



## RECREATION AND PARKS DEPARTMENT

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5600 85<sup>th</sup> Ave. N., Brooklyn Park, MN 55443-1825 \* Phone 763-493-8333 \*

Dear City of Brooklyn Park Area Sports Organization,

Enclosed is the 2015 City of Brooklyn Park Athletic Field Scheduling information. Submit your organizations events, tournaments and league application by February 13, 2015 at 5 pm. Applications received after February 13 will be processed on a first-come-first serve basis.

Please review the scheduling timeline for scheduling prioritization of groups. Permits for usage will be provided for games and tournaments only (practices are not permitted and are available on a first come first serve basis). You will be contacted based on the time line if your application is approved and will receive an official permit. We will also contact you if we need further information to complete your request or if your application is denied.

If you have any questions please contact Steve at 763-493-8343.

Sincerely,

*Steven J. Gulenchyn*

Program Supervisor

Brooklyn Park Recreation and Parks

5600 - 85th Ave. No.

Brooklyn Park, MN 55443

Direct 763-493-8343

Fax 763-315-8457

[steve.gulenchyn@brooklynpark.org](mailto:steve.gulenchyn@brooklynpark.org)

[www.brooklynpark.org](http://www.brooklynpark.org)

## 2015 City of Brooklyn Park Athletic Field Scheduling Policies and Procedures

The athletic fields within the City of Brooklyn Park are provided for the leisure time pursuits of Brooklyn Park residents. Correspondingly, certain rules and regulations are needed to ensure the proper use and control of facilities so that high quality fields exist for the players. Field users must comply with City Ordinances, Section 95.01, A Parks Rules and Regulations. Due to the limited number of fields and the high demand for field use, priority of use will be based on community based youth programming. Permits for use of fields are provided for games and tournaments only. Practice times are on a first come first serve basis at local parks. The following information outlines the time line and priorities used by the City's Recreation & Parks Department staff to schedule athletic fields. **Submit your organizations Tournament and League Applications to Steve Gulenchyn at his e-mail address [steve.gulenchyn@brooklynpark.org](mailto:steve.gulenchyn@brooklynpark.org)**

### Scheduling Time Line

Athletic fields are available for play beginning the middle of April through the end of October (depending on weather). The City's Recreation and Parks Department reserves the right to delay, suspend or cancel field use for any reason deemed appropriate by the department. Team rosters maybe requested to verify residency of your team(s).

By February 13	Submit Athletic Field Application(s)
February 17 – 27	City/School Events scheduled <b>(Priority A &amp; B)</b>
March 2 – April 30	Brooklyn Park Athletic Associations <b>(Priority C)</b>
May 4 – May 8	Resident Churches, Resident Adult Teams and Resident Non-profit Groups <b>(Priority D)</b>
May 11	Non-residents Youth and Adult Teams <b>(Priority E)</b>

*\* Note: Events requiring confirmation of dates sooner than addressed on the above time line will be considered on a case-by-case basis.*

### Priority Order for Scheduling Athletic Facilities

It is the intent of the City's Recreation and Parks Department to insure that an adequate amount of facilities for community sponsored league games exist prior to scheduling tournaments and special events.

- A - City Sponsored Events
- B - Educational Institutions within Brooklyn Park
- C - Resident Youth Athletic Associations
- D - Brooklyn Park Churches, Adult Resident Teams and Non-profit groups
- E - Non-Resident Teams and Events

### Please return information to:

Steve Gulenchyn  
5600 - 85<sup>th</sup> Ave. No.  
Brooklyn Park, MN 55443  
Phone: 763-493-8343 Fax: 763-315-8457  
E-mail: [steve.gulenchyn@brooklynpark.org](mailto:steve.gulenchyn@brooklynpark.org)





**City Of Brooklyn Park  
Recreation & Parks Department  
2015 Field Rental Rates**

The following are user fees associated with renting fields and hosting tournaments. Your organization will be invoiced for all rentals:

**Baseball/Softball**

Youth Resident	\$20 per game or \$80 per day
Adult/Non-resident	\$30 per game or \$120 per day

**Cricket/Football/Lacrosse/Soccer**

Youth Resident	\$30 per game or \$100 per day
Adult/Non-resident	\$50 per game or \$200 per day

**Light Fee**

\$10 per field per hour – this fee will be required if lights are planned to be used. The fee is in addition to the field rental fee and must be paid in advance.

