



Parks and Recreation Department

Gregory A. Mack, Director

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www.co.ramsey.mn.us



SPECIAL USE PERMIT REQUEST FORM

For

Use of Ramsey County Parks and Recreation Facilities

Authority - Ramsey County Ordinance for the Control and Management of Open Space Areas and Facilities Under the Jurisdiction of the Board of Ramsey County Commissioners, and Ramsey County Parks and Recreation Department requires a Special Use Permit for all events and activities not covered under normal park reservation permits. **To receive consideration and approval for a Special Use Permit, please complete this form and mail or fax to: Jody Yungers, Director of Parks Services and Operations, Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood, MN 55109, or fax at 651-748-2508. Any questions can be sent to Jody at: parks@co.ramsey.mn.us**

Please Note – Permission for specific activities may vary by location, as not all sites can accommodate large activities. Therefore, you must obtain permission for specific activities in designated parks prior to booking your event.

Special Use Permit Request Process

Special Use Permit requests must be received **at least three weeks prior to event date**. Special Use Permit approval or denial notice will be mailed, e-mailed or faxed to Permittee within 7 days of receipt of request. Permit requests not received within three weeks of event will be assessed a \$25.00 late fee.

Activities requiring a Special Use Permit include, but are not limited to:

- Wedding with amplified sound
- Run/Walk
- Baptism
- Inflatables
- Amplified sound of any kind (not allowed at Battle Creek Regional Park)
- Dunk tanks
- Pig roasts
- Other activities outside of normal picnic activity
- Petting zoo (no large animals allowed)
- Large community event
- Religious ceremony

Event Request Form

Name of Organization (if applicable)

Name of Applicant

Daytime Phone Number

Mailing Address

City

State

Zip Code

E-mail Address

Fax Number

Name of Event Planner (if applicable)

Daytime Phone Number

Mailing Address

City

State

Zip Code

Park Permit Number: _____ (to be issued by the Ramsey County Parks and Recreation Office prior to receiving Special Use Permit approval).

Event Date and Time: _____

Event Setup and Takedown Time: _____

Facilities and Site Location Requested: _____

- Yes No Wedding with amplified sound
- Yes No Run/Walk
- Yes No Baptism
- Yes No Inflatable
- Yes No Amplified sound of any kind (not allowed at Battle Creek Regional Park)
- Yes No Dunk tank
- Yes No Pig roast
- Yes No Other activity outside of normal picnic activity
- Yes No Petting zoo (no large animals allowed)
- Yes No Large community event
- Yes No Religious ceremony

Description of event (i.e. inflatable(s), amplified music, dunk tanks, pig roast trailer, wedding, company picnic, baptism, waterski event, fishing contest, race):

Estimated Attendance (daily): _____

Please answer the following questions to help us determine any additional needs for a successful event:

Yes No Does the proposed event anticipate consumption of beer or wine?

Yes No Do you anticipate the sale of beer or wine?

Yes No Does the proposed event include an admission or participations fee?

Yes No If charging admission, would Permittee be requesting setup of fence to control admission to the event?

Yes No Does the proposed event include amplified sound/music?

Yes No Will event include the need to close or control crossing of any streets?

Name of street(s) _____ between _____ and _____.

Date: _____ Requested time to close _____ a.m. p.m.

Date: _____ Requested time to reopen _____ a.m. p.m.

Yes No Will the proposed event require electricity? If yes, please note electrical needs:

Yes No Will the proposed event occur after sunset/dark?

Office Use Only

SPECIAL USE PERMIT FEES:

Special Use Permit (Administration fee)	\$50.00
Electrical Hookup \$25 x _____ per hookup	
Water Hookup fee \$25 x _____ per hookup	
Trash dumpster fee \$90 x _____ dumpster	
Race/walk/run event fee \$175 per day	
Pavilion/shelter rental fee	
Other	
Total Facility Use Fee	\$ _____
Key Deposit - \$25 (returned when event is over and keys are returned)	
Damage Deposit for amplified sound compliance (\$200) (deposit fees are not cashed/deposited unless damage or lost of property)	
Shelter/pavilion damage deposit (determined by rental reservation)	
Other Deposits	
Total Deposit Fee(s)	\$ _____

Parks and Recreation Approval by: _____

Date: _____

Permit No.: _____

METHOD OF PAYMENT

Check or Credit Card

Visa/MasterCard/Discover _____ Expiration Date _____

Full Name _____

Billing Address for Card _____

City _____ State _____ Zip Code _____

Amount Due: \$ _____ 3 digit security code on back of card _____