



Roseville Parks and Recreation
2660 Civic Center Drive, Roseville, MN 55113
651-792-7006 FAX 651-792-7100

5K Run/Walk Special Use Permit Request

Permit Considerations

- Each event will be considered for permitting on an individual basis. Approval/denial will be based upon the ability of the city to facilitate the event while preserving park access for residents, the proposed impact on neighbors and other park users, and other logistical considerations. Detailed event plans may be required prior to approval/denial.
- This permit applies only to events occurring entirely within Roseville Parks and Recreation facilities. Permits for other city services such as police, traffic control and non-parkland access shall be coordinated via the City of Roseville's Special Event Permit. Traffic control may be required for some events.
- Failure to fully disclose details about the proposed event will result in cancelation of this permit and forfeiture of deposit.
- Renters must follow all Roseville Park and Recreation rules and regulations including: 1) no amplified music or sound in parks, 2) no driving on park trails 3) no alcohol in parks. Full rules are available at www.cityofroseville.com/parks.

Permit Fees

(add 7.35% sales tax to all charges)

- \$100 administrative fee for special use permit issued more than 30 days prior to the event.
- \$150 administrative fee for any requests made less than 30 days prior to the event. All requests must be made at least 14 days prior to the event.
- \$150 maintenance deposit to ensure site is cleaned up following event. This deposit may be retained when additional staffing time is required for post-event clean up or damage is done to any park or facility.

Additional fees

Based on the details of the event, Roseville Parks and Recreation may require the following services and assess the appropriate fees:

- \$75 trail sweeping (completed on the last weekday prior to the event)
- \$75 course notification signage
- \$40 site survey for in-ground stakes for tents or inflatables
- \$50 for groups of 200 or more (trash removal and additional clean up)
- \$75 portable restroom
- \$50/hr Parks and Recreation Staff Member
- For walks/runs renter will be responsible for rental of all shelters impacted by route
- Roseville Parks and Recreation reserves the right to require a police officer presence for select events. Accommodations for an officer must be made with the Roseville Police Department.

Insurance

A certificate of liability insurance is required for all special event permits listed above including, but not limited to; inflatable devices, tents, dunk tank, race/walk/bike events, pig roast and food trucks. The insurance certificate must be for \$1 million dollars listing the City of Roseville as additionally insured for the event. A copy of the Certificate of Insurance must be submitted to the City of Roseville's Park and Recreation Department office 30 days prior to the scheduled event. Permit holder will furnish the City with Certificate of Insurance. Failure to submit the Certificate of Insurance 30 days prior to the event will result in cancellation of the Special Use Permit.

Food Sales

A food license from Ramsey County or a state catering license is mandatory to sell food at any Roseville facility. A copy of the Food License must be submitted to the City of Roseville's Parks and Recreation Department 30 days prior to the scheduled event. Instructions to apply for a license can be found at: www.ramseycounty.us/business/licenses-permits-inspections.

You will be contacted via phone or email with approval/denial of your Special Use Permit within 7 days of receipt.

SPECIAL USE PERMIT IS NOT VALID UNTIL APPROVED.

To receive consideration and approval for a Special Use Permit, please complete the attached application form and email or mail to:

Christian Swanberg
Recreation Facility Supervisor
Roseville Parks and Recreation
2660 Civic Center Drive
Roseville, MN 55113
Christian.swanberg@cityofroseville.com

Please note: Special Use Permits will not be processed without facility reservation fee, and Special Use Permit fee(s). Please enclose payment or indicate a credit card payment with special use permit application. For your convenience we accept Visa, American Express or MasterCard.



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5K Run/Walk Special Use Permit Application

Name of Organization _____

Non-Profit Organization? Yes No

Your Name _____

Address _____ City _____ Zip _____

Email _____ Fax _____

Phone including area code: Daytime _____ Evening _____

Cell _____

Date of Event _____ Facility Requested _____

Description of special use activity (Describe special activity requested and location of activity as it relates to facility requests)

Estimated Attendance _____

Specific time special use activity will take place in park _____

Indicate set-up and take-down times _____

For running, walking or biking events attach proposed map of route.

Does activity require electric hook-up? Yes No How Many? _____

Water hook-up? Yes No Note: We do not provide water hoses to fill dunk tanks, water coolers.

Selling food? Yes No Note: Food license from Ramsey County is required

Liability insurance? Yes No Note: Special use permit will be cancelled without insurance, please send 30 days prior to event

It is understood that the renter/user of Roseville community facilities at all times indemnify, defend, and hold harmless the City of Roseville, Minnesota, its officers, employees and contractors from and against any and all claims, damages, losses and expenses of whatever nature, including attorney fees, in any manner connected with, related to, or as a result of any actions or inaction associated with the usage or rental of Roseville facilities.

Signature of Applicant (must be adult) _____ Date _____

METHOD OF PAYMENT Cash Credit Card Check (payable to Roseville Parks & Recreation)

VISA/MASTERCARD/AMEX _____ Expiration Date _____ CV2 _____

FULL NAME ON CARD _____

BILLING ADDRESS FOR CARD _____ City _____ Zip _____

*AMOUNT DUE: \$ _____ (calculate total on reverse side)

Please place an X in the space below for all items that will apply to your event. Total your fees at the bottom.

Administrative Fee: All special use permits (select one)		
All Special Use Permits requested 30 or more days ahead of the event (plus tax)	<input type="checkbox"/>	\$100
OR		
All Special Use Permits requested less than 30 days ahead of the event (plus tax)	<input type="checkbox"/>	\$150

Maintenance Deposit: All special use permits		
Maintenance/custodial deposit to ensure site clean-up	<input checked="" type="checkbox"/>	\$150

Additional Fees (plus tax)		
Trail sweeping	<input type="checkbox"/>	\$75
Notification Signage	<input type="checkbox"/>	\$75
Tents and Inflatable site survey for stakes	<input type="checkbox"/>	\$40
Portable Restroom	<input type="checkbox"/>	\$75
Parks and Recreation Staff Member (\$50/hr)	<input type="checkbox"/>	_____

Groups of 200 or more		
Additional clean-up and trash removal (plus tax)	<input type="checkbox"/>	\$50

*Total Special Use Fees:	\$ _____
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These fees are in addition to your facility rental fees below.

Facility Rental Fees	Regular 6 Hour	Regular Full Day	Resident 6 Hour	Resident Full Day
FOR Parks Shelter	\$121.68	\$205.47	\$97.68	\$177.47
Foundation Shelter	\$121.68	\$205.47	\$97.68	\$177.47
Jaycees Shelter	\$127.12	\$211.36	\$104.12	\$190.36
Lions Shelter	\$116.31	\$200.10	\$92.31	\$172.10

Facility Deposit: All rentals	\$50.00	\$50.00	\$50.00	\$50.00
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*Please note access to the shelters is only allowed during your reserved rental time as listed on your permit.