



## **2026 Athletic Fields and Turf Application**

**RECREATION AND PARKS DEPARTMENT**

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**5600 85<sup>th</sup> Ave. N. Brooklyn Park, MN 55443-1825**

Phone: 763-493-8333 | Fax: 763-493-8253

TDD: 763-493-8392

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## INTRODUCTION

The athletic fields in 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 Parks Rules and Regulations. Permits for use of fields are provided for all exclusive practices, games, tournaments, and recreational activities.

The following guidelines are intended to assist users when making facility reservations and to guide staff in resolving reservation conflicts. However, city staff may deviate from these guidelines as necessary and appropriate. All field applications will need to be sent in properly for applications to be reviewed. Not all applications are granted a permit for use.

Completed and signed applications can be submitted by mail, drop-off, or by emailed

### **Walk-in or Mail**

City of Brooklyn Park, Recreation Department

RE: Field Reservation Application

5600 85<sup>th</sup> Ave N

Brooklyn Park, MN 55443

### **Email**

[huy.nguyen@brooklynpark.org](mailto:huy.nguyen@brooklynpark.org)

For more information on outdoor athletic facility reservations, please contact

Huy Nguyen, Recreation Supervisor | P: 763 – 493 – 8343

## APPLICATION PROCEDURE AND TIMELINES

1. Applicants will need to fill out an application in full with specific dates, times, and facilities requested. The City of Brooklyn Park will not consider the application if all sections are not complete. Applicants are also encouraged to pick a second date in case the first request is unavailable.
  - a. Field Rental season begins April 13, 2026 and will end on October 1, 2026. Certain Field Facilities will open earlier in the season and others will close earlier in the season.
2. The application form is found on the last page of this application packet. This packet can be found online at <https://www.brooklynpark.org/our-facilities/facility-rentals/renting-athletic-fields/> or at the Community Activity Center at 5600 85<sup>th</sup> Ave N Brooklyn Park, MN 55443. Applications can be delivered in person or post mailed to the Activity Center. Applications can also be emailed to [huy.nguyen@brooklynpark.org](mailto:huy.nguyen@brooklynpark.org). Submittal of a permit application does not guarantee a permit or confirmation to conduct the event. You will need a confirmed reservation permit for any held events. All applications are subject to review and submitted at least 14 days in advance unless otherwise specified. Applications after 14 days does not guarantee a reservation or field maintenance of facilities requested.
3. **New for the 2026 Outdoor Facility Rental Season, we will be accepting applications in order of a new timeline.** We will be processing Weekend Tournaments and Games first and Weekday requests later in the season. Please take a look at the below timeline and see when your application is accepted. Please email Huy Nguyen at [huy.nguyen@brooklynpark.org](mailto:huy.nguyen@brooklynpark.org) or call 763-493-8343 if you have any questions on when you should submit your application.

### **Application Timeline for the City of Brooklyn Park Outdoor Facilities**

Dates	Accepted Applications
Dec 17. 2025	Applications accepted for 2026 Weekend Games and Tournaments for last year users
Feb 16. 2026	Applications accepted for 2026 Weekend Games and Tournaments for New user groups
Feb 16. 2026	Applications accepted for Schools and Brooklyn Park Neighborhood Associations to request weekday games, practices, and fields
April 1 - 18. 2026	Applications accepted for 2025 user groups to request weekday games, practices, and field space
April 27. 2026	Applications accepted for new user groups requesting weekday games, practices, and field space

4. 2026 Field Applications will be accepted **for all returning permit holders requesting WEEKEND TOURNAMENTS AND WEEKEND GAMES on Wednesday, December 17, 2025 and will end on Tuesday, December 31.** Not all applications are guaranteed a permit for field use.
5. Permits will first be approved by priority of the user group. Followed by returning users who request field space with similar dates from previous year. Any new date requests or requests that fall on the same dates will be subject to being permitted according to the organization and individual priority status. The City of Brooklyn Park also reserves the right to cancel a permit at any time.

6. Upon receiving of the completed application, the City of Brooklyn Park will contact the applicant by email to confirm the receipt of the application. The application will then be reviewed and may require additional information and certificates.
7. 2026 Field Applications will be accepted for **Weekend tournaments and weekend games for new user groups on February 16, 2026** with similar priority guidelines.
8. 2026 Field Applications will be accepted for **Weekday games and practices for Schools and Brooklyn Park Neighborhood associations** on February 16, 2026 with similar priority guidelines.
9. 2026 Field Applications will be accepted for **Weekday games and practices for 2025 user groups** on April 1, 2026 and end on April 18, 2026 with similar priority guidelines.
10. 2026 Field Applications will be accepted for **Weekday games and practices for 2026 New user groups** on April 27, 2026 with similar priority guidelines.

