



**PARK ATHLETIC ELEMENTS
RESERVATION FORM**

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Contact Name: _____

Secondary Contact Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Date(s) of Reservation: _____

Seasonal: _____ Partial Season: _____ One time event: _____

Number of Teams/People Attending: _____

Start Time: _____ End Time: _____

****Note: Official Game and Practice Schedules should be submitted to help determine actual group use of the space requested.**

Type of Element to be Reserved:

Softball/Baseball Field
_____ Unity Park

Basketball Court
_____ Mattson Park
_____ Bluebird Park
_____ Whisper Ridge Park

Tennis Court
_____ Mattson Park (Court 1)
_____ Mattson Park (Court 2)
_____ Whisper Ridge

Unity Park Softball Field Usage Fees: Organized teams making application for the reservation of the Unity Park Softball Field for games and/or practices are required to submit along with the application form the fees as listed below. Fees are non-refundable unless the request is not granted or is cancelled by the City of Isanti. Fees are charged per day. Payment must be made by the individual or group requesting use of the facility. The individual filing the application must prove residency to receive the reduced rate.

Unity Park Field – Daily Fees

Residents	\$15 (plus tax)
Non-Residents	\$25 (plus tax)

Mattson Park and Whisper Ridge Tennis Courts Usage:

Individuals or groups making application for the reservation of a tennis court in either Whisper Ridge or Mattson Parks are subject to the following scheduling regulations.

1. Tennis courts can be reserved a maximum of one day a week per court. For example, if a reservation has already been accepted for a particular court for a Sunday evening event, an additional reservation request for that same court on Tuesday evening will not be granted.
2. Reservations can be from one scheduling address or entity. For example, if there is a reservation for Monday evening from one entity and a second reservation request is filed for the same day but at a different time, the scheduling address or entity for the second reservation must be different.
3. The maximum number of hours that can be reserved by any entity or address is three (3) hours.

Tennis Court Reservations – Hourly Fees

Individual Resident	Individual Non-Resident
1 court – No Charge	1 court - \$6 plus tax
2 courts - \$6 plus tax	2 courts - \$12 plus tax

Group Reservations (*Groups may reserve only one court*)

Per Reservation - \$15 plus tax

Season reservations may also be arranged; rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.

If your request for a tennis court reservation cannot be accommodated, the applicant will be notified by City staff prior to the date of the requested reservation.

Applicant Signature: _____ Date: _____

<i>For Office Use Only</i>	
Date Received: _____	Verified: _____
Approval Signature: _____	Date: _____
Permit sent: _____	
(Copy of permit has been attached.)	

City of Isanti: Park Athletic Elements Reservation Policy

1. Athletic elements are available April 1st through October 31st weather permitting. City parks are open daily from 7 a.m. to 10 p.m.
2. Requests for reservations will be accepted for the ensuing year beginning the first business day in January. Reservations will be accepted on a first-come, first-serve basis. No phone requests to hold a field will be accepted or honored. If available, the request will be booked. A permit will be issued via mail or e-mail. If the request cannot be processed, the applicant will be notified.
3. If no reservation has been accepted for a particular day or time; for a particular athletic element, such elements are on a first-come, first-serve basis.
4. Completed applications and payment of fees (if applicable) for reservations can be made and submitted at City Hall, Parks Department, 110 First Avenue NW / PO Box 428, Isanti, MN or via fax (763) 444-5560 or via e-mail at isantiparks@cityofisanti.us . City Hall is open Monday through Friday, 8:00 a.m. to 4:30 p.m.
5. A special event permit is required for any tournament event that will be open to the public, whether or not admission is charged. For further information, please contact the Community Events and Parks Coordinator at (763) 444-5512.
6. A certificate of insurance will be required for all events that are open to the public. A copy shall accompany the application form.
7. All individuals, groups, or organizations using the athletic fields shall observe all City Park Rules and Regulations as posted and provided within Ordinance No. 277.

If there are questions or concerns regarding this policy or the application process, please contact Katie Everett, Community Events and Parks Coordinator at (763) 444-5512 or via e-mail at isantiparks@cityofisanti.us.