



**PARKS AND RECREATION ADVISORY
COMMITTEE MEETING
MUNICIPAL CENTER COUNCIL CHAMBERS
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118
SEPTEMBER 12, 2023 at 6:00PM**

1. Roll Call

2. Adopt Minutes

2.A. Approve August 8, 2023 Minutes

Documents:

[PRAC MINUTES 080823.PDF](#)

3. New Business

3.A. Review Of 2023 Pool Season

Documents:

[MEMO - 2023 POOL SEASON.PDF](#)

3.B. Athletic Facilities Rental Policy

Documents:

[MEMO - ATHLETIC FACILITY RENTAL POLICY.PDF](#)
[PARK FACILITIES RENTAL POLICY_09.2023.PDF](#)

4. Old Business

5. Other

6. Citizen Comments

7. Adjourn

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www.wspmn.gov EOE/AA*

WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE
MEETING MINUTES
6:00 PM, Tuesday, August 8, 2023
West St. Paul Council Chambers

Park & Rec. Members Present: Chair Dave Lynch, Luke Abrahamson, Bonnie Bellows, Sara Blair, John Cronin, Kelly Hagler, Teresa Smock, Emily Vergin, Nadine Wenzel

Non-Voting Members Present: Councilmember Wendy Berry; Assistant Parks Director Dave Schletty; Parks, Recreation, & Environment Director Eric Weiss

Chair Lynch called the meeting to order at 6:00 pm.

1. Roll Call

2. Citizen Comments

- a. An anonymous resident spoke regarding the importance of West St. Paul pool, lifeguard certification, and support for the expansion of the disc golf course.

3. New Business

a. Adopt July 11, 2023, Minutes

The July 11, 2023, minutes were approved by the committee.

b. Introduce New Parks, Recreation, and Environment Director, Eric Weiss

c. Lothenbach Ave Sidewalk Presentation

City Engineer/Public Works Director Beckwith talked about the updated bike pedestrian plan, and the plan to install sidewalk on Lothenbach Avenue in 2027. Lothenbach Avenue runs from Robert Street to Oakdale Avenue in the city's industrial area. There is a regional solicitation grant opportunity for funding in 2027. The city needs to do some preliminary work on Lothenbach Avenue to be eligible for the grant. The city has a proposed plan for sidewalk on either side of Lothenbach Avenue (north side or south side) within the city's existing right of way. The city has met with the local businesses/residents (The Sanctuary, Holiday Acres) and talked to them about the plans. Lothenbach Avenue often has pedestrians walking in the roadway going to the Target store and other businesses. The city has spoken with Dakota County regarding the need to create a pedestrian crossing on Oakdale Avenue to Lothenbach Avenue. The County is amenable to a crossing and would like the crossing to be on the northside of Lothenbach Avenue.

d. Smoking in Parks

Parks Director Weiss related that there have been big changes in state legislature with the passage of the Cannabis Act. Beginning in August, anyone, 21 years of age and older, is allowed to possess up to two ounces of cannabis in public spaces, including outdoor park spaces. The new statute grants cities the ability to adopt ordinances establishing a petty misdemeanor offense for persons unlawfully using cannabis in a public place. West St. Paul currently has an existing tobacco-free policy for certain areas of parks. People are restricted from using tobacco near children's play areas, and around fields in both the Sports Complex and Harmon Park. The emphasis is on eliminating secondhand smoke exposure to children.

Council has asked the committee to update the city's current policy (and not ordinance), regarding smoking in the parks. City staff considers Dakota County cannabis policy to be sufficient in addressing cannabis use and that the policy meets Council's intentions. Staff also feels the city smoking policy should change from tobacco to all smoke. This would

include all smoking-related items, (cigarettes, electronic cigarettes, other tobacco, cigars, and cannabis). Staff recommends that smoking only be allowed in city-owned parking lots and roadways, city streets and street right of ways, and in parks, except within 100 feet of playgrounds, ballfields, and the pool. Smoking would be allowed if part of Native American spiritual and cultural ceremonies. The policy would be promoted through signage, awareness efforts and education.