### **FACILITY RESERVATION PRIORITY CLASSIFICATION**

Due to the large number of returning organizations that request usage of City facilities, users have been classified by type and a priority created to ensure City facilities are made available to best meet community needs. Brooklyn Park Recreation and Parks reserves the ability to limit the field time allocated to each facility user.

#### **Priority of Usage**

1. City of Brooklyn Park and Collaboration Programs
2. Brooklyn Park Area Schools and Community Ed
  - a. Osseo Public Schools
  - b. Anoka Hennepin Public Schools
3. Brooklyn Park Athletic Association
4. Brooklyn Park Private Schools
5. Returning permit holders from 2025

#### **Priority Level Fee Breakdown**

- Priority 1: City Sponsored programming – Reservations may be taken at any time and may pre-empt lower priority reservations.
  - Fees: none
- Priority 2: Brooklyn Park area public school districts.
  - Fees: hourly based on rate chart for game reservations. No cost for practices.
- Priority 3: Brooklyn Park Athletic Association and affiliated groups:
  - Fees: based upon user fee agreement and per participant fee
- Priority 4: Brooklyn Park based private schools
  - Fees: Hourly based on rate chart for games reservations. No cost for practices.
- Priority 5: Returning Permit holders from previous year.
  - Fees: Hourly based on rate chart

### **ATHLETIC FACILITY PERMIT APPLICATIONS**

A permit is required for all groups reserving exclusive field facility use. Any planned group gatherings, practice, games, and/or tournaments in the city of Brooklyn Park will require a permit. Permits will be issued to adults 18 and up only. Permit reservations must include set up and break down time on the field. A permit is also only valid if it is fully paid or under a valid payment plan.

## PRE-EMPTION CLAUSE

The City of Brooklyn Park will make every effort to avoid pre-emption of scheduled events once an outdoor athletic facility has been reserved and all requirements are met. However, the city reserves the right to pre-empt a scheduled event when, in the City's judgement, the pre-emption is in the community's best interests.

## ATHLETIC FACILITY FEES

### Athletic Facility Fees

**Athletic facility fees will pay for exclusive access to use Brooklyn Park facilities, field maintenance, garbage, and chalk and paint lines associated with the field rentals. Extra Bathrooms and light charges that are ordered and associated with tournaments and field use are separate fees. These prices are listed on the chart below.**

### Payment

All users who receive a permit for a Brooklyn Park facility must pay the fees associated with the attached fee chart when the reservation has been issued. A payment plan can also be selected on the application. Approval will be needed for the option. All field use will need to be paid before any use of field facilities. If a user has an overdue balance to the City of Brooklyn Park, they will not be able to obtain another permit until that overdue balance is paid in full.

### Tax exempt, non profit organizations, and resident status

- All fees are subject to local and state sales tax unless you are tax exempt
- A completed ST-3 form or 501.c3 documentation is required to receive the tax exempt status
- The use and proof of Brooklyn Park residency will also qualify you and your organization for resident rates

	<b>Fee Group</b>	<b>Fee</b>
Artificial Turf Field at Park Center	Resident / Youth	\$75.00/hr, \$450/day
	Non-resident / Adult	\$90.00/hr, \$540/day
Baseball / Softball Fields	Resident / Youth	\$50.00/hr, \$200/day
	Non-resident / Adult	\$75.00/hr, \$300/day
Premier Baseball Field at Noble Field 1	Resident / Youth	\$60.00/hr, \$360/day
	Non-resident / Adult	\$80.00/hr, \$480/day
Cricket / Football / Lacrosse / Soccer	Resident / Youth	\$50.00/hr, \$200/day
	Non-Resident / Adult	\$75.00/hr, \$300/day
Premier Soccer Field Noble 1 and 2	Resident / Youth	\$60.00/hr, \$360/day
	Non-Resident / Adult	\$80.00/hr, \$480/day
Light Fees	All groups	\$25.00/hr,
Additional Portable Toilets (Assigned by City if deemed necessary)	All Groups	\$ 85.00 Regular per unit for event \$ 175.00 ADA Toilet per unit for event \$30.00 per service per unit
Tennis Court	Resident / Youth	\$20.00/hr/court
	Non-Resident / Adult	\$25.00/ hr/court
Ice Rinks	Resident / Youth	\$20.00/hr/court
	Non-Resident / Adult	\$25.00/ hr/court
Basketball Courts	Resident / Youth	\$20.00/hr/court
	Non-Resident / Adult	\$25.00/ hr/court