**On-site Sports Park Facility Supervisor**

\$30/hour

**Maintenance Personnel**

\$50/hour

**Portable Toilets**

Additional Units (per unit)	\$85
ADA Toilet (per unit)	\$175
Special Cleaning (per unit)	\$50

**Key Deposit**

\$25 key deposit is required for issued keys to Park buildings. Keys must be returned by 5pm of next business day after rental.

**Damage and Clean-Up Deposit**

\$200 damage and clean-up deposit will be charged for all adult and new rentals; returned after event inspection.

***All other Special Event permits such as Temporary Uses, Food License, Sign and Tent applications must be completed and fees paid to the City of Brooklyn Park prior to the scheduled use of your rental (see Special Events Permit Application Section attached).***

**Athletic Fields Scheduling Coordinator Contact Information**

Steve Gulenchyn, Program Supervisor  
5600 - 85th Ave. No.  
Brooklyn Park, MN 55443  
Direct 763-493-8343  
Fax 763-315-8457  
[steve.gulenchyn@brooklynpark.org](mailto:steve.gulenchyn@brooklynpark.org)

## **Athletic Field Rental Sites**

### **Baseball (fenced with 90' base path)**

2-Zane Sports Park  
1-Noble Sports Park

### **Baseball (fenced with 75' base path)**

2-Brookdale Park  
4-Northwoods Park  
2-Zane Sports Park

### **Cricket**

1-Fair Oaks Park  
1-Lakeland Park

### **Football**

1-Central Park  
1-Northwoods Park

### **Lacrosse**

1-Northwoods Park

### **Soccer (sizes vary)**

6-Noble Sports Park  
10-Zane Sports Park  
3-Zanewood Elementary (*practice site only*)