The committee discussed the new policy. Chair Lynch asked if smoking should be disallowed in city parking lots, as cannabis is an intoxicant like alcohol. Councilmember Berry said this would not stop people from driving under the influence. Member Vergin said she would not want the city policy to be “too strict”, and a surprise to visitors to West St. Paul. The Dakota County policy would be a good starting point for the city policy. Member Cronin said that the city has not received complaints about smoking in the parks. It is still not allowed for children to smoke in the parks. This would be enough of a restriction for police to enforce. Member Blair asked about the awareness of the tobacco-free policy. Member Smock said children play everywhere in the park; they would not be protected from secondhand smoke if they stepped outside of the designated areas. Member Vergin asked if there were places in the park to put out cigarettes safely. She suggested having signs that said, “No smoking beyond this point,” and to have ash receptacles at these points. Member Wenzel suggested having a blanket smoke-free policy in the parks, (except for parking lots, sidewalks, and streets) to avoid confusion for the public. Tobacco-free should change to “smoke-free” except for use of barbecue grills. Member Hagler asked about the equity standpoint of the policy. Cannabis cannot be smoked in any multi-unit housing complex. There is a question of fairness with income disparity and the ability to smoke cannabis.

Chair Lynch said that it is important to be consistent with policy, be it tobacco, cannabis, or vaping. Member Wenzel said that litter, lighting a fire, and dropping cigarette butts need to be considered. Member Smock said some people like herself, live right next to the park. Keeping the parks clean and user-friendly is important.

Chair Lynch asked if committee members wanted to table the discussion to study the policy and apply it to the committee’s core values. The committee could reconvene on the policy at next month’s meeting. Parks Director Weiss said this is an option. He cautioned members that currently, it is legal for people to smoke cannabis at playgrounds in West St. Paul. The city does not have policy in place.

Member Vergin said the committee could look at how Colorado, Michigan, and Illinois for examples of public policy. Councilmember Berry said that state law currently prohibits cannabis use, “in a location where the smoke, aerosol or vapor of a cannabis product could be inhaled by a minor.” Councilmember Berry suggested following state law and not adding more restrictions. The city could educate the public with this policy through signage. Member Cronin said that the city does not currently have a problem with people smoking cigarettes in the parks. The committee may be diagnosing a problem that does not exist presently. The committee should not get “caught in the weeds.” Chair Lynch said it could be as simple as expanding the current tobacco free policy to include all smoking products and all items pursuant to state law. Member Vergin supported the expansion of the policy and not putting anything into ordinance. It would also give residents of multi-unit homes a way to partake. Parks Director Weiss said that it would be

important to have policy in place for park rental permits and group gatherings, especially with the athletic associations.

The committee came to a consensus that a motion was not needed. A summary of the committee discussion forwarded to Council would be sufficient. The policy would only cover smoking and not edibles. Edibles could still be consumed in the park.

4. Old Business

a. Park Naming Update

Chair Lynch said the city has one final event to solicit public input in naming two park spaces, this Thursday, 6:30 pm, August 10. The spaces are at Oakdale Avenue and Butler Avenue, and at the West St. Paul Pool. There will be a “dauber display” at the park space at Oakdale Avenue and Butler Avenue to get further input for the park names. “Art Park” and “Poolside Park” are the leading name contenders.

b. Possible Disc Golf Course Expansion

Chair Lynch said that the committee discussed the possible expansion of the disc golf course at Garlough Park at its last meeting. He has met with a disc golf designer who created an expanded design for the course. Chair Lynch has submitted material and budgetary numbers for the new design to the city. Assistant Parks Director Schletty said that the city has the proposal for the expansion. Before a decision is made to expand the disc golf course, the city needs the parks’ system plan in place.

