



CITY OF SAINT PAUL
Mayor Christopher B. Coleman

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St. Paul Athletic Facility Rental Information

Scheduling Priority

Returning teams will have priority within each category.

1. St. Paul Parks and Recreation Programs
2. St. Paul School District Programs
3. St. Paul Youth Programs
4. St. Paul Adult Programs
5. Ramsey County Youth Programs
6. Ramsey County Adult Programs
7. Other

Citywide Athletic Field Availability

*McMurray Soccer Practice Field	7am - Dusk	*McMurray Baseball Field	8 am - Dusk
*McMurray Soccer West/East	7am -11:30pm	*Arlington/Arkwright Baseball	8 am - Dusk
*Arlington/Arkwright Soccer (Opens June 1 st)	7am - Dusk	(mid-June thru October)	
*Toni Stone Baseball Field/Dunning (Closed September 1 st)	8 am -11:30pm	*Dunning Softball	8 am - 10pm
		*Rice/Arlington Complex	8 am - 10pm

Defined Times of Use (for McMurray and Arlington/Arkwright soccer fields only)

Weekdays

7am – 3pm	First Paid Basis
3pm - 8pm	18 & younger
8pm -11pm	Ages 19 & older

Weekends

7am – 3pm	Ages 18 & younger
3pm – 11pm	Ages 19 & older

*St. Paul Municipal Athletics reserves the right to rent field space at any given time to any given applicant after the initial reservation period defined in the 2018 timeline. *

Snow Policy

Moving or removing snow is **prohibited** at all our facilities. Any group or individual within a group, that moves or removes snow at any of our facilities automatically forfeits all future rental dates for that group. Please make sure that everyone within your group is aware of this policy.



CAPRA Accreditation

AA-ADA-EEO Employer



National Gold Medal Award

User Fees

Soccer Facilities

Name	Size	Playing Surface	Lights	Resident Rate	Non-Resident Rate
McMurray Soccer East/West	120 x 80 yds.	Artificial Turf	Yes	\$75/hour	\$90/hour
McMurray Practice	110 x 55 yds.	Artificial Turf	No	\$60/hour	\$75/hour
Arlington/Arkwright	100 x 60 yds.	Natural Grass	No	\$60/hour	\$75/hour
Rice/Arlington #6	99 x 55 yds.	AstroTurf	Yes	Temporarily out of service	Temporarily out of service

Baseball Facilities (all baseball facilities are game use only)

Name	Lights	Resident Rate	Doubleheader Rate	Non-Resident Rate
Toni Stone/Dunning Stadium	Yes	\$100/game	\$185	\$115/\$200
McMurray	No	\$100/game	\$185	\$115/\$200
Arlington/Arkwright	No	\$100/game	\$185	\$115/\$200

Softball Facilities

Name	Number of Fields	Lights	Resident Rate	Non-Resident Rate
Dunning Softball Fields	3	Yes	\$40/hour	\$55/hour
Rice/Arlington Softball Fields	5	Yes	\$40/hour	\$55/hour
McMurray Softball Fields	3	Yes	\$30/hour	\$45/hour

*To qualify for the resident rate at least 50% of a team's or organization's roster must work and/or live in St. Paul or Ramsey County. ***Municipal Athletics reserves the right to request proof of residency from any rental organization, group or individual.*** *

Rental Protocol

- All rentals require a down payment and must be submitted in writing.
- A corresponding Field/Facility Rental Application must be submitted and approved before any official permit/contract regarding field/facility reservations is administered.
 - Rental Applications can be obtained on the City of Saint Paul Municipal Athletics website or obtained by contacting the City of Saint Paul Municipal Athletics Office.
- The City of Saint Paul Municipal Athletics Office will process rental applications according to the above priority and contact the potential renter in order to verify any outstanding requests and/or availability in regards to their rental application.
- A finalized permit will be distributed via email or available for pick-up at the City of Saint Paul Municipal Athletics Office in paper form upon request.
- Seasonal rental applications/requests must be filed during the corresponding yearly Timeline dates in order to be considered in a timely fashion (outlined below).

****Failure to follow the application Timeline may result in delayed request processing and/or reduced field availability.****

2018 Timeline

Spring/Summer Dates - From March 1 (weather permitting) – August 19, 2018

Returning Renters

- Initial field reservation applications will be accepted January 2 through January 12, 2018. Confirmations will be announced by February 1, 2018.
- Your rental request will not be considered if there is a past due balance on your account.

