a certain facility is already at its capacity or believes damage may occur. This decision to grant or revoke a permit is solely in the discretion of the Parks & Recreation Director or appointee.
- Tournaments will not be scheduled rain or shine. The Parks & Recreation Department may cancel a tournament if conditions are such that damage to the field may occur.
- Vendor permits are required for any sales for each event within a park per City Code. Please contact our City Clerk at 651-480-2343 for more information on obtaining a permit.
- Payment should be submitted to the Parks & Recreation Department. Forms of payment accepted include Cash, Check (payable to City of Hastings), Visa, MasterCard, or Discover. Payment must be made before your scheduled tournament.

**The persons and/or organizations renting the facilities within the City of Hastings, by signing this and accepting the terms and agreements on this application, agree to defend, indemnify, and hold harmless the City of Hastings, its officers and employees, for any damages to City property by participants or public involved in the use of the rented facility and agrees to assume all liability for the injury or death of any participant and public involved. Any damage to the facility or equipment shall be reported immediately.**

*By signing this form, I acknowledge I have read, understand and agree to any and all conditions set forth by the City of Hastings and the Parks and Recreation Department.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parks and Recreation Staff Signature