



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

FIELD & COURT RENTAL PERMIT APPLICATION

APPLICANT INFORMATION

Contact Name:

Organization Name (if applicable):

Phone:

Email:

Address, City, State, Zip:

Are you tax-exempt? ☐ Yes ☐ No *If yes, please include a copy of your organization's tax-exempt certificate with this form.*

RENTAL INFORMATION

Field(s) or Court(s) Requested:

Date(s) Requested:

Start & End Time:

Type of Event: ☐ Baseball ☐ Lacrosse ☐ Pickleball* ☐ Soccer ☐ Softball ☐ Other _____

* A maximum of 4 pickleball courts can be rented at any one time.

Will the event generate at least 1 ton (8 cubic yards) of trash per location

☐ Yes ☐ No

Will the event generate food scraps back-of-house (e.g., non-public food-prep areas)?

☐ Yes ☐ No

FIELD SETUP INFORMATION (BASEBALL/SOFTBALL ONLY)

Base Distance: _____

Pitching Rubber Distance: _____

Fields will be game ready at the start of each rental day. Ongoing maintenance during the day is to be provided by the user. Non-motorized maintenance equipment is available to use from the Parks & Recreation Department by request. Please contact Phil Vargas at 651-480-6181 or pvargas@hastingsmn.gov if you would like to check out equipment.

RENTAL FEES (current sales tax is 8.125%)

RESIDENT

NON-RESIDENT

Pickleball Court

\$20/court/hour + tax (\$21.63)

\$40/court/hour + tax (\$43.25)

Soccer Field

\$25/field/hour + tax (\$27.03)

\$45/field/hour + tax (\$48.66)

Softball Field

\$45/field/hour + tax (\$48.66)

\$65/field/hour + tax (\$70.28)

Lights

\$20/field/day + tax (\$21.63)

\$20/field/day + tax (\$21.63)

A resident lives within Hastings City Limits. A zip code of 55033 does not indicate City of Hastings Residency. City staff will be happy to help determine if your physical address is within City Limits.

OUTDOOR ATHLETIC USE POLICY

The purpose of this policy is to establish a system for the orderly distribution of the limited City of Hastings athletic facilities. If you have any questions, please see the complete Outdoor Athletic Use Policy by contacting the Parks & Recreation Department.

PRIORITY 1 - Any activities sponsored or co-sponsored by the City of Hastings

PRIORITY 2 - Hastings public or private schools

PRIORITY 3 - Non-Profit Youth and Adult Organizations or Groups (must provide proof of 501c-3)

PRIORITY 4 - Hastings Organizations or Groups

PRIORITY 5 - Non-Resident Groups, Camps, and Clinics

ATHLETIC FACILITY INFORMATION

- The City provides ongoing maintenance to city owned facilities. Additional maintenance requests may be subject to additional charges as determined by the Parks & Recreation Department.
- Additional portable toilets may be requested but are subject to additional charges as determined by the Parks & Recreation Department.
- Permits for athletic facility use may be revoked if the Parks & Recreation Department feels a certain facility is already at its capacity or believes damage may occur.
- Fields/courts may be closed due to wet field/court conditions if they are susceptible to damage.

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 and Roadside Courts).
- Alcohol is allowed during park hours.
- No Glass bottles or containers are permitted in City parks.
- 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. Please contact Violet Penman at violet.penman@rosemountmn.gov or 612-268-9097 to reserve additional containers. 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 [Recycle Right Guide](#).
- 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.
- 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.

FORM OF PAYMENT

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

* Make checks payable to: City of Hastings

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 & 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?	☐ Yes ☐ No
2. Generate at least 1 ton (8 cubic yards) of trash per location (e.g., each sporting tournament location)?	☐ Yes ☐ No
3. Generate food scraps back-of-house (e.g., non-public food-prep areas)?	☐ Yes ☐ No
If yes to 1-3, the event is required to collect food scraps back-of-house. Please direct the applicant to Violet Penman (violet.penman@rosemountmn.gov or (612) 268-9097) for next steps.	