

## BALLFIELD USAGE POLICY/PROCEDURES

1. Field Usage application notices are sent out by February 1 to teams who have reserved field in prior year including but not limited to:
  - a. St. Boni Saints (Randy Ebert, Manager; Jared Klahsen, Coach)
  - b. Crown College (Steve Tebbs, Athletic Director; Colt Sedbrook, Coach)
  - c. Waconia Community Ed (Derek Velhuisen, Recreation Coordinator)
2. Assistant Clerk records the games on a calendar and works with the teams to remove any conflicts. Priority order is St. Boni Saints, Crown College, Waconia Community Ed and then schedule is open to other groups.
3. Applications go before Council for approval. Applications must include Insurance Certificates with City of St. Bonifacius listed as Additional Insured and Certificate Holder. Planning Commission is not required to review applications.
4. Teams that have been approved can add to the schedule as needed without further approval from council.
5. If timing is an issue, staff can approve teams which have not received council consideration to play on field if there is not a conflict, application is complete, Certificate of Insurance provided, and fee is payable to City of St. Bonifacius and placed in the night drop box at city hall or in office located at 8535 Kennedy Memorial Drive.
  - a. Approved Staff:
    - 1) City Hall; 952-446-1061, [assistantclerk@st-bonifacius.mn.us](mailto:assistantclerk@st-bonifacius.mn.us)
    - 2) Public Works – after hours on-call; 952-446-8193
    - 3) Phil Kranz; (952) 239-5732
6. St. Boni Saints or Crown College teams must be in uniform hosting the game in order for the opponent to be at No Charge and No Insurance.
7. All field fees must be paid immediately to the City of St. Bonifacius, subletting is not allowed for games, practice or tournaments. (Field fees are utilized to pay the Ballfield lights bond payments)
8. Application forms, scheduling information, and contact information is available on the city website: <https://ci.st-bonifacius.mn.us/> and is attached.