

City of Cloquet

Parks and Recreation Community Education Department

Policy for City Field and Park Use **Effective January 1, 2008**

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of city parks, buildings, and playing fields.

II. GENERAL STATEMENT OF POLICY

The city council and parks commission encourages maximum use of city fields and parks for community groups and individuals. The City desires that parks be used for health and recreation, community events and general public use.

III. PRIORITIES

The following priority schedule will be used:

Priority One: Cloquet recreation associations, leagues, clubs, Cloquet Public and Private Schools and Community Education within the Cloquet city limits. A park may have priority one groups that are the major providers of the sports served in that park. These groups may have an agreement with the city specifying field use, maintenance, improvements, and/or preparation before games and tournaments. Priority One groups may not have exclusive use of the park or fields.

Priority Two: Community groups, business, and individuals who reside within the Cloquet city limits.

Priority Three: All other groups requesting parks who reside outside the Cloquet city limits.

The City Administrator or the Community Education Director (or their delegates) will determine priorities when a conflict occurs that cannot be worked out between the conflicting parties.

IV. FIELD USE

Fields will be scheduled for Priority One first. Field use will be assigned based on the Previous year's participation numbers as well as what fields are available for use. Requests must be submitted in writing by the deadline as determined by the Community Education Recreation Department to ensure field availability.

The city reserves the right to cancel agreements or reservations based on conditions of the park or field.

V. FIELD MAINTENANCE

Fields will be maintained in accordance with industry standards based on the schedule supplied by the group. Any changes to the original schedule must be completed in writing

at least 2 business days before the need or no maintenance will be provided and the change request may be denied. We are not responsible for any messages left on the voice mail or e-mail system. No changes may be made to city fields by anyone other than the city unless specified in a written agreement between the group and the city.

VI. FEES FOR FIELDS

Priority One Fees:

The City will set fees each season through an annual agreement with priority one groups. This fee, any outstanding bills, and a complete participant roster must be submitted to the Community Education Recreation Department before any scheduling needs will be considered for that season. This fee and agreement will cover the following basic services:

- Coordination of scheduling and maintenance
- Use and/or maintenance of portable toilets and rest rooms
- General file set up for games, excluding items listed below
- Use and/or maintenance of buildings
- Other as determined by the city

These items are not included in annual fees and will be billed at actual cost unless otherwise noted:

- Maintaining a field more than once each day or on week-ends
- Extra portable toilets and cleanings
- Moving of bases, nets or other facility equipment and/or features

Priority Two Fees

All other Applications for Facility use received for fields will be reviewed once scheduling is complete for the groups. Field use fees will be as determined by the City. This fee covers use only. No maintenance will be performed nor may any changes be made to the field by the persons/groups reserving the field. Any maintenance or changes to fields may be requested and will be reviewed for feasibility. Fees will be assessed based on actual expenses incurred as determined by the City or specified in this policy.

Major Use Fees

A major use is defined as a major event within the city limits such as the Voyagers at Dunlap Island, the carnival over the fourth of July, or other such uses that are considered major by the city administration.

VII. PARK USE

Parks will be scheduled on a first come first served basis. Groups must allow a minimum of 14 days for the processing of their request. Once a park is reserved, it becomes the priority.

The city reserves the right to cancel agreements or reservations based on conditions of the park or field.

Use of Facilities for Concerts

The city supplies limited power at each facility. All additional needs and equipment is the responsibility of the band or sponsor. A flatbed trailer is available from the city that can be used as a stage. Outdoor concerts must be over by 10:00 p.m. unless otherwise authorized by the Cloquet City Council. All trash shall be placed in trash receptacles after the concert, and if additional supports are needed they should be arranged and paid for before the reservation is secure.

VIII. PARK MAINTENANCE

Any changes to the original schedule must be completed in writing at least 2 business days before the need or no maintenance will be provided and the change request may be denied. We are not responsible for any messages left on the voice mail or email system. No changes may be made to city parks by anyone other than the city unless specified in a written agreement between the reserving party and the city.

IX. PARK FEES

The City Administrator, Parks Commission or Community Education Director may alter or eliminate fees if special circumstances deem it appropriate.

Park fees include available power, use of facilities on site, and garbage collection. Major Use includes up to two additional portable toilets, one additional dumpster, barricades and street use with approval from the city. Additional toilets or dumpsters may increase the rental charge. City police will be notified of the event but will not provide security.

Parks included in the following fees are Dunlap Island, Hilltop, Pine Valley non-winter use, Pinehurst, Sunnyside, Veterans, and Athletic. Braun, Pinehurst Pool, Senior Center, Spafford Campground and the Tubing Hill park facilities are covered by other policies or agreements. Parks not mentioned are open free to the public on a first come, first served basis.

Priority One	\$ 0	
Resident (Private):	\$25	(Priority Two)
Non-Resident (Private)	\$50	(Priority Three)
Cloquet Business (per day)		(Priority Two)
Or Weddings		
Up to 100 people	\$50	
101 to 200 people	\$75	
201-300 people	\$100	
Non-Cloquet Business (per day)		(Priority Three)
Or Weddings		
Up to 100 people	\$100	
101 to 200 people	\$150	
201-300 people	\$200	
Major Use of over 300 people	\$400	(Priority One, Two, Three)
Athletic Complex (Charge for tournaments)		
For Hilltop, Athletic and Pinehurst Parks		
Braun Park has a city agreement covering tournaments.		
Per Day	\$100	
Plus Gate Fees or Team Fees (payable after event)		
\$0-3,500	10%	
\$3501 +	negotiated % depending on city services required	