## CITY OF BROOKLYN PARK ATHLETIC FIELD FACILITY RENTAL SITES AND DATES OPEN

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

2-Zane Sports Park -Jason McCarthy Field (formally ZSP 1) and ZSP 2  
1-Noble Sports Park (Premier Field #1)

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

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

### **Cricket**

1-Hartkopf  
1-Zanewood Elementary

### **Football**

1-Central Park  
1-Northwoods Park

### **Lacrosse**

1-Northwoods Park

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

6-Noble Sports Park  
Premier Noble Fields 1 and 2 (Open for use on July 1, 2026 – Close October 11, 2026)  
Noble fields 1 – 4 (Open June 1 and close October 11, 2026)  
11-Zane Sports Park (Open May 1 – Closes August 16)

### **Softball**

1-Bass Creek Park  
2-Brookdale Park  
2-Central Park  
1-Edinbrook Park  
1-Hamilton  
1-Hartkopf  
1-Lad  
1-Monroe Park  
1-Northern Trails Park  
1-Norwood Park  
4-Noble Sports Park (*fenced at 310'*)  
1-Willowstone Park  
4-Zane Sports Park (*fenced at 225'*)  
1-Founders Park/Salvation Army

### **Wheel Chair Softball**

1-Northwoods Park

### **Brooklyn Park Turf Fields at Park Center (Open outside of Dome Season)**

1-North Turf Field 1  
1-South Turf Field 2

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

## CANCELLATIONS

A group cancelling facility reservations for non-weather related reasons must contact the Recreation and Parks Department at least 21 days prior to the usage date to get a full refund less a \$30.00 administrative fee. Rental payments will not be refunded after that deadline. Cancellation due to weather conditions will be refunded 100%.

## CONCESSIONS AND MERCHANDISE SALES

No person may sell or offer the sale of any product, food, or service in any public park without a permit or prior written approval of the Director of Recreation and Parks. If sales of any products are found without consent, permit holders will give up their rights to future permits.

- Contact the Recreation Supervisor if any items will be sold at your event
- To obtain a food license or if you have any questions about the sale of food.
  - Contact Pang Yang with Community Development Department at
    - [pang.yang@brooklynpark.org](mailto:pang.yang@brooklynpark.org)
    - 763 – 488 – 6487
  - You can also visit this webpage for more information on temporary food licenses
    - <https://www.brooklynpark.org/permits-and-licenses/business-licenses/#food>
- All vendors handling food must submit a permit application a minimum of 10 business days prior to event and include a copy of the appropriate food license and certificate of insurance if applicable
- Event organizers/coordinators cannot grant permission for vendors without the individual vendors applying for a temporary food permit.

## ALCOHOL, TOBACCO, AND CANNABIS USE IS PROHIBITED

The sale, possession, and consumption of alcohol is prohibited in any City of Brooklyn Park except Noble Park with approval. Smoking tobacco and Cannabis is also prohibited in all parks. Any use or sale of these items without consent, permit holders will give up their rights for future permits.

## GENERAL PERMIT CONDITIONS

- All permits are non-transferable and may not be sublet to a third party.
- Use is for permitted field(s) only. All activities conducted on the City property must be in the terms of the permit.
- Set up and warm up time is included in permit time and must take place on field permitted. Starting and finishing times listed on permit must be adhered to.
- The responsible person of the group holding the permit must have a copy of the paid permit in their possession while the event is taking place.
- The selling, or offering to sell, of any item whatsoever is prohibited unless the permit contains permission to sell clauses and procedures.
- Groups must provide sufficient, competent adult supervision for the event. Person in charge of the event must be stated on the application, along with pertinent phone numbers. Failure to provide adequate supervision will lead to forfeitures of future uses.
- Use of tents or canopies will require prior approval and can be placed only in areas pre-designated prior to the reservation. Because of the location of underground utilities and irrigation, the use of spikes or stakes is not allowed. Please use weighted buckets or bags.

- Failure to abide by the terms of the permit or any other applicable laws, rules, City ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution.

### PARK RENTAL POLICIES

- Motorized vehicles are prohibited on park land and on park trails.
- Tents, signs, banners, dunk tanks, carnival games, inflatables, are prohibited without a city permit and approval
- Amplified sound equipment will need approval from Recreation supervisor

### ADA ACCESSIBILITY INFORMATION

The City of Brooklyn Park does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. We are happy to discuss accessibility information and options with park renters and users. Please call 763-493-8343 or email [huy.nguyen@brooklynpark.org](mailto:huy.nguyen@brooklynpark.org) to inquire or make accessibility requests.

### INCLEMENT WEATHER AND UNPLAYABLE FIELDS

Events, programs, and facilities may be cancelled or postponed by Brooklyn Park Recreation if it is determined that weather conditions are unsafe for participants and conducting the activity will have a severe and negative lasting impact on park facilities.