5. Other

a. Council Updates

i. No updates provided.

b. Staff Updates

i. Sports Dome Turf Replacement

Assistant Parks Director Schletty reported the replacement was completed. The Dome reopened Tuesday, August 1, and is available for walking/jogging Mondays through Friday. Rentals are also starting again.

ii. Marthaler Park Reconstruction

Work is on-going. This week, storm sewer lines are being installed. There is some poor-quality soil that needs to be removed. The project has been slowed down by the permitting process through the State of Minnesota. The project, however, is still on track to be finished by this fall.

iii. Thompson Oaks Trail Restoration and Construction

The work is wrapping up. A grand re-opening will take place on August 21.

iv. Park Systems Plan

Parks Director Weiss reported that the plan is moving forward. Staff is pleased with the preliminary recommendations from the consultants.

v. Athletic Field Rental Policy

City staff is reviewing the policy now and making some changes from the version previously reviewed by the committee. The process includes website changes, the application process, and notification of the maintenance crew. It should be ready for the winter season rental period. Staff is also looking at processes for renting the park picnic shelters, pavilions and indoor spaces. Staff is also reviewing the inclement weather policy and likely to bring recommendations to the Parks and Recreation Advisory Committee soon.

c. Environmental Committee Liaison

Member Vergin reported that the Environmental Committee did not meet this month.

d. Commissioner’s Park Updates

Member Hagler asked about the water fountain being installed at Harmon Park. Assistant Parks Director Schletty said that the city would investigate a new fountain next year with summer season being almost over. Chair Lynch asked if more wood chips could be scattered in the disc golf course. Assistant Parks Director Schletty said he would check with Park Maintenance to see if it could be done. Assistant Parks Director Schletty said that an update report on the pool operation will be done at the September meeting.

6. Adjournment

The meeting was adjourned at 7:37 pm.

Respectfully submitted,

Sharon G. Hatfield
Administrative Specialist

TO: Park & Recreation Advisory Committee
FROM: Eric Weiss, Director of Parks & Recreation
DATE: September 12, 2023
SUBJECT: Review of 2023 Pool Season



BACKGROUND INFORMATION:

Following the close of the 2023 pool season, City and YMCA of the North staff want to provide an update to the Parks and Recreation Advisory Committee.

Attendance

Due to the nature of the seasonal pool passes, the YMCA does not directly track annual attendance. The best proxy to attendance is the number of daily and seasonal passes sold. In 2023, 215 seasonal passes, 3,375 daily passes, and 1,833 District 197 childcare passes were sold. Of daily pass sales, approximately 47% of sales were online or through the QR code at the door, the remainder were paid in cash.

Staffing

The YMCA reports staffing issues of the last few years have generally subsided. Recruitment and retention improved in 2023 with the implementation of some changes, including increased wages, and a return to greater normalcy following the pandemic. The YMCA currently pays for all lifeguard certifications and related training time.

Weather-related staffing issues have increasingly become an issue as unpredictable weather has increased (i.e. extreme heat, poor air quality). This takes form as unforeseen higher or lower attendance and weather-related lifeguard health issues, which have at times required the YMCA to pause operations or close facilities.

Programming

The YMCA has offered as many water aerobics, known as “Water X,” as they have instructors available. Classes are offered outside of regular pool hours and are open to the public, however the vast majority of participants are Y members. When Y members participate in programs, the Y pays participant entrance fee as an additional membership perk. This service is outside of the contract with the City but has been offered by the Y to increase pool participation and awareness.

Lap swim has been offered at the same time as Water X as it doesn’t require additional staffing. Historically, 1-2 lap swimmers partake on a daily basis.

Water X and lap swim were reduced in 2023 from four days a week in the morning with one evening class to two days a week in the morning with one evening class. This was due to difficulty securing instructors. Generally, as expenses continue to rise, and with changes made to the operations agreement a few years back, it may be difficult for the YMCA to contractually agreed to a set number of programs, but the organization is committed to providing as many programs as feasible.

Rental of the pool is an option, however, the YMCA has held off on promoting rentals given uncertain staffing needs as rentals are only allowed outside of normal hours. The YMCA and City staff report very few requests for rentals.

Financials

The pool has been provided as a recreational facility for the health and enjoyment of the community for nearly seven decades. Like other public goods, including roads, public safety, and parks, the pool is a shared community asset. These public goods are intended to be supported through a combination of revenues/fees, taxes, and other sources (i.e. grants) and historically are not expected to be revenue generators or fully supported through user fees and sales. That being said, we strive to be as close to

revenue neutral as possible and are committed to making smart investments in facilities, promotion, staffing, and maintenance.

