

**APPLICATION FOR RESERVED USE OF WATERTOWN PARKS**

Applicant/Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

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

Facilities Being Used: Baseball Field \_\_\_\_\_ Hockey Rink \_\_\_\_\_ Warming House \_\_\_\_\_

Other: Scoreboard \_\_\_\_\_ Concession Stand \_\_\_\_\_ Restrooms \_\_\_\_\_ Shelter \_\_\_\_\_ Lights \_\_\_\_\_

**Deposits/Fees:**

- \_\_\_\_\_ \$250 annual park use fee (per team)
- \_\_\_\_\_ \$25 park facility reservation fee
- \_\_\_\_\_ \$50 concession usage fee
- \_\_\_\_\_ \$25 deposit per key (concessions, press box, restrooms)
- \_\_\_\_\_ \$100 damage deposit for concession stand
- \_\_\_\_\_ \$100 damage deposit for scoreboard remote
- \_\_\_\_\_ \$100 damage deposit for shelter/general use
- \_\_\_\_\_ \$260 damage/cleanup deposit for Evergreen Park (non-resident/non-sport activity)

If lights are used:

\_\_\_\_\_ Non-Resident, \$60 fee

Date(s) of Use: \_\_\_\_\_

Time of Use: From \_\_\_\_\_ a.m. /p.m. to \_\_\_\_\_ a.m. / p.m.

Purpose of event: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Will a fee be charged or donations solicited from participants: Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how much \_\_\_\_\_

Will refreshments be served: Yes \_\_\_\_\_ No \_\_\_\_\_ What type \_\_\_\_\_

Will alcohol be served Yes \_\_\_\_\_ No \_\_\_\_\_ What type \_\_\_\_\_

(Note: This is not for the beer sales permit)

**I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED POLICY.**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Name of organization, group or individual**

\_\_\_\_\_  
**Signature**

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This application/request approved/disapproved by: \_\_\_\_\_ Date \_\_\_\_\_

Damage/Clean-up/Kay Deposit Received on:

Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

Park Use Fee Received on:

Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

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### Other/Requirements:

- ❖ Frequent scheduled users may deposit one fee, with the understanding that these funds will be applied throughout the year, and additional funds may be required as maintenance needs warrant.
- ❖ A resident based team/group is one that is an accepted Watertown team and has its designated mailing receptacle within the City of Watertown. The Park Commission is the final arbiter on resident team designation.
- ❖ The scoreboard controller shall be stored at Highland Park. Please confirm with the Park Coordinator on location.
- ❖ Per City Ordinance Sec. 38-1, City Parks are closed between 10:00 p.m. and 6:00 a.m. Written permission from the City Council must be obtained to use the parks later than 10:00 p.m. or earlier than 6 a.m. For activities extending over several dates during the season, this permission may be obtained by submitting a season schedule to the City Council, rather than each individual event.
- ❖ A separate food sales permit must be obtained from the State of Minnesota and posted visibly on site during an event.
- ❖ A separate beer sales permit is required for each night sales take place.
- ❖ Keys are the responsibility of the person who checked them out; they are not to be copied.
- ❖ Special Maintenance to Highland Park:
  - ✓ Those users for Highland Park are responsible to participate in the spring and fall park clean-up
  - ✓ Drag infield
  - ✓ Rake mound and home plate
  - ✓ Bathrooms cleaned after use
  - ✓ Concessions cleaned and inventory placed in proper storage
  - ✓ Equipment put away and secured
  - ✓ Facilities locked
  - ✓ Lights turned off
  - ✓ Tarps laid on mound and home plate when deemed necessary
  - ✓ Cleaning dugouts, grand stand, press box, and shelter houses after each game
  - ✓ Chalking the field and outfield lines (can be done before the game)
  - ✓ Clean up parking lots and Grandstand after each game
  - ✓ Any other necessary mowing other than the weekly mowing done by the city will be the responsibility of the Watertown-based teams
  - ✓ Provide diamond dry
  - ✓ Other needs as necessary
- ❖ Please refer to the Park Use Policy for any additional clarifications.

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