



# CITY OF FALCON HEIGHTS

2077 W Larpenteur Ave  
Falcon Heights MN 55113  
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FOR OFFICE USE
Approval Date:
Amount Paid:
Receipt:

## Field/Rink/Court Use Permit: Community Park & Curtiss Field

Individual or Organization Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Location/Facility Requested (please check):

Community Park ☐ Soccer Fields ☐ Basketball Courts ☐ Tennis Courts ☐ T-ball Fields  
Curtiss Field Park ☐ Basketball Courts ☐ Ice Rink

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Please describe use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTES:

**Refunds:** Request for refunds due to cancellation is subject to a cancellation fee. A refund, minus a \$15.00 administration fee will be issued for cancellation made 2 weeks (14 days) or more prior to the reservation date. No refund will be given for cancellations 13 or fewer days before the scheduled reservation. No refunds are made due to weather unless weather conditions are deemed as severe (tornado, lighting, etc.). The City reserves the right to cancel use of the facilities if fields are in poor playing condition.

**Waiver:** The person or organization making this application assumes individual and joint obligation for replacements or payment in case of losses or damages resulting from their use of the building facilities, and agree to abide by the rules established by the City Council of Falcon Heights.

**Issues & Emergencies:** For non-emergency issues occurring outside of City Hall hours, please contact the Ramsey County Sheriff's Office dispatch at 651-767-0640. For all emergencies, call 911.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

City staff authorization: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SEE REVERSE FOR FEES

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**Field/Court/Rink Rental Fees**

*Discounted rates are available for Multi-day bookings (see below)*

	<b>Single Day Use</b>		<b>Multi-day Use (weekly fee)</b>
<b>Individual/Group type</b>	<b>3 hour block</b>	<b>Additional hours</b>	
Resident	\$20 + tax	\$10/hour + tax	-
Non-resident	\$30 + tax	\$10/hour + tax	-
Youth organizations (must be open to youth aged 2-18 in Falcon Heights)	\$20 + tax	\$10/hour + tax	2 days/week: \$35 3 days/week: \$50 4 days/week: \$65 5 days/week: \$80 6+ days/week: \$100
Adult organizations	\$30 + tax	\$10/hour + tax	2 days/week: \$40 3 days/week: \$55 4 days/week: \$70 5 days/week: \$85 6+ days/week: \$105
Play Kit Rental  Includes variety of balls, Frisbees, and other play equipment	\$15 + tax	\$15 + tax	
Setup / Tear Down		\$25.00	

**NOTES:**

- Above fees apply only for games and practices; tournaments or special events/services are subject to additional fees.
- Field/Rink/Court Use Permits will be issued once fees and completed application are received.
- Disclaimer: All short-term rentals (1-5 days) entitle the applicant to use of the field as-is. Any additional services will be the customer's responsibility (striping the field, providing bases, etc.) Requests for the City to provide additional services will be dealt with on a case-by-case basis and may involve additional fees. All requests should be made in advance to the City's Parks Department at 651-792-7617.

**CURTISS FIELD**

1551 Iowa Avenue  
Falcon Heights, MN 55113

**COMMUNITY PARK**

2050 Roselawn Ave  
Falcon Heights, MN 55113