



# Ball Field Reservation Policy

Approved by City Council  
January 15, 2008

**Purpose**—The City of Scandia’s three ball fields (the Lighted Ball Field, the Children’s T-Ball Field and the “South” field located south of the Community Center) provide locations for organized games and informal recreation opportunities for Scandia residents. This policy will set forth the procedures for allocating and reserving use of the fields among the various users.

**Adult Athletic Groups**—Adult groups (the Scandia Softball Association, consisting of men’s fastpitch softball and the women’s team) have priority for use of the Lighted Ball Field. Tuesday and Thursday evenings after 6:00 p.m. are reserved for exclusive use by these groups.

**Youth Athletic Groups**—Youth athletics organizations (Community Education and FLAA) work together to schedule and coordinate their use of the City fields and the other fields available in Scandia. During the youth season (from May 1 to July 4 of each year) these groups will have next priority for scheduling, after the adult groups. Youth organizations shall provide their schedule to the City of Scandia by May 1 of each year. After that date, reservations will be accepted for any open dates during the season. The Lighted Ball Field may be reserved on Monday and Wednesday evenings for regular games. The Lighted Field will be reserved on Friday evenings for make-up games. Youth organizations shall notify the city not later than Noon on Thursdays if the Friday make-up games are scheduled. If no games are scheduled, the field will be open for use by others.

**Rental Fees**—In recognition of the current and historical monetary and in-kind contributions made to the development and maintenance of the Lighted Ball Field, the Scandia Softball Association will not be required to pay a rental fee for use of that facility. Other groups using the Lighted Ball Field on a regular basis may be requested to pay a rental fee or make in-kind contributions, to be determined by the City Council prior to the start of the season each year. There will be no rental fee for the T-Ball or South fields.

**Reservation procedures**—Reservations will be taken by the City of Scandia, subject to the following:

- Community events (Taco Daze) and/or city-sponsored activities shall have priority over other uses.
- Reservations may be made by Scandia residents only.
- Reservation requests must be made in writing, on the attached form provided by the City.
- Reservations will be taken in two-hour blocks of time.
- Parks close at 10:00 p.m.
- Users of the Lighted Ball Field must obtain a key to the building during city office hours and return it to the office on the next business day.

- The City reserves the right to cancel a reservation if conditions of the field warrant or another condition affecting the safety of users is present.
- Use for activities other than ball games is subject to individual review, and may require approval by the City Council. Depending upon the activity, a damage deposit or rental fee may apply.

**Schedule posted on web site**—The schedule for all three ball fields will be posted on the city web site ([www.ci.scandia.mn.us](http://www.ci.scandia.mn.us).)

**Use of facilities**—All groups or individuals using the ball fields shall abide by posted rules and leave it in a reasonable condition (trash and debris picked up, all equipment returned to the condition in which it was found) or future reservations or use may be denied. Any broken or missing equipment must be reported promptly to city staff.



14727 209<sup>th</sup> Street North  
 Scandia, Minnesota 55073  
 (651) 433-2274

## Ball Field Reservation Form

Field to be Reserved:            Lighted Ball Field \_\_\_\_\_ T-Ball Field \_\_\_\_\_ South Field \_\_\_\_\_

Date to be Reserved: \_\_\_\_\_ Time (to/from) \_\_\_\_\_

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

Street Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Description of Use: \_\_\_\_\_

**Acknowledgement/ Signature:**

I hereby acknowledge receipt of a copy of this reservation form and the Ball Field Reservation Policy, and accept the responsibilities listed therein. I understand that violation of the policy may result in the denial of future use of the facilities.

Signature:	Date:
City Representative Signature:	Date: