



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

Special Use Permit Request – Parks

Special use permits are required for the following activities:

- Game/Carnival Activities
- Amplified Sound
- Inflatables
- Tents
- Pathway Events (Race/Walk/Bike)
- Food Truck
- Selling food or items in Park
- Amphitheatre Use

The above activities are only permitted at certain locations, as not all sites can accommodate these activities. Please make sure that you obtain permission for specific activities in designated parks prior to booking your event.

Fees

- \$100 administrative fee for a special use permit request submitted 30 days or more ahead of the event.
- \$150 administrative fee for any requests made less than 30 days before the event. All requests must be made at least 14 days before reservation date to be considered.

Potential Fees

- \$75 for groups of 200 or more (trash removal and additional clean up).
- \$75 pathway event trail sweeping (if selected, it is performed on the last weekday prior to event).
- \$75 pathway event course notification signage (mandatory for pathway events).
- \$150 pathway event cleaning deposit to ensure the site is cleaned up following the event. The deposit may be retained when additional staff time is required for post-event clean up or for damage done to any park/facility/amenity.
- \$75 portable restroom.
- \$50/hr Parks & Recreation staff member (minimum two hours).
- For pathway events, organizer will be responsible for renting all shelters impacted by route.
- Police presence may be required at certain events, which will be determined by Roseville Parks & Recreation. The renter must contact the Roseville Police Department for logistics and to pay for police officer(s).

Insurance

A certificate of liability insurance is required for all special event permits having any of the activities listed above. The insurance certificate must be for \$1.5 million listing the City of Roseville as additionally insured for the event. Permit holder will provide the certificate of insurance to the City of Roseville's Park and Recreation Department office at least 14 days prior to the scheduled event. Failure to submit the Certificate of Insurance 14 days prior to the event may result in cancellation of the Special Use Permit.

Food Sales

Proof of a Ramsey County food license or a Minnesota catering license is needed to sell food at any Roseville facility. A copy of the appropriate License must be submitted to the City of Roseville's Park and Recreation Department office at least 30 days prior to the scheduled event.

Instructions to apply for a license can be found at: www.ramseycounty.us/business/licenses-permits-inspections

City Timeline

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 AND ALL FEES HAVE BEEN PAID

Submitting Application

To receive consideration for a Special Use Permit, please complete the attached application form and send to:

Email: recreation@cityofroseville.com

Mail: Special Use Permit Application; Roseville Parks and Recreation; 2660 Civic Center Drive; Roseville MN 55113

Fee Payments

If the Special Use Permit Application is approved by the City of Roseville, then the applicant will have seven (7) days to pay for all Special Use fees and charges. Fees need to be paid in advance for Picnic Shelters and Outdoor Facility Reservations.



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Special Use Permit Application – Parks

Name of Organization _____

Main Contact Name _____

Address _____ City _____ Zip _____

Email _____ Mobile Phone _____

Other Phone _____

Event Date _____ Facility Requested _____

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

Estimated Attendance _____

Specific start & end time of the activity will take place in park _____

Indicate set-up and take-down times _____

For pathway events, please attach or submit a map of your proposed route

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

Water hook-up? Yes No Note: The City of Roseville does not provide water hoses

Selling food? Yes No Note: Food license from Ramsey County or Catering License from State of MN is required

Insurance? Yes No Note: Special use permit will be cancelled without insurance (due at least 14 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 _____

FEE PAYMENT: If the Special Use Permit Application is approved by the City of Roseville, then the applicant will have seven (7) days to pay for all Special Use fees and charges. Fees need to be paid in advance for Picnic Shelters and Outdoor Facility Reservations.

Place an X in each box for the fees that will apply to your event. Total your fees at the bottom. Parks & Recreation staff will verify the fees; the total could be adjusted.

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

Groups of 200 or more		
Additional clean-up and trash removal (plus tax)	<input type="checkbox"/>	\$75

Pathway Events		
Maintenance/Custodial deposit to ensure site clean-up by organizing group (Mandatory but Refundable)	<input type="checkbox"/>	\$150
Notification Signage (Mandatory)	<input type="checkbox"/>	\$75
Trail Sweeping	<input type="checkbox"/>	\$75
Portable Restroom	<input type="checkbox"/>	\$75
Parks & Recreation Staff Member (\$50/hr; minimum two hours)	<input type="checkbox"/>	\$

*Total Special Use Fees:	\$ _____
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The fees above are in addition to, and submitted separately from, 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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Access to the shelters is only allowed during your reserved rental time as listed on your permit.