



**TEAM PRACTICE/GAME FIELD RESERVATION APPLICATION**

The City of Vadnais Heights, Parks and Recreation Department

800 East County Road E • Vadnais Heights, MN 55127

Phone: 651.204.6000 (weather hotline 651.204.6002) • Fax: 651.204.6100 [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com)

[jessica.currier@cityvadnaisheights.com](mailto:jessica.currier@cityvadnaisheights.com)

**2020 Fall Season**

Application Date: \_\_\_\_\_

This application form must be filled out completely and mailed or dropped off at City Hall.  
After hours drop-box located on the right side of the driveway.  
Applications accepted beginning 8/6/2020. Please allow 5-7 days to process your request.  
Field availability is dependent on field/weather conditions.

**Fees:** \_\_\_ **Youth Resident: \$6.00/hr (includes tax)** Minimum 90 minute reservation  
\_\_\_ **Adult Resident: \$15.00/hr. (includes tax)** Minimum 90 minute reservation  
\_\_\_ **Non-Resident: \$22.00/hr. (includes tax)** Minimum 90 minute reservation

All field rental fees subject to tax. Any group seeking tax exempt status must provide a current copy of tax exempt certificate for 2020. **Payment is due within 30 days of the receipt of invoice. If payment is not received within 30 days, a 10% per month late fee will be assessed.** *Reservation requests must be received at two weeks prior to reservation; any reservations requested less than 30 days in advance require payment at time of application.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Team Name: \_\_\_\_\_

Team Manager: \_\_\_\_\_ Association: \_\_\_\_\_

Practice or Game (please check one)	Group Size	Requested Dates	Requested Times	Fee
<input type="checkbox"/> P <input type="checkbox"/> G	_____	_____	_____	_____
<input type="checkbox"/> P <input type="checkbox"/> G	_____	_____	_____	_____
<input type="checkbox"/> P <input type="checkbox"/> G	_____	_____	_____	_____
<input type="checkbox"/> P <input type="checkbox"/> G	_____	_____	_____	_____
<input type="checkbox"/> P <input type="checkbox"/> G	_____	_____	_____	_____

**Total Fee Due:** \_\_\_\_\_

Park Maintenance Issues: Please contact Park Maintenance Supervisor Ken LaCasse by phone at 651.204.6053, by fax at 651.204.6135, or by e-mail at [kenneth.lacasse@cityvadnaisheights.com](mailto:kenneth.lacasse@cityvadnaisheights.com).

**Fields Requested**

**Community Park**

641 East County Road F

Field Desired (please check one)

- Softball Field #1 (60, 65 ft)
- Softball Field #2 (60, 65 ft)
- Softball Field #3 (65, 60 ft, lighted)
- Soccer Field (regulation)

**Westfield Park**

520 Westfield Lane

Field Desired (please check one)

- Youth Baseball/Softball Field (60 ft)
- Soccer Field (medium)

**Lily Pond Park**

325 Lily Pond Lane

Field Desired (please check one)

- Baseball/Softball Field (60 ft)
- Soccer Practice Area

**Berwood Park**

780 Berwood Avenue

Field Desired (please check one)

- Soccer Field (regulation)
- Softball/Baseball Field (60 ft)
- Soccer Practice Area

**Kohler Meadows**

365 County Road F

Field Desired (please check one)

- Baseball Field #1 (90 ft)
- Softball/Baseball Field #2 (60 ft)
- Softball/Baseball Field #3 (60 ft)
- Soccer Field (regulation)
- Soccer Field (medium)

**Vadnais Elementary**

3645 Centerville Road

Field Desired (please check one)

- Baseball Field #1 (60 ft)
- Baseball Field #2 (60 ft)

**Bear Park**

475 Bear Avenue South

Field Desired (please check one)

- Youth Baseball/Softball Field (60 ft)
- Soccer Field (medium)

**Morningside Park**

4485 Morningside Drive

Field Desired (please check one)

- Soccer Field (small)

Additional Information, if needed: \_\_\_\_\_

Maintenance Comments: \_\_\_\_\_

Other Comments: \_\_\_\_\_

***The applicant acknowledges and agrees to defend and hold harmless from liability the City of Vadnais Heights in case of accident or injury.***

\_\_\_\_\_  
*Applicant's Signature* \_\_\_\_\_  
*Date*

**For Office Use Only**

Reservation Complete, Applicant Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Fields Allocated: \_\_\_\_\_

Total Due \$ \_\_\_\_\_ Fees Collected By: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Made By: \_\_\_\_\_ Check #: \_\_\_\_\_ Date Reservation Confirmation Sent: \_\_\_\_\_

## **Cancellations**

### **A. Renter Cancellations or Reschedules**

Associations are expected to pay all reserved dates that are confirmed in the reservation permit. If the reservation is cancelled for any reason, a cancellation fee of \$25.00 will be charged to cover administrative costs. No refunds are given 30 days prior to the rental. The City of Vadnais Heights may approve a game or practice reschedule if notice is received within 5 business days of the reschedule. *Fields may not be groomed for games if the city does not receive adequate notice of reservation changes.*

### **B. Weather Policy and Cancellations Issued by the City of Vadnais Heights**

The City of Vadnais Heights reserves the right to close fields for use due to weather or other events that may cause damage to the turf. The city makes every effort to update our weather hotline at 651-204-6002 by 3:00 p.m. on the day of a cancellation, and to notify all users by email as soon as possible. There will be no refunds for inclement weather unless the reservation was cancelled by the City of Vadnais Heights; the City will provide users with make-up dates whenever possible. If a make-up date is not possible, a credit will be issued for a future reservation.