



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

Special Use Permit Request

Special use permits are required for the following activities:

- Game/Carnival Activities
- Dunk Tank
- Inflatables
- Tents
- Pig Roast
- Food Truck
- Selling food or items in Park
- Amphitheatre Use

***5K Walk/Run/Bike
Events**

Please see specific 5K Special
Use Permit Application

Note: These activities are only permitted at specific locations, 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

- \$30 administrative fee for special use permit issued 30 days or more ahead of the event
- \$50 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.

Additional fees apply as follows:

- \$40 site survey for in ground stakes for tents or inflatables
- \$50 for groups of 200 or more (trash removal and additional clean up)

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 roasts 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 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 Park and Recreation Department office 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 Superintendent
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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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 _____

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"/>	\$30
OR		
All Special Use Permits requested less than 30 days ahead of the event (plus tax)	<input type="checkbox"/>	\$50

Tents or Inflatables		
Site survey for stakes (plus tax)	<input type="checkbox"/>	\$40

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.