Pool pass and concessions revenue compared to the 2022 season were up 7% and 27% respectively. Preliminary numbers show a decline in expenses, however, the full picture of pool financials will not be available until the end of the year as end-of-season repairs and investments are made.

Future of the Pool Facility

With the last major upgrade to the pool taking place nearly a quarter century ago, the pool's infrastructure is showing its age. With changing aquatic preferences, the impacts of climate change, increased costs, and the development of a new Park Systems Plan, conversations and exploration of the pool's future - and the City's approach to aquatics - will advance over the coming months, and potentially years. At this point, no decisions have been made as to the approach the City will take.

STAFF RECOMMENDATION:

No action is recommended.

ATTACHMENTS:

- None

TO: Park & Recreation Advisory Committee
FROM: Eric Weiss, Director of Parks & Recreation
DATE: September 12, 2023
SUBJECT: Athletic Facility Rental Policy



BACKGROUND INFORMATION:

The West St. Paul Parks and Recreation Department is proud to work with athletic associations, community groups, businesses, and individuals to provide access to City facilities and expand recreational opportunities in the community. Staff is proposing the adoption of an Athletic Facilities Rental Policy to streamline and clarify rental policies, procedures, rules, and regulations. At its June and July meetings, the PRAC considered a draft policy. After further consideration and review, staff has reworked the policy.

Policy

The draft policy is intended to:

- Provide a clear policy for rental of all athletic facilities, including smaller facilities and courts.
- Provide clarity on the rental permit process, decision-making processes, timelines, permit requirements and conditions, fees and refunds, and site preparation and maintenance.
- Strike a balance between maintaining access to athletic facilities while ensuring proper care and maintenance.

Major Changes from Last Draft

- Prioritization system adjusted.
- Schedule amended to a priority deadline system, then first come first served.
- Formatting and organization of policy.
- Additional clarity related to permit process, rules, and conditions.

Implementation Strategy

A policy is only as strong as the implementation, communication, and supporting documents that advance its integration. With the adoption of this policy, staff proposes the following implementation strategies:

- Updates to city website and online reservation system
- Creation of permit application
- Development of collateral, including park rules and regulations handouts, facility fact sheets, and checkout lists
- Distribution of information in city newsletter, social media, and to existing athletic associations and key stakeholders
- Internal communications and process streamlining

Updates to Related Policies and Procedures

Every January, the City Council updates the fee schedule. Staff will propose a change to how youth athletic fields are rented. Currently, fees are assessed on a per player basis, but staff would like to see this changed to a per field basis.

Staff recommends similar review and updates to the rental of picnic shelters, especially as new facilities are slated to come online (Marthaler pavilion).

Additionally, staff recommends a review and update of the Inclement Weather Policy. As climate change poses additional challenges to operations and human health and safety, staff would like to update such policies in a manner that addresses issues such as air quality and extreme heat.

STAFF RECOMMENDATION:

Staff seeks feedback on the proposed policy and implementations strategy.

ATTACHMENTS:

- Draft Athletic Facility Rental Policy

ATHLETIC FACILITY RENTAL POLICY

I. PURPOSE

This Athletic Facilities Rental Policy outlines the terms and conditions for the rental and exclusive use of athletic facilities owned and managed by the City of West St. Paul. The policy aims to ensure a fair, organized, and safe environment for all renters while maintaining the integrity of the facilities. Exclusive use of athletic facilities refers to a group, organization, or person reserving or renting of an athletic facility for their own use, including potential exclusion of the general public.

II. ATHLETIC FACILITY PERMITS

Two types of reservation permits are available for exclusive use of community athletic facilities:

- A. **Seasonal Athletic Facility Permit** shall be required for all groups wanting exclusive use of any athletic facility for an extended period of time; or
- B. **Athletic Special Events Facility Permit** shall be required for all time-limited sports events anticipated to draw large crowds, including tournaments, clinics, camps, or any other activity other than regular season practice, games, and evaluations.

Other permits that may apply to city park facilities, that are not covered in this policy, but are available for exclusive rental use include:

Special Use Permit is an event involving 300 people or more including: any concert, parade, fair, show, festival, carnival, rally, party, filming of a movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walk, athletic event, combative sport contest, or other attended outdoor entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way, or, if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event. Regulations and exemptions related to Special Event Permits are outlined in Chapter § 32.35 of the City Code and are coordinated through the City Clerk's office. **Certain exemptions are listed in § 32.37 of the City Code**, including city-sponsored events and non-city sponsored events on city or county park or recreation property within the city, as long as required rental permits are obtained and rental requirements met.