### **Softball**

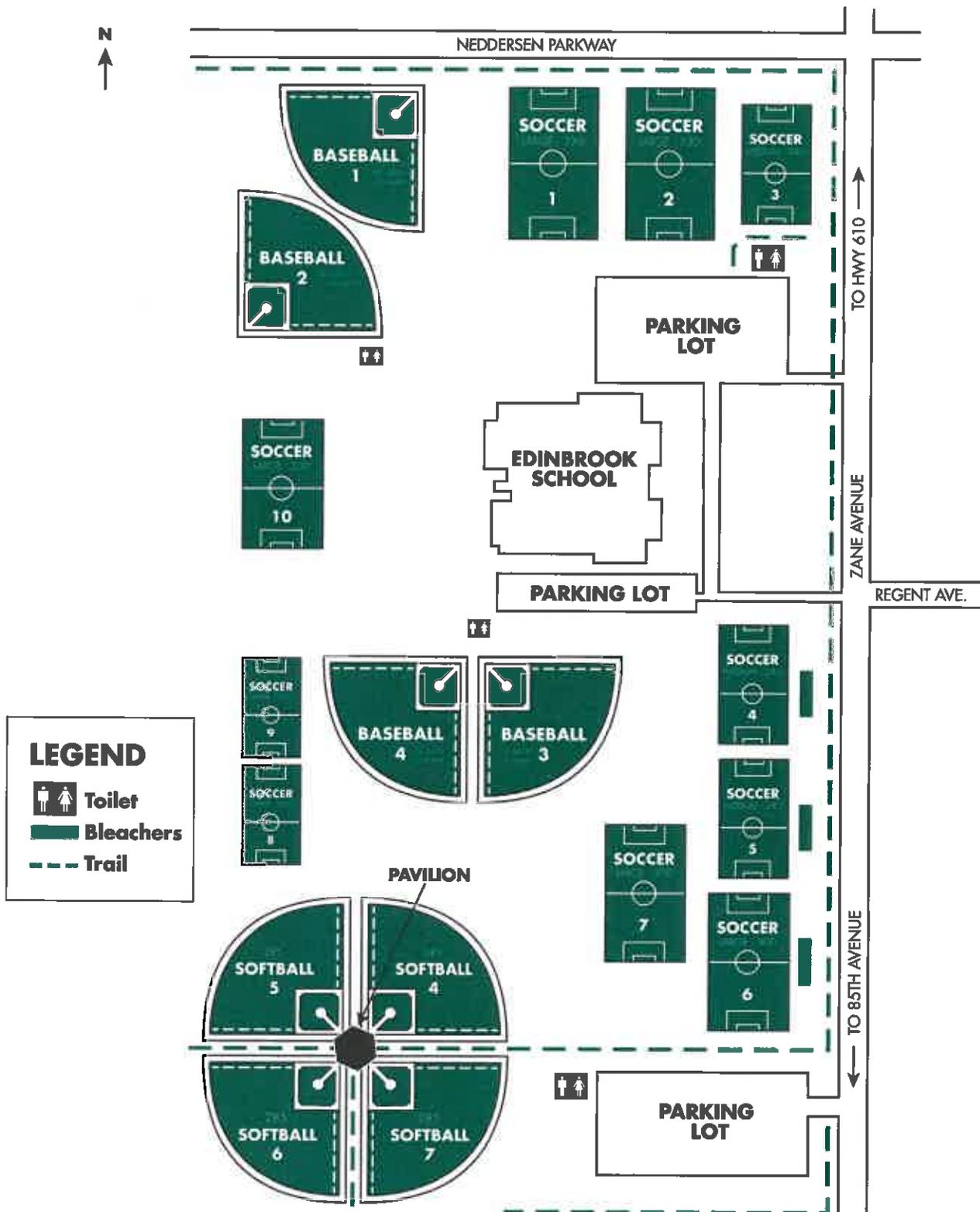
1-Bass Creek Park  
3-Brookdale Park  
2-Central Park  
1-Edinbrook Park  
1-Hamilton  
3-Harktkorf  
1-Monroe Park  
1-Northern Trails Park  
4-Norwood Park  
4-Noble Sports Park (*fenced at 310'*)  
1-Pinebrook Park  
2-River Park  
1-Sunnylane Park  
2-Willowstone Park  
1-Zanewood Elementary  
4-Zane Sports Park (*fenced at 285'*)

### **Wheel Chair Softball**

1-Northwoods Park

\*See [www.brooklynpark.org](http://www.brooklynpark.org) for a city map with complete park location and addresses.