- We will attempt to make a determination on field/facility closures by 3:00 p.m. weekdays and one hour before the schedule facility start time on weekends. An email will be sent to all permit holders on days of inclement weather. Should conditions worsen and fields are unplayable, the renter is responsible for stopping play to prevent damage to fields. All weather cancellations will receive a 100% refund.
- You can also call Huy Nguyen at 763-493-8343 or email [huy.nguyen@brooklynpark.org](mailto:huy.nguyen@brooklynpark.org) if you have any weather related questions.
- PLEASE REMEMBER, ALL DAMAGE CAUSED TO FIELDS BY IRRESPONSIBLE PLAY CAN AND WILL BE BILLED TO THE RENTER, INCLUDING SUPPLIES, STAFF TIME, AND LOST RENTAL FROM CLOSURE. WHEN IN DOUBT, CANCEL YOUR ACTIVITIES. YOU WILL NOT BE CHARGED FIELD FEES IF YOU CANCEL DUE TO WEATHER-RELATED CONCERNS.

### ATHLETIC FACILITY PERMIT APPLICATION

Completed applications can be submitted to the address below

#### Walk-in or Mail

City of Brooklyn Park, Recreation and Parks Department

RE: Field Reservation Application

5600 85<sup>th</sup> Ave N

Brooklyn Park, MN 55443

#### Scan and Email

[huy.nguyen@brooklynpark.org](mailto:huy.nguyen@brooklynpark.org)

For more information on outdoor athletic facility reservations, please contact

Huy Nguyen, Recreation Supervisor | P: 763 – 493 – 8343

# City of Brooklyn Park Recreation & Parks

## 2026 Athletic Field Permit Application

Office Use Only

Date Received: \_\_\_\_\_

**PERMIT** (check all that apply): Event: \_\_\_\_\_  New  Returning User from 2025  
 Youth  Adult  Practice Use  Game Use  Tournament Use  Camp/Clinic

**SPORT**  Baseball  Fastpitch  Slowpitch  Soccer  Tennis  Football  Cricket  Hockey  Other

Organization/Business Name (if applicable): \_\_\_\_\_

Are you tax exempt?  Yes  No

If so, please attach documentation

Contact Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sex:  Male  Female  Other

Address, City, St, Zip: \_\_\_\_\_

Race or Ethnicity:  Asian/Pacific Islander  Hispanic/Latino  Black or African American  African

American Indian / Alaskan Native  White / European American  Other  Prefer Not to Answer

**ALTERNATIVE CONTACT or TOURNAMENT HOST** (person must be present during the scheduled event(s))

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**RENTAL DETAILS**

Maximum Expected Attendance \_\_\_\_\_

Any amplified music/P.A. system  Yes  No

Event(s) open to public  Yes  No

Explain \_\_\_\_\_

Extra portable toilets needed  Yes  No

Concessions/Merchandise Sales  Yes  No

Any tents, large signs, stakes in ground,  Yes  N

Contact Licensing Department if any items are being sold or food is being served: 763 – 488 - 6487

**FACILITY/COURT/FIELD INFORMATION**

Day(s), Date(s) (use additional sheet if needed)	Facility Requested (indicate park(s) & facilities. I.E. Noble Fields # 3)	Start time (include set-up/ warm-up time)	End time (time leaving facility)

**Special Set-up Request** Use extra page if more space is needed. Include, as needed, base distances, pitching distances, field size, requested goals size, etc. List all amenities needed or requested. Please include lighting if necessary. You may also use your own format or file that has the above information. (Ex. Excel File, MS Word)

**Are you requesting more than one reservation? If so, do you need a payment plan? Please check box and sign below.**

Pay in Full  Pay half before start of reservations. Pay other half at midway point of reservations

Pay monthly. (Monthly Payments are due a month ahead of time)

**APPLICANT SIGNATURE**

The lessee agrees that all activities undertaken by lessee or organization as part of the rental agreement, is at lessee or the organization's sole risk and that the City of Brooklyn Park shall not be liable for any claim, demands, injuries, damages, of whatever nature, incurred by the lessee, the organization, or lessee's property due to the negligence of the City, its agents, or employees, arising out of or connected with the activity related to this rental and that on behalf of lessee or the organization's lessee represent, expressly releases and discharges the City, its agents, or employees, from such claims, injuries, or damages. I also acknowledge that I have read and understand the "Athletic Facilities Scheduling Guide" and agree to adhere to all rules & regulations set forth and to all City Code. Failure to abide by the terms of the permit or any other applicable laws, rules, city ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution. Brooklyn Park Recreation personnel reserve the right to cancel scheduled use at any time prior to or during the event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