A Park Community Facility Permit is required for exclusive use of picnic shelters, pavilions, the Harmon Park Neighborhood Center, and Thompson Activity Center.

III. AVAILABLE FACILITIES

The following athletic facilities are available for exclusive use:

- A. **Outdoor athletic facilities:** recreational, league, or tournament use including baseball/softball fields, football/soccer fields, hockey rinks, basketball courts, disc golf, volleyball courts, horseshoe, and tennis/pickleball courts.
- B. **Indoor athletic facilities** : recreational, league, or tournament use at the ice arena

The pool and WSPRAC (dome) are managed by third party organizations.

IV. RESERVATION PROCESS, DEADLINES, AND PRIORITIZATION

Reservation Process

- A. Applicant submits an Athletic Facility Rental Application through the city’s website, email, phone, or in-person at City Hall. Applicants are required to complete all sections of the application. Incomplete applications will not be considered.
- B. Priority deadline period: The priority application will open 60 days before the deadline. Applicants are welcome to submit applications anytime during this window, however the City will not begin review and prioritization of applications until the business day following the priority application deadline. Applicants will be notified of their status within the review period outlined below.
- C. Outside of priority deadline period: After the priority deadline, permits are reviewed on a first come, first served and availability basis. Permits will generally not be accepted more than 5 business days prior to the first day of play. The City may issue permits outside of this period in certain circumstances and when the applicant is able to provide all required documentation and payment at time of application.
- D. Preliminary permit issued: Upon acceptance, the City will issue a preliminary permit outlining requirements, fees, rental agreement, and necessary submittals. Applicant has until 30 days prior to the first day of play to submit all documentation and payment.
 - a. In the instance of permit applications submitted with less than 30 days before the start of play, applicants should strive to submit all documentation and payment with their application. Staff can help determine all fees prior to application. Insurance must be in place and submitted to the City by the start of play. City staff may grant applicants in good standing a 30-day window to submit final payment if circumstances warrant.
- E. Final permit issued: Upon receipt of all required items, the City will issue a final permit. Exclusive use of facilities is not granted until a final permit has been issued.

Priority Deadlines

The priority permit application process will open 60 days prior to the deadline. Priority deadline permits will be issued three times throughout the year based on the following timelines.

Season	Type	Permit Months	Prioritized Sports	Priority Application Process Opens	Priority Application Deadline	Application Review Period
Winter	Seasonal and Athletic Special Events	December - February	Hockey	September 1	November 1	10 business days
Spring / Summer	Athletic Special Events	March - July	Baseball, Softball, T-Ball, Soccer	October 1	December 1	15 business days
	Seasonal	March - July	Baseball, Softball, T-Ball,	December 1	February 1	10 business days

			Soccer			
Fall	Seasonal and Athletic Special Events	August - November	Soccer, Football	April 1	June 1	10 business days

Prioritization

Due to the limited number of facilities and the volume of requests, the City of West St. Paul has defined, classified, and established a reservation priority system to ensure athletic facilities are available to best meet community needs. If multiple requests for a facility are made at the priority deadline, reservations will be made in the order of prioritization listed below.

- A. **Priority Level 1 - West St. Paul City Government or Co-Sponsored Programs, Events, and Activities:** Any activity related to the operations of the City of West St. Paul's government, including but not limited to City Council, board and commission meetings, City departments, City programs and events. A collaboration is when the Parks and Recreation Director or City Manager has committed to two or more of the following functions: coordinating and organizing the event, planning and budgeting for the event, providing staff for the event, and/or evaluation and measuring impact on participating individuals. There are no use fees charged for City reservations.
- B. **Priority Level 2 - Cooperative Agreement Organization or Recognized West St. Paul Athletic Organization:** Facility user groups who have entered into a long-term cooperative agreement with the City or athletic groups recognized as serving a majority West St. Paul residents.
- C. **Priority Level 3 - Other Government Entities:** Other tax-supported public agencies such as federal, state, county, regional, or school district.
- D. **Priority Level 4 - West St. Paul-based Non-Profit, Civic, Athletic, and Faith Groups:** Organizations that have a significant share of their members living or working in West St. Paul and/or guaranteed percentage of the population they serve is from West St. Paul. This includes but is not limited to support groups, scout troops, athletic associations, private schools, and resident groups. Background information such as proof of registered members, mailing address, non-profit status documents, coach certification, and background check screening compliance may be requested to certify the organization's status.
- E. **Priority Level 5 - West St. Paul residents :** Use of athletic facilities for personal use such as fundraisers, family reunions, birthday parties, banquets, etc.
- F. **Priority Level 6 - West St. Paul-based Business and Commercial Organizations:** Businesses and commercial organizations who have a West St. Paul headquarters or location.
- G. **Priority Level 7 - Non-Resident Users:** Non-resident individuals, groups, organizations, and businesses.

In the event of competing requests from recognized associations within a category, the City will determine allocation of athletic facilities based on the following factors:

- The percentage of verifiable West St. Paul residents served by the permit request
- Previous experience and standing with the City of West St. Paul
- Length of rental period (seasonal/long-term rentals preferred over short-term rentals)

- Availability of resources to assist the City with maintenance and other expenses
- A sport in its traditional season will be given priority consideration for facility use over an out-of-season sport
- Date and time of permit request

Recognized West St. Paul Athletic Organizations

To best serve its taxpayers, maximize the use of athletic facilities for their intended sports, and prioritize use of said athletic facilities, the City has a process for formally recognizing athletic associations. To be recognized, an organization must submit documentation that shows:

- It is a non-profit organization serving West St. Paul
- It has a governing board of directors and at least 75% of the governing board are West St. Paul residents
- A minimum of 75% of the organization's players or members are West St. Paul residents or a student at a school located within West St. Paul city limits.
- If there is more than one organization applying for recognized status for similar programs, and both meet the above requirements, the following criteria will be used to determine which organization will receive prioritized status:
 - Number of West St. Paul residents and/or students served
 - Previous relationship with the City and if the organization is in good standing
 - Review of the organization's alignment of mission and goals to the those of the City
 - The quality of the organization and the benefits to the community

V. GENERAL PERMIT REQUIREMENTS AND CONDITIONS

A. Permits, Reservations, and Denials

1. All reservations require the issuance of a permit and signed rental agreement.
2. Permit applicants must be 18 years of age or older.
3. The use of an athletic facility begins and ends at the times stated on the permit, including set-up and clean-up.
4. Under its discretion, the City may deny a permit application after determining a proposed activity or use may interfere with or detract from the enjoyment, safety, and use of the park and surrounding neighborhoods; that the proposed activity may entice violence, crime, or disorderly conduct; that proposed activities may have an impact on facilities beyond normal wear and tear; or that the applicant is not in good standing with the City. A permit may also be denied due to limited availability and in accordance with the priority group classification.
5. Users of athletic facilities must not discriminate against any participant based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, or handicap.
6. Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the City, Dakota County, and the State of Minnesota, are at the sole expense and risk of the permit holder.

B. Exclusive Use of Facilities

1. When permits are issued, a specific athletic facility is reserved for the user, to the exclusion of others. Recognizing this exclusivity, groups should only reserve the athletic facilities, dates, and times intended for use.
2. Unless expressly provided for in the permit, the Athletic Facility Permit does not grant the permit holder with the right to restrict access and use of any member of the general public to park property beyond the rented facility.