New Renters

- Beginning February 5, 2018 field reservations will be accepted on a first paid basis depending on availability.

Fall Rentals - From August 20, 2018 – November (weather permitting)

Returning Renters

- We will accept rental applications for the Fall field rental season from May 29, 2018 through June 4, 2018.
- Renters who are not up to date with payments will not be allowed to reserve additional space.

New Renters

- Beginning June 11, 2018 field reservations will be accepted on a first paid basis depending on availability.

Renter Responsibilities

- It is the renter's responsibility to monitor their field usage, including which field they are scheduled on, as well as start and end times. Renters that go past their scheduled end times will be billed for additional time and may be subject to other penalties such as overages fees and future account stipulations.
Municipal Athletics reserves the right to cancel future rental dates if a renter does not abide by the dates and timeslots listed on their permit.
- It is the renter's responsibility to hold an updated, physical permit at the beginning of their reservation time. A field attendant has the right to request proof of reservation at any time. Unauthorized use of a field and/or facility is strictly prohibited and may result in future rental stipulations.
- Any changes to a permit/contract must be submitted in writing. (See refund policy)
- Renters are responsible for the conduct of their participants. Please ensure participants are respectful of our facilities and other renters.
- While we do our best to schedule rentals, sometimes conflicts do happen. Please contact the City of Saint Paul Municipal Athletics Office immediately if there is an issue at a facility. We cannot address a problem that we are unaware of.

Payment Procedure

- **ALL** rentals require a 20% deposit (down payment) to confirm the reservation. A rental is not confirmed until the deposit is made.
- For rentals that comprise **five (5) or fewer dates**, the renter must pay the entire balance owed on their permit/contract prior to their first reservation date, or they will not be allowed access to the facility.
- For rentals that comprise **six (6) or more dates**, the renter has the option to establish a payment plan if they are unable to pay the rental charges in full. Payment plans are generally billed bi-weekly, but Municipal Athletics may grant divisions of payment up to one per week for the total encompassment of the rental (*e.g. rental span over five (5) week period = up to five (5) payments*).
- It is the renter's responsibility to ensure that payments are made on time.
- Municipal Athletics reserves the right to request payment in full or deny a payment plan from *any* renter. In addition, Municipal Athletics also reserves the right to cancel or deny future rental dates/requests if a renter does not meet the payment requirements.
- Payments must be submitted to the Municipal Athletics Office and can be paid by cash, credit card, or business check. Payments can be made in-person, mailed or over the phone via credit card.
NOTE: Personal checks will NOT be accepted.

Cancellation/Refund Procedure

Before a permit is issued:

- **All cancellations must be submitted in writing. This includes cancellations due to weather.**
- If the rental is cancelled at least one month (30 calendar days) in advance of the rental date, the deposit will be refunded at 50%.
- If the rental is cancelled less than one month (30 calendar days) in advance of the rental date, no refund for the deposit will be given.
 - An exception to this policy will be made for cancellations due to severe weather or unplayable field conditions.

Once a permit has been issued:

- ***All cancellations must be submitted in writing. This includes cancellations due to weather.***
- Renters must cancel their reservation(s) two weeks (14 days) in advance of the scheduled date. Refunds will be reduced by 20% of the total cost.
- Refunds will not be given to any reservation that is canceled less than two weeks (14 days) in advance of the scheduled date.
 - An exception to this policy will be made for cancellations due to severe weather or unplayable field conditions.

Goals/ Playing Equipment

Any group that will be storing or using personal playing equipment at any of our facilities must get permission from our office. You will be required to sign the ***Equipment Release from Liability Form***. Any equipment stored at our facilities must be properly locked and secured when not in use. Please call or email our office if your organization plans on bringing athletic goals/playing equipment to one of our Athletic Facilities.

Concussion in Youth Sports

The State of Minnesota requires that any coach, volunteer or official working with youth must be concussion certified in youth sports. Please ensure that you follow this requirement. The link for the youth concussion website is: <http://www.cdc.gov/concussion/HeadsUp/youth.html>

Contact Information

Field Reservation applications can be e-mailed to FieldRentals@ci.stpaul.mn.us , faxed to 651-558-2237, or mailed to Municipal Athletics, 1500 Rice St., St. Paul, MN 55117

Field Availability

- **McMurray Athletic Complex is not available to renters June 30-July 6, 2018.**

****Please contact the City of Saint Paul Municipal Athletics Office for current date and timeslot availability. ****