



Athletic Facilities User Classification Policy

I. CLASSIFICATIONS

A. The classifications outlined below will be used to determine rental fees, personnel charges, and other facility use charges/fees. All classification placements, rental fees, personnel charges, and other facility use charges/fees are determined on a case-by-case basis and are at the discretion of the Parks and Recreation Department, Parks and Recreation Commission, and/or City Administrator.

Class I:

- City of Forest Lake and/or co-City of Forest Lake sponsored events
- City of Forest Lake Schools K-12 education and extra-curricular activities programming (excluding high school booster events) and
 - a. Use will be limited to weekday activities up to 6:00pm. Use outside of this window will move this user to Class II.

Notes: These groups shall be considered to be Class I as determined by the City's Parks and Recreation Department even if their events are collecting fees, accepting donations, selling concessions, fundraising, and/or generating revenue. Class I excludes high school activities booster or fundraising events. Class I users shall not pay a facility use rental fee, but they may be required to reimburse the City for staff costs and/or other expenses directly attributable to the activity.

Class II:

- **Tax-supported public agencies operating within the local school district, local charter schools, and city;**
- Nonprofit, youth and adult community service/recreation groups where the majority of the participants reside within the City of Forest Lake Area School District: youth service organizations, Boy/Girls Scouts, athletic organizations, etc.;
- Religious groups located in the City of Forest Lake

Class III:

- Nonprofit, youth and adult community service/recreation groups where the majority participants do not reside within the Forest Lake Area School District: youth service organizations, Boy/Girls Scouts, athletic organizations, etc.;
- Local school district or charter schools activity boosters events
- Youth and adult sponsored community service/recreation groups where the majority participants reside within the City of Forest Lake
- City of Forest Lake Residents holding private activities/events.

Class IV:

- Non-City of Forest Lake Area School Districts
- Non-City religious groups
- Non-City Residents holding private activities/events
- Youth and adult sponsored community service/recreation groups where the majority participants do not reside within the City of Forest Lake Class III.

Notes:

- These groups remain in their class as long as their activities are not collecting admission fees, accepting donations, selling concessions, fundraising, and/or generating revenue. If a user in Class II or III collects admission fees, accepts donations, is fundraising and/or generating revenue during their rental, they will move to the next class.
- Users can receive a discount for large-scale use not to exceed a 50% discount with exception of outdoor hockey rink rentals which will pay the full rate.
- Class II School District sponsored users can be moved to Class I if they provide the City of Forest Lake Parks and Recreation Department with programming space within their school buildings or grounds.
- *At any time, City staff can add fees to any reservation if reservations carry an expense larger than the set fee schedule (i.e. field painting and other field-prep material costs)*
- Tournaments based on two full days of fields and Friday nights. For Baseball/Softball Tournaments, each field will be prepped each day before first games. Special Event/Outdoor Entertainment Permit is required.
- For information on reserving fields, please review our Reserving City Park Amenities Policy.
- In cases where it is in the best interest of the City to do so, the Parks and Recreation Department reserve the right to determine adjustments to classification placements and/or rental fees.
- Please refer to the City Fee Schedule to view all rental fees.

PARK AND RECREATION

Park Facility Rentals – listed price includes taxes for all park rentals.
 *Lakeside Gazebo, price includes electric hookup.

Park Facilities	Frequency	Resident Rate	Non-Resident Rate	
Lakeside Memorial Park Shelter Rentals				
Park Gazebo	Half Day - 4 hours or less	\$100.00	\$130.00	
	Full Day - more than 4 hours	\$140.00	\$170.00	
Picnic Shelters	2 Hour Rental	\$45.00	\$60.00	
	Per Additional Hour	\$20.00	\$25.00	
Shelter Rentals				
Pavilions/Gazebos	2 Hour Rental	\$45.00	\$60.00	
	Per Additional Hour	\$20.00	\$25.00	
Picnic Shelters	2 Hour Rental	\$35.00	\$50.00	
	Per Additional Hour	\$15.00	\$20.00	
Park Facilities		Fee by Classification		
Athletic Facilities –Below fees are hourly rates which include reserved use & field preparations.* = reserved use only				
Fenway Park	Class I	Class II	Class III	Class IV
Fields 1-4	--	\$45.00	\$55.00	\$80.00
Field 5	--	\$55.00	\$70.00	\$95.00
Fields 6-8	--	\$45.00	\$55.00	\$80.00
*Fields 1-5 Practice Only	--	\$20.00	\$30.00	\$45.00
Pickleball Court	--	\$15.00	\$20.00	\$30.00
Pickleball Courts (3)	--	\$35.00	\$45.00	\$65.00
Pickleball Courts (5)	--	\$45.00	\$60.00	\$90.00
Pickleball Courts (7)	--	\$60.00	\$90.00	\$150.00
Beltz Park	Class I	Class II	Class III	Class IV
Field 1	--	\$35.00	\$45.00	\$65.00
Basketball Court	--	\$15.00	\$20.00	\$30.00
Tennis/Pickleball Court	--	\$15.00	\$20.00	\$30.00
Kulenkamp Park	Class I	Class II	Class III	Class IV
Fields 1, 3, 4	--	\$35.00	\$45.00	\$65.00
*Fields 1-4 Practice Only	--	\$10.00	\$15.00	\$25.00
Schilling Park	Class I	Class II	Class III	Class IV
Field 1&2	--	\$35.00	\$45.00	\$65.00
*Field 1&2 Practice Only	--	\$10.00	\$15.00	\$25.00
Tower Park	Class I	Class II	Class III	Class IV
Outdoor Skating Rink	--	\$25.00	\$35.00	\$55.00
Outdoor Lights	Class I	Class II	Class III	Class IV
Per Field/Rink	--	--	\$15.00	\$25.00
Tournaments & Sports Camps	Class I	Class II	Class III	Class IV
Fenway Fields Only	--	\$500.00	\$1,000.00	\$1,500.00
*Sports Camps (per field per day)	--	\$15.00	\$20.00	\$30.00
Events				
Special Event Park Permit	Per Event/Per Day	\$150.00	\$200.00	
Damage Deposit	Per Event	\$150.00	\$150.00	
Arts in the Park				
Vendor Type	Full Season	Package A	Package B	Package C
Food Truck	\$650.00	\$455.00	\$390.00	\$130.00
General Vendor	\$250.00	\$175.00	\$150.00	\$50.00
Food Market	\$250.00	\$175.00	\$150.00	\$50.00
Non-Profit	\$100.00	\$70.00	\$60.00	\$20.00
Local Schools & Chamber	--	--	--	--
Arts in the Park – Business Vendors & Sponsors				
Business Vendor (CM)	\$500.00	\$350.00	\$300.00	\$100.00
Business Vendor (NCM)	\$800.00	\$560.00	\$480.00	\$160.00
Music Sponsor	\$15,000	\$10,500	\$9,000	\$3,000
Farmers Market				
Vendor Type	Full Season	Half Season	Single Day	
Farmers Market	\$45.00	\$30.00	\$10.00	
Food Truck	\$325.00	\$228.00	\$65.00	
Farmers Market - Sponsors				
Sponsor Level	Fee			
Platinum	\$500.00+			
Gold	\$350-499.99			
Silver	\$250-349.99			
Bronze	\$100-249.99			

Hometown Holiday (Tree Lighting) - Sponsors		
Sponsor Type	Fee	
Platinum	\$1,000.00+	
Gold	\$750-999.00	
Silver	\$500-749.99	
Bronze	\$100-499.99	
Programs		
Program Name	Resident Fee	Non-Resident Fee
Community Garden	\$45.00	\$60.00