



PARKS AND RECREATION

REQUEST FOR FIELD/FACILITY RENTAL—FOR PRIORITY LEVEL 5, 6, & 7

USER INFORMATION			
PRIMARY CONTACT NAME:			
ADDRESS:	CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:			
PHONE NUMBER:	ALTERNATE PHONE NUMBER:		
The organization is a: <input type="checkbox"/> Mendota Heights Residents (Personal Use) <input type="checkbox"/> Mendota Heights Businesses/Commercial Organizations <input type="checkbox"/> Non-Mendota Heights Residents, Organizations, Businesses			

SECONDARY CONTACT NAME:	RELATIONSHIP TO PRIMARY CONTACT:		
ADDRESS:	CITY:	STATE :	ZIP CODE:
EMAIL ADDRESS:			
PHONE NUMBER:	ALTERNATE PHONE NUMBER:		

RESERVATION INFORMATION					
Total number of participants included in the request:	% of Mendota Heights residents included in the request:				
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"/> Hagstrom-King		
	<input type="checkbox"/> Ivy Hills Park	<input type="checkbox"/> Marie Park	<input type="checkbox"/> Valley 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):			

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 (Please Circle: Kensington or Mendakota) <input type="checkbox"/> No
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: \$ Payment: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	Date Application Received:	Time Application Received: