



**HASTINGS PARKS & RECREATION**  
 920 W 10th Street - Hastings, MN 55033  
 Phone: 651-480-6175 -- Fax: 651-437-5396

## PARK FACILITY RENTAL PERMIT APPLICATION

### APPLICANT INFORMATION

Contact Name:	
Organization Name (if applicable):	
Address:	
Phone:	Email:
Are you tax-exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><i>If yes, include a copy of your tax-exempt certificate with this form</i></span>	

### RENTAL INFORMATION

Facility Requested:				Date Requested (M/D/Y):		
<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Time Frame Requested ( <i>Parks are open from 6 am – 10 pm daily</i> ):						
Type of Event:				Shelter Rentals include 5 picnic tables (6 at the Rotary Pavilion) No extra tables are available for rental		
Estimated Attendance:						
Will the event generate at least 1 ton (8 cubic yards) of trash per location						<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event generate food scraps back-of-house (e.g., non-public food-prep areas)?						<input type="checkbox"/> Yes <input type="checkbox"/> No

RENTAL FEES ( <i>current sales tax is 8.125%</i> )	RESIDENT	NON-RESIDENT
Levee Park – (Rotary Pavilion, Amphitheater, and surrounding green space)	\$310 + tax (\$335.19)	\$370 + tax (\$400.06)
Levee Park – Rotary Pavilion (Shelter) Full Day 6 AM – 10 PM Half Day 6 AM – 1:30 PM OR 2:30 PM – 10 PM	Full Day \$160 + tax (\$173) Half Day \$90 + tax (97.31)	Full Day \$190 + tax (\$205.44) Half Day \$110 + tax (\$118.94)
Lake Isabel, Roadside, Vermillion Falls, & Pioneer (Open Air Shelters)	\$60 + tax (\$64.88)	\$70 + tax (\$75.69)
Lions Park & Wallin Park (Enclosed Shelter) (Lions Unavailable in 2025 due to fire)	\$70 + tax (\$75.69)	\$80 + tax (\$86.50)
Cari, Tierney, Wilson & Other City Parks	\$50 + tax (\$54.06)	\$60 + tax (\$64.88)

A resident is considered within Hastings City Limits. A zip code of 55033 does not indicate City of Hastings Residency.

### KEY POLICY

**A key is required for Lions & Wallin Park shelter rentals. A \$100 check deposit is required at the time you pick up the key** and will be returned to you upon the return of the key and inspection of the facility by Parks & Recreation staff. Keys may be picked up the week of your rental. **Staff will connect with you prior to your rental to arrange a time for key pick-up**

### GENERAL GUIDELINES FOR FACILITY RESERVATIONS

- Applicants who live or work in Hastings will receive priority reservations.
- Parks are open from 6:00 AM until 10:00 PM (11:00 PM at Veterans Athletic Complex).
- Alcohol is allowed during park hours.
- No Glass bottles or containers are permitted in City parks.

- Parking is allowed in parking lots. No unauthorized vehicles are permitted to be on grass, sidewalks, trails, fields, etc.
- If the facility you have reserved is being used by another group, and they refuse to leave, please call 911 to contact the local police. In Dakota County, 911 is the number to call for emergency and non-emergency police response.
- The City of Hastings reserves the right to deny or revoke a permit for non-compliance or if it is believed to be in the best interest of City facilities or park users.
- All paper and cardboard, cartons, metal cans, and plastics labeled #1, #2, and #5 must be properly sorted and placed in recycling containers provided by the City of Hastings.
- Each trash container must have a recycling container within 10 feet. The City of Hastings provides properly labeled portable recycling and trash containers that can be checked out free of charge if your event requires additional waste containers to avoid overflow. Any additional disposal costs are the responsibility of the applicant.
- It is the Applicant's responsibility to educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors on what and how to recycle using the enclosed [Recycle Right Guide](#).
- No group may set up a tent or other temporary shelter without authorization from the Parks and Recreation Department.
- Rentals for facilities are subject to applicable Minnesota State sales tax.
- **Cancellation Policy:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made **at least two business days (Mon–Fri)** before the scheduled event.
- Certain events may require proof of insurance in a minimum amount to be determined based on event type. This generally does not apply to standard park reservations.
- No vaporizing or smoking nicotine, tobacco, or cannabis products is allowed in any city-owned or operated park or park building.

#### SHELTER INFORMATION

- Rental of a shelter does not include exclusive use of the surrounding park facilities.
- Renters may not display anything on park property without authorization from the Parks and Recreation Department.
- Rental includes 5 picnic tables (6 picnic tables for Levee Park – Rotary Pavilion)
- Personal charcoal & propane grills are allowed in City Parks, outside of shelters. Please do not discard hot charcoal in garbage receptacles. No public grills are provided.
- Electricity is available at Levee Park, Lions Park, Wallin Park, Roadside Park, and Vermillion Falls Park.

#### FORM OF PAYMENT

☐ Cash                      ☐ Check #                      ☐ Credit Card (3.12% non-refundable fee) (Visa, MC, or Discover)

Name On Card:

Exp Date:

Card Number:

3 Digit CCV Code:

**Note:** Once your rental request is received, you will be contacted via e-mail or phone with confirmation

The persons and/or organizations renting the facilities within the City of Hastings, by signing this and accepting the terms and agreements on this application, agree to defend, indemnify, and hold harmless the City of Hastings, its officers and employees, for any damages to City property by participants or public involved in the use of the rented facility and agrees to assume all liability for the injury or death of any participant and public involved. Any damage to the facility or equipment shall be reported immediately.

*By signing this form, I acknowledge I have read, understand, and agree to any and all conditions set forth by the City of Hastings and the Parks and Recreation Department.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parks and Recreation Staff Signature

FOR INTERNAL USE ONLY	
Based on the answers submitted in the RENTAL INFORMATION section, will the event:	
1. Have at least 300 attendees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Generate at least 1 ton (8 cubic yards) of trash per location (e.g., each sporting tournament location)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Generate food scraps back-of-house (e.g., non-public food-prep areas)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes to 1-3, the event is required to collect food scraps back-of-house.</b> Please direct the applicant to Violet Penman ( <a href="mailto:violet.penman@rosemountmn.gov">violet.penman@rosemountmn.gov</a> ) or (612) 268-9097 for next steps.	