



City of Buffalo  
 Parks and Recreation Department  
 212 Central Avenue  
 Buffalo, MN 55313  
 www.ci.buffalo.mn.us



## Field Reservation Agreement

**Organization** \_\_\_\_\_

**Athletic Activity** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

(please include President, Field Coordinator, and Treasurer with info)

**Address** \_\_\_\_\_

**Phone Home** \_\_\_\_\_ **Cell** \_\_\_\_\_

**E:MAIL:** \_\_\_\_\_

Field Space Requested: Circle all that apply

<b><u>COMPLEX</u></b>	<b><u>FIELDS</u></b>
<u>Bentfield Mills:</u>	Soccer # 1    Soccer # 2    Soccer # 3
<u>Bentfield Mills:</u>	Main Baseball Field
<u>Lions Park:</u>	Youth Baseball # 1    Youth Baseball # 2
<u>Northwinds:</u>	Soccer Fields
<u>Bentfield Mills:</u>	Sand Volleyball Courts
<u>Bentfield Mills:</u>	Ballfields 1   2   3   4   5   6   7

Requested Dates:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Days of the Week: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event (please circle): Practice Game Tournament

\*\*Please submit schedules as soon as available to Lee Ryan, Parks and Recreation Director, City of Buffalo at [lee.ryan@ci.buffalo.mn.us](mailto:lee.ryan@ci.buffalo.mn.us)

Please list or supply information or requests for maintenance personnel (for example; fields used, distance of base paths and pitching rubbers, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Field Use Fees -**

**Individual Reservation:** \_\_\_\_\_ Hours X \$30/field/Hour = \_\_\_\_\_  
\_\_\_\_\_ Hours X \$40/field/Hour with Lights= \_\_\_\_\_

**League and Practice Use:**

Please contact Parks & Recreation Director for Annual Fee Schedule.

**Tournaments:** (Please submit league and tourney request forms separately)

Number of fields \_\_\_\_\_ x **\$50**/field/day= \_\_\_\_\_

\*Groups are responsible for getting own field prep equipment and supplies (chalk) unless arranged with Parks Dept- for which charges will be communicated. Groups are also responsible for ordering own extra porta potties.

- MN Tax of 6.875% and County Transit Tax of .5% will be charged to all field rentals unless a copy of a tax-exempt certification is provided.
- Field use requests are accepted after the first business day of that specific year.
- We recommend requests be made as soon as possible to ensure field availability.
- Field Use Fees are due by June 30 for the year of use.

I have read and understand the rules and regulations for community use of City of Buffalo parks and fields. I hereby certify that I am an agent of the above-named organization and am authorized to accept, in their name, the responsibility for observance of the rules and regulations of the parks and fields. I further agree that the City of Buffalo, its agents, employees, and/or assigns are not responsible for any personal injury or property damage sustained by the above named organization, or its guests, arising out of the use of the facilities pursuant to this permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

Summary of Responsibilities:

City of Buffalo will, to the best of our abilities:

- Mow and maintain turf surfaces.
- Provide and maintain ag lime for infields for weekday events.
- Provide chalk and paint and prepare fields before weekday games.
- Drag fields prior to evening use.
- Provide bases and daily install bases for events of evening.
- Schedule use of facilities.
- Clean and supply restroom buildings for weekday events (not including portable toilets).
- Provide and empty garbage and recycling containers for weekday events.
- Provide electricity and water.
- Maintain lights and scoreboards.

\*\*The City of Buffalo maintenance will occur between 7am and 4pm, Monday through Friday, excluding Holidays. Additional fees may be assessed for weekend detail or other requests.

User Responsibilities:

- Pick up trash obviously left from event (benches)
- Unless arranged otherwise: weekend groups are responsible for own supplies, garbage and recycling removal, and restroom cleaning/stocking.
- Follow park rules and policies
- Immediately notify the City of Buffalo of any safety concerns, maintenance issues, and damage/graffiti.
- Use gator for sport-specific needs only. Those using gator should be at least 16 years of age and only during reserved event.
- Communicate schedules of use to the Parks Department, so game schedules can be distributed to concessionaires.
- Turn on and off lights and water if used.
- If bases are moved, plugs must be used and moved.
- Alcohol sales are prohibited without an approved temporary liquor sales permit to get a permit please follow the link below under license applications.  
<https://www.ci.buffalo.mn.us/online-forms/>  
(Contact the Buffalo City Center for information: 763-682-1181)

Contacts:

Lee Ryan                      Parks and Recreation Director                      763-682-4132  
[Lee.ryan@ci.buffalo.mn.us](mailto:Lee.ryan@ci.buffalo.mn.us)

Carey Kotilinek              Park Maintenance Superintendent                      763-682-0006  
[Carey.kotilinek@ci.buffalo.mn.us](mailto:Carey.kotilinek@ci.buffalo.mn.us)

# **COMMUNITY USE OF CITY PARKS & FIELDS**

## **Rules and Regulations for Use of Park & Fields**

The following rules and regulations must be observed when using the parks and fields. The organization's contact person and officers are held responsible for compliance. All City of Buffalo and Park Department, policies, rules, and ordinances must be adhered to.

1. Field use will be issued only for the dates, hours, and areas requested. The field use form must be completed prior to the start of the season, as well as appropriate field use fees.
2. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility.
3. Irresponsible use of maintenance equipment and not turning off lights may result in cancelation of use. Organizations must notify the Parks and Recreation Director when there are problems with maintenance equipment and other park items.
4. Alcoholic beverages are prohibited from field areas during youth events.
5. Disorderly conduct is prohibited and punishable by ejection from the area and forfeiture of use.
6. Fields must be vacated by the time indicated on the reservation form or charges may occur to the organization.
7. All legal ordinances pertaining to city assemblies must be adhered to and will be enforced.
8. Organizations will be requested to provide proof of insurance at time of permit.
9. The City of Buffalo is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.
10. The City of Buffalo may cancel use effective immediately if, in his or her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a normal standard equivalent to that generally accepted by the City of Buffalo.
11. Buffalo Parks are tobacco free. Violators may be asked to leave the premises.
12. Alcohol sales are prohibited unless with an approved temporary liquor sales permit.