



The City of
Nowthen
"Where it still feels like country"

NOWTHEN FACILITY USE APPLICATION
City Parks, Ball Parks, Community Center
8188 199th Avenue NW, Nowthen, MN 55330
Email to: **Permits@NowthenMN.net**
(763) 441-1347

Name of Applicant: _____ Date: _____

Address of Applicant: _____

Telephone: _____ Email: _____

Organization (if applicable): _____ Type of Event: _____

Date (s) Requested: _____ Approximate # of participants: _____

Hours Requested: _____ to: _____

If this event will require more than 90 parking spaces (over 320 participants and spectators) in Nowthen Park, or more than 125 parking spaces (over 425 participants and spectators) in Twin Lakes Park, a parking plan will need to be filed as part of this application. The parking plan shall at a minimum obtain approvals for offsite parking and address security and traffic control issues to the satisfaction of the Nowthen City Offices.

Park and/or Facility Requested _____

Special requests or needs _____

List all Amusement Activities (Moon Bounce, Dunk Tank, Carnival Rides):

The applicant is responsible to provide additional sanitation facilities if the number of participants is projected to exceed 75. This number includes both participants and spectators.

RULES FOR USE:

- Park Hours: 6:00 am – 10:00 pm
- Cars are to be parked in designated parking areas only.
- No controlled substances are allowed in city parks at any time.
- All Nowthen City Parks are Non-Smoking Parks. Smoking allowed in parking areas only.
- Facility Use permits are valid only on the dates and hours listed. Renters must relinquish the facility at the proper time.
- The Facility Use permit must be on user's person while in the Facility. The applicant is responsible and must be on site at all times during this event. ***Applicant shall follow applicable city ordinances & policies, except when approved by the city council.***
- Fees are non-refundable unless this request is not granted or is cancelled by the city of Nowthen.
- Bathrooms are to be left clean and tidy.
- Garbage must be in approved containers when you leave. Littering is unsightly and increases maintenance costs. Excessive refuse may be subject to additional charges. User's garbage must be removed.
- Please be advised that the Park shelters are open to the public except during such times as they are reserved. As such, the city shall not be responsible for the cleanliness of the park Shelter/Concession. User shall provide all his/her own materials to ensure that the park shelter/concession is clean for their event. Anything needed for user's event shall be provided by user (garbage bags, utensils, anything needed).
- No bottles or glass containers allowed in the beach area.
- All keys are to be returned to the city administrative offices on the next business day following the event.
- In the event that any city property shall become damaged during applicant's use of the property, the applicant shall assume full responsibility for any loss, breakage, or damage caused to the property.

- City of Nowthen, city staff, council members are not responsible for any accidents, injuries, or theft at any city park.
 - The Nowthen City Council reserves the right to cancel/regulate the reservation of any field use.
- The applicant hereby agrees to indemnify and agrees to hold the city harmless from any and all liability and expense, including attorney fees arising out of the applicant's operation, use, or condition of the park shelter/concession including liability for death or injury to persons, damage to property, strict liability under the laws or judicial decisions of any state or the United States, and legal expenses in defending any claim brought to enforce any such liability or expense.
- The applicant, by signing this agreement, hereby acknowledges that they have read this agreement and understand the terms and conditions herein state and agree to abide by the same.**

Signature: _____ Date: _____

Office Use Only

Types of Facilities, Fees and Deposits

(*Separate Pmt. Available after 12PM Next Business Day)