# ZANE SPORTS PARK

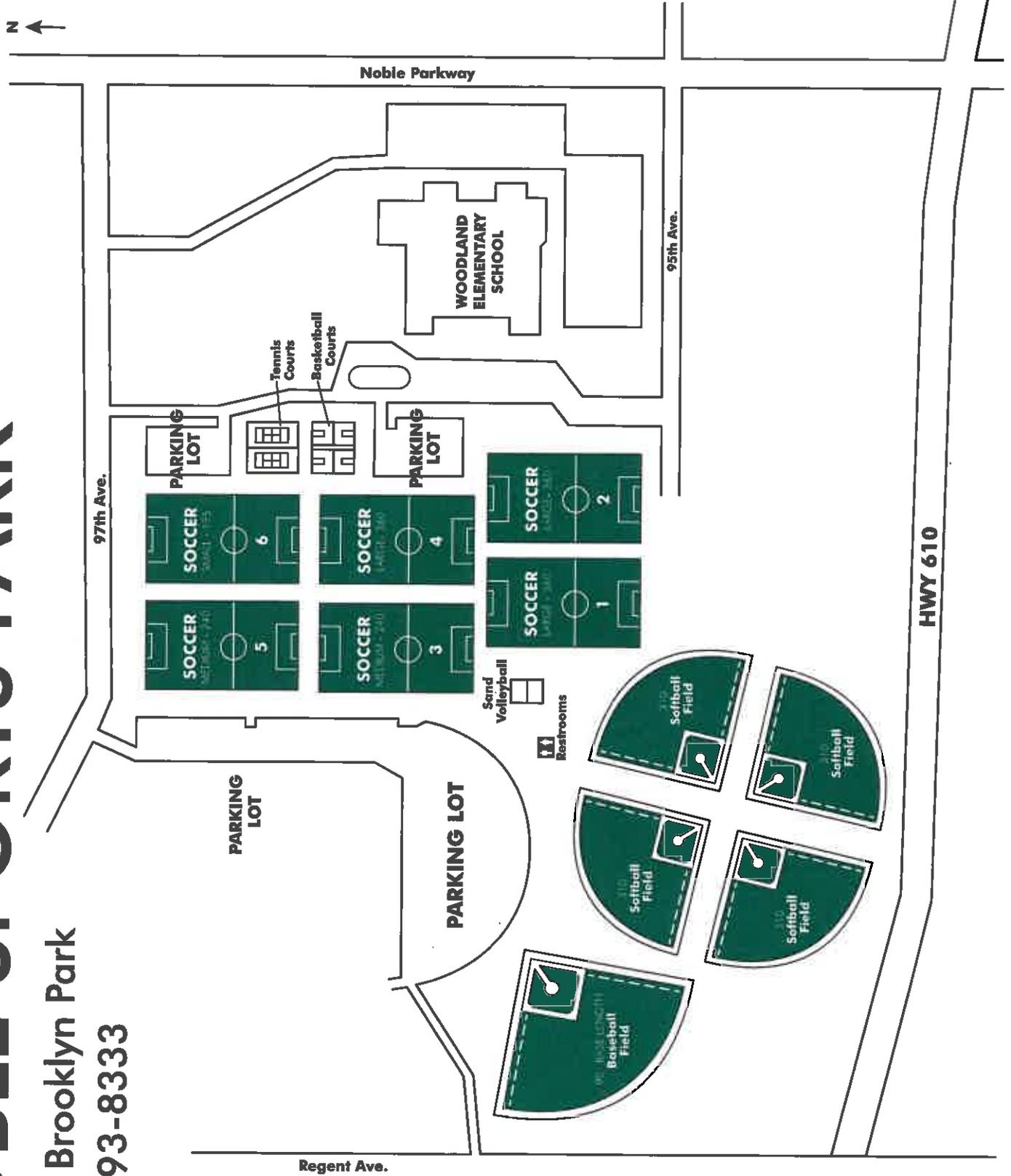


**FOR FIELD RESERVATION AND RENTAL INFORMATION,  
CALL (763) 493-8333**

# NOBLE SPORTS PARK

City Of Brooklyn Park

(763) 493-8333





City of Brooklyn Park

Community Development Department Business Licensing Division
5200 85th Avenue North / Brooklyn Park, MN 55443 / Phone: 763 493 8182 / Fax 763 493 8171

Application for Itinerant Food License

www.brooklynpark.org

Date Application Received at City:
Application Approved for City by:

07/14

GOVERNMENT DATA PRACTICES ACT - TENNESON WARNING:

The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted.

The following information is required. All applications are subject to a 10-day approval period.

- License Period: As Needed
Completed application / License Fee: \$75.00 First Day
Is worker's compensation coverage required?
Minnesota Tax Identification Number
Additional information:
An itinerant food stand operates in conjunction with celebrations and special events...
The food handling regulations received with the application packet must be posted at the site...
The license must be posted conspicuously at the site...

