



PARKS AND RECREATION

REQUEST FOR FIELD/FACILITY RENTAL—FOR PRIORITY LEVEL 2, 3, & 4

USER INFORMATION			
ORGANIZATION NAME:		PRIMARY CONTACT NAME:	
ADDRESS:	CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:			
PHONE NUMBER:		ALTERNATE PHONE NUMBER:	
The organization is a: <input type="checkbox"/> Public or Private school located in Mendota Heights <input type="checkbox"/> Recognized Youth Athletic Association <input type="checkbox"/> Recognized Youth Sports Club or League			

SECONDARY CONTACT NAME:		SECONDARY CONTACT TITLE:	
ADDRESS:	CITY:	STATE :	ZIP CODE:
EMAIL ADDRESS:			
PHONE NUMBER:		ALTERNATE PHONE NUMBER:	

RESERVATION INFORMATION		
Total number of teams included in the request:	Total number of participants included in the request:	% of Mendota Heights residents served by the program:
Requesting fields or facilities for: <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Lacrosse <input type="checkbox"/> Football <input type="checkbox"/> Hockey <input type="checkbox"/> Soccer <input type="checkbox"/> Tennis <input type="checkbox"/> Other:		
Requesting fields or facilities for: <input type="checkbox"/> Games & Practices <input type="checkbox"/> Practice(s) Only <input type="checkbox"/> Game(s) Only <input type="checkbox"/> Camp(s) <input type="checkbox"/> Other:		
Athletic Field/Facility Requested:	<input type="checkbox"/> Civic Center	<input type="checkbox"/> Friendly Hills
	<input type="checkbox"/> Ivy Hills Park	<input type="checkbox"/> Marie Park
	<input type="checkbox"/> Victoria Highlands	<input type="checkbox"/> Wentworth
	<input type="checkbox"/> Kensington	Number of Fields Requested:
	<input type="checkbox"/> Mendakota Park	Number of Fields Requested:

RESERVATION INFORMATION (CONTINUED)

Date(s) Requested:	From:	To:	
Days of the Week Requested:	<input type="checkbox"/> Monday	START TIME	END TIME
	<input type="checkbox"/> Tuesday	START TIME	END TIME
	<input type="checkbox"/> Wednesday	START TIME	END TIME
	<input type="checkbox"/> Thursday	START TIME	END TIME
	<input type="checkbox"/> Friday	START TIME	END TIME
	<input type="checkbox"/> Saturday	START TIME	END TIME
	<input type="checkbox"/> Sunday	START TIME	END TIME
Date Exceptions: If there are dates within the range requested where fields/facilities will not be used, please list them:			
Special requests or arrangements (e.g. lining diagrams)			
List of teams using the field/facility (e.g. grades, coach pitch/traveling, in-house):			

CATERING AND FOOD VENDOR INFORMATION

Note: Groups wanting to use concession stands or offer food or beverages for sale will need to obtain the appropriate permits and/or licenses from the County or State and have permits or licenses available during the entire time of the tournament.

Are you requesting use of the concession stand:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate location: <input type="checkbox"/> Mendakota <input type="checkbox"/> Kensington
The event will include:	<input type="checkbox"/> Food Vendors <input type="checkbox"/> Food Trucks <input type="checkbox"/> Pre-packaged Food/Beverage Items <input type="checkbox"/> Professional Catering <input type="checkbox"/> Other:

COMPLIANCE STATEMENT

I certify that I am a representative of _____ and that I am authorized to reserve athletic fields and facilities with the City of Mendota Heights. I have read and understand the Mendota Heights Field and Facility Use Policy and agree to comply with all applicable requirements of the policy as they relate to my organization.

I certify that the information that I have provided is true and accurate to the best of my knowledge. If the information that I have provided or my request changes, I will submit a revised application or additional information.

X _____
Signature

Date

FOR OFFICE USE ONLY		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Application Fee: \$	Date Application Received:	Time Application Received:	
Payment: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card			