3. Users may not re-assign or sublease their scheduled dates, time, or athletic facilities under any circumstance.

C. Facility Use and Operations

1. Facility must be used for its intended sport unless otherwise authorized by the City. The City will attempt to accommodate emerging sports, games, and gatherings, when feasible.
2. Any special requests or arrangements must be made as part of the permit application process. This includes special site preparation requests.
3. A permit holder is bound by all park rules and regulations and all applicable ordinances as if they were fully inserted in the permit. The City may impose any reasonable conditions on a permit that, in its discretion, will protect the public health, safety, and welfare and facility conditions.
4. All activities shall be monitored by competent, adult supervision.
5. Amplified sound must be kept at a reasonable level. Absolutely no amplified sound (including sound checks) before 8:00 am, or after 10:00 pm. All requests for amplified sound must be approved by the City.
6. No organization or person shall sell or offer any product, food, or service for sale without the prior written approval of the City. Such requests, including use concessions, must be made at the time of application. Groups wanting to use concession stands, offer food or beverages for sale, or host food trucks on-site will be considered on a case-by-case basis and may require an additional fee. Groups must obtain all appropriate permits and/or licenses from the county or state and have said permits and/or licenses on-site during all events. The sale of beer or other alcoholic beverages is only allowed with a separate City permit.
7. Reasonable decoration of facilities is allowed, however all decorations, tape, string, and adhesives must be removed by the end of the event. Nailing or stapling any banner, flyer, or other object to any tree, shrub, existing park signs, or building is prohibited. The use of glitter or confetti is prohibited. If intended to display a sign, a City temporary sign permit may be required.
8. No glassware, glass bottles, or any other type of glass product is allowed at any of the facilities.
9. Use of tents or canopies will require prior approval and can be placed only in areas pre-designated prior to reservation. Because of the location of underground utilities and irrigation, the use of spikes or stakes is not allowed without approval. The use of weighted buckets or bags is encouraged.
10. Motorized vehicles are not allowed in parks other than parking lots.
11. A copy of the Athletic Facility Permit must be present on-site for inspection.
12. The City requires the following statement be placed on all publicity for non-city sponsored events at athletic facilities:

“Please be advised that the City of West St. Paul does not sponsor, endorse, or have a relationship with the organizations which hold events, meetings, and gatherings at City facilities unless specifically stated otherwise.”

13. All communication regarding athletic facility permits must be made through one spokesperson for the group. The City’s main point of contact for athletic facility permits will be the Assistant Director of Parks and Recreation.

D. Liability and Insurance

1. The permit holder is liable for any loss, damage or injury sustained by any athletic facility visitor when due to the negligence of the permit holder.

2. The permit holder agrees to indemnify and hold harmless the City from any and all claims, actions, damages, losses, and expenses, including reasonable attorney fees arising out of the use of the athletic facility by the permit holder and its members, guests, and agents.
 3. Athletic facility permit holders must provide insurance coverage throughout the period of use, naming the City of West St. Paul as “additional insured.” Permit holders will be required to provide proof of general liability insurance coverage at a minimum amount of \$1,000,000 for property damage and bodily injury. An Athletic Facility permit will not be issued if the Certificate of Insurance has not been received.
- E. The City Manager or Parks and Recreation Director is authorized to make amendments and changes to this policy for the efficient and timely coordination and allocation of City athletic fields and facilities. Amendments or changes which are deemed to be substantial will be approved by the City Council.

VI. FEES AND PAYMENT

A. Fees

1. Fees, including facility rental, lights, concession, application fees, and damage deposit are determined and set by the City Council on an annual basis. The fees are published on the City’s website and available by request.
2. The City may charge additional fees for athletic special events in order to recover public costs to operate, maintain, repair, secure, and administer the use of City facilities.
3. The City reserves the right to waive fees under special circumstances that advance a unique contribution to the community.
4. All fees are subject to local and state taxes. A completed ST-3 form is required to receive tax exempt status.
5. Proof of residency is required to receive resident rates.
6. Major changes to any permit after submittal and any cancellations will incur an administrative fee.

B. Damage Deposit

1. Damage deposits are required for use of facilities, which may be returned to the permit holder if the facility is determined to be in the condition prior to use by the permit holder.
2. In the event of excessive property damage, the permit holder will be billed for any loss and/or damages caused to City facilities by user, and the City may impose additional fines, civil liability, or criminal prosecution.