The undersigned hereby makes application to the City of Brooklyn Park, Hennepin County, Minnesota, for license subject to the laws of the State of Minnesota and of the City of Brooklyn Park.

Business or Organization Name:

Applicant Name: Date of birth:

Business/Organization Address:

Business Contact: Business Phone #:
Street City State Zip Code

Emergency Contact: Emergency Phone #:

Name of Event: Date(s) and time(s):

Location/ Address of event:
Street City State Zip Code

Owner of the building/land at which the event will take place (give full name, address and telephone number):

Person in charge of the operation of the food stand (give full name, address and telephone number):

Applicant's Signature: Date:

CITY USE ONLY - Approvals:

Public Health Fire Police APPROVED: { } YES { } NO

SIGNATURE: DATE:

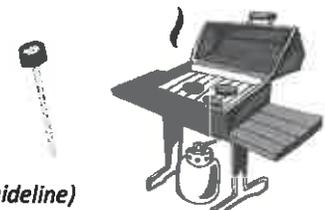
## Itinerant Operation Information

Event date(s)									
Food Start Time									
Food End Time									

**Food**

List all Foods that will be served (no homemade foods are allowed): \_\_\_\_\_  
 \_\_\_\_\_

- Will any of the foods be cooked from raw? \_\_\_\_ Yes \_\_\_\_ No  
 Will any food be prepared on site? \_\_\_\_ Yes \_\_\_\_ No  
 Will any food be prepared at a commercial kitchen? \_\_\_\_ Yes \_\_\_\_ No



\_\_\_\_\_ I will provide a calibrated thermometer for measuring all potentially hazardous foods  
 \_\_\_\_\_ I will cook and hold potentially hazardous foods at the proper temperature (see attached guideline)

**Equipment**

List all equipment used for storage: \_\_\_\_\_  
 List all equipment used for preparation: \_\_\_\_\_  
 List all equipment used for cooking: \_\_\_\_\_

What facilities/methods will be provided for warewashing?

- \_\_\_\_\_ 3 Compartment sink  
 \_\_\_\_\_ 3 bucket set-up  
 \_\_\_\_\_ NSF Commercial Dishwasher  
 \_\_\_\_\_ Other, Specify \_\_\_\_\_



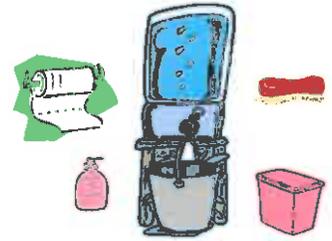
What sanitizer will be provided in a spray bottle or bucket (test strips must be available)?

- \_\_\_\_\_ Chlorine (50-200 ppm)  
 \_\_\_\_\_ Quaternary Ammonium (200-400 ppm)

**Hygiene**

What facilities will be provided for handwashing (nail brush, soap, and paper towels are required)?

- \_\_\_\_\_ Handwash sink  
 \_\_\_\_\_ Portable station with lever spigot (see diagram for approved method)



Stand must provide all of the following. Check the items that will be supplied:

- \_\_\_\_\_ Hair restraint  
 \_\_\_\_\_ Gloves  
 \_\_\_\_\_ Clean clothing



- \_\_\_\_\_ I understand that no employees operating in the food stand may work when ill with vomiting and/or diarrhea.  
 \_\_\_\_\_ I understand that no eating, drinking, or smoking is allowed in the food stand.  
 \_\_\_\_\_ I understand that no bare-hand contact is allowed with ready-to-eat foods.  
 \_\_\_\_\_ I understand that all employees must be trained in proper handwashing and safe food handling procedures.

**Stand**

All food must be served from an approved stand. Indicate the type of stand used for this specific event.

