DEPARTMENT OF PARKS AND RECREATION
MUNICIPAL ATHLETICS SECTION

CITY OF SAINT PAUL
Mayor Christopher B. Coleman

1500 Rice Street
Saint Paul, Minnesota 55117
www.stpaul.gov/parks

Telephone: 651-558-2316
Facsimile: 651-558-2237

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 -11pm	*Arlington/Arkwright Baseball	8 am - 9pm
*Arlington/Arkwright Soccer	7am – Dusk	(mid-June thru October)	
(Opens June 1st)		*Dunning Softball	8 am - 10pm
*Toni Stone Baseball Field/Dunning	8 am -11pm	*Rice/Arlington Complex	8 am - 10pm

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

Weekdays		***Weekends***	
7am – 3pm	First Paid Basis	7am – 3pm	Ages 18 & younger
3pm - 8pm	18 & younger	3pm – 11pm	Ages 19 & older
8pm -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 2014 timeline.*

Snow Policy

Moving or removing snow is prohibited at all of 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.

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	$40/hour	$55/hour

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	6	Yes	$40/hour	$55/hour
McMurray Softball Fields	5	Yes	$30/hour	$45/hour

To qualify for the resident rate 50% of a team's or organization's roster must be St. Paul or Ramsey County residents. (Municipal Athletics reserves the right to request proof of residency for any rental organization or group)

Cancelation/Refund Procedure

- **All cancelations must be submitted in writing. This includes cancelations due to weather.**
- Renters must cancel their reservations two weeks (14 days) in advance of the scheduled date. Refunds will be processed at 80% of 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 cancelations due to severe weather or unplayable field conditions.

2014 Timeline

Spring/Summer Dates -

From March (weather dependent) – August 22, 2014

Returning Renters

- Initial field reservation applications will be accepted January 2 through January 10, 2014. Confirmations will be announced by February 3, 2014.
- Your rental request will not be considered if there is a past due balance on your account.

New Renters

- Beginning February 10, 2014 field reservations will be accepted on a first paid basis depending on availability.

Fall Rentals -

From August 23, 2014 – November (weather dependent)

Returning Renters

- We will accept rental applications for Fall rentals June 2, 2014 through June 6, 2014.
- Renters who are not up to date with payments will not be allowed to reserve additional space.

New Renters

- Beginning June 16, 2014 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 and start and end times. Renters that go past their scheduled end times will be billed for the additional time and may be subject to other penalties. **Municipal Athletics reserves the right to cancel future rental dates if a renter does not abide by their schedule.**
- Any changes to a contract must be submitted in writing. (Also see refund policy.)
- Renters are responsible for the conduct of their participants. Please ensure participants are respectful of our facilities.
- While we do our best to schedule rentals, sometimes conflicts do happen. Please let us know immediately if there is an issue at the field. We cannot address problems if we do not know about them.

Payment Procedure

- For rentals that compromise 5 or fewer dates, the renter will provide a twenty-five percent down deposit. The remaining rental fee must be paid before the first rental date or you will not be able to use the facility.
- For rentals that compromise 6 or more dates, the renter will provide a twenty-five percent down deposit for all rentals. A rental is not confirmed until this fee is paid. The remaining balance must be paid by the due dates listed on the contract.
- It is the renter's responsibility to ensure that payments are made on time.
- Municipal Athletics reserves the right request payment in full from *any* renter. Municipal Athletics also reserves the right to cancel future rentals if a renter does not meet the payment requirements.
- Payments must be submitted to the Municipal Athletic Office and can be paid by cash, credit card, or check.

Goals/ Playing Equipment

Any group that will be storing or using personal playing equipment at any of our athletics 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 when not in use. Please call our office if your organization plans on bringing 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

Subject to change

McMurray Athletic Complex is not available to renters July 3 – 7, 2014.