VII. FACILITY CLOSURE, PERMIT CANCELLATION, AND REFUNDS

- A. The City has the authority to revoke a permit upon finding a violation of any rule, ordinance, or permit condition, or upon good cause. Permits cancelled due to non-adherence with facility policy, City Ordinances, or use rules and regulations will not be refunded.
- B. The City reserves the right to close a facility, halt reservations, and/or cancel permits as needed based upon but not limited to construction projects, site conditions, weather, health, and safety.
- C. The City’s inclement weather policy includes operating procedure responses for threatening storms, heavy rain, extreme heat and cold, wind, snow, ice, and air quality. Permits cancelled by the City due to weather may be rescheduled as availability allows or refunded in full. Refunds will not be granted for weather unless the event was cancelled by the City or if cancellations are made out of concern for the protection of the quality of facilities.

- D. Permits cancelled by the user are eligible for a refund, excluding application fee, under the following timelines:
 - 1. More than 30 days in advance will receive a 100% refund
 - 2. 15-30 days in advance will receive a 50% refund
 - 3. Less than 14 days in advance will NOT receive a refund
- E. Any organization that has been allocated space and subsequently determines that it cannot use it according to the permit issued shall notify the City so that the facility may be reallocated or otherwise used by another group or the general public. Repeated failure to notify the City of cancellation or “over-booking” may result in the organization being placed in poor standing with the City.

VIII. FACILITY PREPARATION AND MAINTENANCE

- A. General Facility Maintenance
 - 1. The City does not provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing, barricades, storage, or other equipment. If such amenities are requested, the City may be able to provide such offerings, if available and on a case-by-case basis, for a fee.
 - 2. By the expiration of the permit, or for seasonal rentals by the end of the use for that day, a permit holder must remove from the facility all trash, boxes, papers, cans, garbage/refuse, equipment, and all installations. Users must restore the premises to its condition prior to the permit holder’s use of the facility. A failure to restore the facility to its original state will result in a loss of damage deposit. The City may also charge overtime usage fees and/or place the permit holder in poor standing with the City.
- B. Site Preparation
 - 1. Baseball/Softball Fields
 - i. Infield dragging is done during the week (Monday - Friday) according to the schedule as defined by the City. Fields are not dragged or striped on the weekend (Saturday and Sunday) or on holidays, unless the user has paid a field preparation OR? tournament preparation fee. If fields are too wet, fields will not be dragged with motorized equipment, however, the City will still chalk and hand rake to reduce low spots in the infield.
 - ii. Lining and striping of fields shall be done during the week (Monday - Friday) according to the schedule as defined by the City. Fields are not lined or striped on the weekend (Saturday and Sunday) or on holidays, unless the user has paid a field OR tournament preparation fee. A single field will not be lined with more than one field overlay per season, unless the City can accommodate it. Foul lines will be painted in the outfield on all fields during the season, but infield chalking will only be done at Harmon Park and the West St. Paul Sports Complex. Groups wanting to chalk fields themselves shall have received approval from the Assistant Parks and Recreation Director, prior to chalking.
 - iii. Athletic Special Events: Maintenance staff will prepare the field once daily before the first scheduled game(s) of the day. Users may not modify or alter the field in any way and the City will not provide equipment for groups to manage fields on their own.
 - 2. Outdoor Rinks
 - i. Flooding of outdoor rinks will occur on an as needed basis, based on weather and rink conditions.
- C. Close Out Procedures

1. Permit-holders will be provided a check-out list outlining actions that must be taken to return the facility to good standing.
2. At the end of the permit, City staff will inspect the site. Following inspection close out, the permit holder will be placed in good or poor standing with the City. Those placed in poor standing based on performance history including compliance with established rules and policies, facility conditions after use, and unruly behavior of participants and guests.

IX. ATHLETIC SPECIAL EVENTS

Athletic Special Events are activities on City property that include, but are not limited to, tournaments, clinics, camps, any other activity other than regular season practices, games and evaluations.

- A. Given the additional impact of tournaments and events on athletic facilities, the City reserves the right to place additional fees, requirements, and conditions on permit holders. This includes but is not limited to additional requirements for site preparation, restrooms, safety, traffic management, trash handling, sound, and hours of operation.
- B. Users must provide the estimated schedule, number of teams, and player participants at the time of application.
- C. Users will supply the Parks and Recreation Department with a finalized schedule of games, number of teams, and expected player participants 15 business days in advance.
- D. Due to space limitations and traffic control, the City reserves the right to place conditions on expected attendance or require the use of off-duty police officers to coordinate traffic control.