Pavilion/Shelter	Select Location			Non-resident (includes tax)	Resident (includes tax)	Key/Damage Deposit*
Pavilions w/Electricity	<input type="checkbox"/>	Twin Lakes Park - The Beach Shelter		\$108.13	\$54.06	\$50.00
	<input type="checkbox"/>	Nowthen Memorial Park Shelter/Concession		\$108.13	\$54.06	\$50.00
Pavilions w/o Electricity	<input type="checkbox"/>	Twin Lakes Park - The Woodland Shelter		\$26.72	NO CHARGE	\$50.00
	<input type="checkbox"/>	Twin Lakes Park - The Prairie Shelter		\$26.72	NO CHARGE	\$50.00
	<input type="checkbox"/>	Twin Lakes Park - The Greenberg Shelter		\$26.72	NO CHARGE	\$50.00
	<input type="checkbox"/>	Twin Lakes Park - The Eagle Shelter		\$26.72	NO CHARGE	\$50.00
Building/Rooms	Specify with X	Location	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Resident	Damage Deposit & Key Return*	
Community Center 19800 Nowthen Blvd	<input type="checkbox"/>	Nowthen City Hall	\$108.13	\$54.06	\$25.00 available after 12PM next business day	

Nowthen Field Use Reservations:

Fields	Location	Fees	Key/Damage Deposit	Tournament Cost	Tournament Deposit
Softball Field <input type="checkbox"/>	<input type="checkbox"/> Nowthen Park	\$30.00/hr 3 hr minimum + tax No Refund	\$100.00 -refundable if no damage	\$250.00 + tax No Refund	\$250.00 Refundable
	<input type="checkbox"/> Twin Lakes Park				
Baseball Field <input type="checkbox"/>	Nowthen Park	\$30.00/hr 3 hr minimum + tax No Refund	\$100.00 -refundable if no damage	\$250.00 + tax No Refund	\$250.00 Refundable
Soccer Field <input type="checkbox"/>	<input type="checkbox"/> Nowthen Park	\$30.00/hr 3 hr minimum + tax No Refund	\$100.00 -refundable if no damage	\$250.00 + tax No Refund	\$250.00 Refundable
	<input type="checkbox"/> Twin Lakes Park				

Do you need the baseball/softball/soccer field dragged & foul lines prior to your scheduled use? If you wish the city to do this, there is a \$50.00 fee required at the time of application. (Non-Refundable) Yes _____ No _____ There is a \$50.00 fee for each additional dragging.

OFFICE USE ONLY:

Date Application Received:	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-resident	<input type="checkbox"/> Senior Resident
Total Fees Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check #	Facility Fees:
Date Fees paid:			Field Fees:
Key(s) Issued(#):	<input type="checkbox"/> Key(s) Returned:		Dragging Fees:
Total Deposit Paid: [Cash/Ck]	<input type="checkbox"/> Deposit Returned (Date)		Tournament Fees:
Certificate of Insurance Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date received: TOTAL FEES:
Comments:			



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Rental Cleanup
Checklist

Nowthen City Hall - Community Center

Renter's Name: _____

Date: _____ Time: _____

Check the following items both before and after your event/rental, to ensure no fines.
Cleaning Supplies are located in hall closet near main entrance.

Mark N/A if Not Applicable.

- _____ Meeting room floors swept
- _____ Rugs vacuuumed
- _____ Tables and chairs clean and returned to designated areas
- _____ Personal items removed
- _____ Rental items returned
- _____ Restroom fixtures wiped clean
- _____ Kitchen counters clean
- _____ Coffee Maker unplugged
- _____ Dishwasher OFF, drain cleaned, door in raised position
- _____ Oven spills cleaned and oven turned OFF
- _____ Sinks wiped clean
- _____ Any food you brought is removed from refrigerator.
- _____ ALL Trash deposited in outside trash cans (Restrooms, Kitchen, Community Room)
- _____ Clean trash can liners in all trash cans (Restrooms, Kitchen, Community Room)

I understand that failure to complete these measures may result in the loss of my Deposit.

I have received a copy of this checklist.

Signature of Renter/Applicant

Date

Please return keys to City Offices after NOON on the next business day after Rental.
Deposit will be returned when key is returned and Facility has been checked by City Staff.

END of EVENT: Cleanup Complete Yes No

City Staff Signature