- \_\_\_\_\_ Enclosed mobile food vehicle  
 \_\_\_\_\_ Mobile food cart  
 \_\_\_\_\_ Tent  
 \_\_\_\_\_ Other, Specify \_\_\_\_\_

- \_\_\_\_\_ I understand that all food preparation must be done under overhead protection.  
 \_\_\_\_\_ I understand that a hard surface on the ground is required and no operation will take place on grass or soil.

**MINNESOTA BUSINESS TAX IDENTIFICATION/  
SOCIAL SECURITY NUMBER**

Pursuant to 2011 Minnesota Statute, Chapter 270C DEPARTMENT OF REVENUE, (section 270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES), the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
- Upon receiving the information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- **FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSE ISSUANCE OR RENEWAL APPLICATION.**

Please supply the following information and return along with your application to the licensing authority.

Applicant's Full Name	
Applicant's Address	
City, State & Zip	
Applicant's Social Security Number	
Position (Officer, Partner, Etc.)	
Business Name	
Business Address	
City, State & Zip	
Minnesota Tax Identification Number	
Signature	Date

**CERTIFICATION OF COMPLIANCE  
MINNESOTA WORKERS' COMPENSATION LAW COVERAGE**

**(FORM MUST ACCOMPANY LICENSE OR PERMIT APPLICATION)**

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Full Name (Last, First, Middle)	
Doing Business As: (Business name if different than your name)	
Business Address	
City, State, Zip	Phone (    )

I am not required to have workers' compensation liability coverage because:	
<input type="checkbox"/>	I have no employees.
<input type="checkbox"/>	I am self-insured (include permit to self-insure).
<input type="checkbox"/>	I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children and certain farm employees).
I certify that the information provided above is accurate and complete.	
Signature	Date

**OR**

Insurance Company Name ( <b>NOT</b> the insurance agent)	
Policy Number	
Dates of Coverage	
I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.	
Signature	Date



## Post these Guidelines at the Food Stand

- No employee or volunteer may work in the stand if they are ill with a communicable disease, gastrointestinal illness such as vomiting or diarrhea, sore throat or open wound on the hands or forearms.
- Wash your hands before working with food, before using gloves and any time they may become contaminated, using soap and warm water for 20 seconds, fingernail brush if needed and wipe with single use towels.
- Gloves must be worn if there is any direct contact with ready to eat food items. Gloves are not a substitute for proper hand washing and must be replaced any time they become soiled.
- Potentially hazardous foods must be maintained at 140°F or greater; cold foods must be maintained at 41°F or less.
- Cook foods to proper temperatures and monitor by using a calibrated thermometer. Use ice water (32°F) or boiling water (212°F) to calibrate.
- Cooking Temperatures:
  - Chicken to 165°F
  - Hamburgers or Pork to 155°F
  - Fish, Beef or Eggs to 145°F, all for a minimum of 15 seconds.
- Reheat to 165°F. Cooling: From 140°F to 70°F in 2 hours, from 70°F to 41°F in 4 hours.
- Keep food safe from cross contamination by covering during storage and sanitizing food contact surfaces. Keep raw foods in closed containers separate from ready to eat.
- Set up a sanitizer bucket or spray bottle to sanitize food contact surfaces throughout the day. Use test strips to test sanitizer to maintain proper concentrations, 50-200 ppm of available chlorine (1 teaspoon for 1 gallon of water) or 200-400 ppm of quaternary ammonium.
- Employees must wear hair restraints such as hats or hairnets and clean outer garments. Do not eat, drink or smoke while working at the food stand.
- Mechanical refrigeration is required to keep potentially hazardous foods at 41 degrees F or less. Thermometers are required for each refrigerator.
- Electric skillets, roaster, propane stoves and charcoal grill are acceptable. Crockpots are not allowed.
- For dish washing, bring extra clean utensils or use the 3 bucket method of wash, rinse and sanitize and air dry on nonabsorbent surface. Wash in warm soapy water, rinse in clear water and sanitize for a least 1 minute with sanitizer- 1 tsp (see above) per gallon of water.