

City of Loretto

279 N. Medina Street, Suite 260

PO Box 207, Loretto, MN 55357

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Phone: 763-479-4305 fax: 763-479-2685

FIELD RESERVATION REQUEST FORM

FIELD RESERVATION REQUEST FORM For use of the Athletic Complex fields - 700 Medina Street N

For field reservations at the Loretto Athletic Complex, fill out the form below and submit to Loretto City Hall. You will be contacted by city staff if/when your reservation has been accepted. The city of Loretto reserves the right to cancel/reschedule any scheduled use due to field conditions.

Reservations for the ARNOLD KLAERS FIELD are handled by the LCAA, through an Operations and Maintenance Agreement with the City. Contact Herb Koch: 763-286-7132.

Submitting this form does not constitute an agreement and does not guarantee your reservation. If you have questions, call or email City Hall (see contact information in the header of this form.)

Name of Renter: _____ Organization: _____ Activity: _____

Mailing Address: _____

Contact Person: _____ Phone: _____ Cell Phone: _____

Email address: _____

**Please fill out the form below (or attach complete schedule).
A field map and fee schedule are attached.**

Dates requested: _____

Field/base length requested:

Harry Smith Field Base length: 60' 65'

Mound distance: _____ feet

Bob Koch Field Base length: 60'

Mound distance: _____ feet

Phil Tabery Field Base length: 60'

Mound distance: _____ feet

Times requested: _____ Fees calculated: _____

TYPE ADDITIONAL NOTES/COMMENTS BELOW (works best to tab into each field):

Field rental inquiries for Harry Smith, Phil Tabery and Bob Koch Fields should be directed to City Clerk Mary Schneider: mschneider@ci.loretto.mn.us.

Inquiries for Arnold Klaers Field should be directed to the LCAA/Herb Koch: hskoch@hskoch.com

Loretto Field Map



**ORDINANCE 2024-04
EXHIBIT B
CITY OF LORETTO
SCHEDULE OF PARK FIELD USE RENTAL FEES**

The Loretto Ballfields consists of three baseball/softball fields.

Those wishing to use the Arnold Klaers Baseball Field must contact the LCAA for field use agreements.

Field use fees are based on a 2 hour time slot. If additional time is needed you will be charged for an additional 2 hour time slot.

Baseball and Softball Field Use

Game Ready Field*	\$54.00/field
Practice Field**	\$31.00/field
League and Tournament Rates	Fees calculated on case by case basis
SECURITY DEPOSIT***	\$500/field reservation or \$800/Tournament or League
On-call fees for rechalking and dragging fields between games on nights and weekends	\$100

*These fees cover the city's cost to have the field game ready, including having it dragged and chalked on the day of reservation. Renter is responsible for any dragging or chalking needed between games on the same day.

**Practice Field will not be dragged or chalked.

***SECURITY DEPOSIT: The applicant, having fulfilled the obligations under the field reservation agreement, and after a post-event inspection by the Public Works Department, will have their Security Deposit refunded.

1. a full security deposit will be returned to the applicant upon having left no financial obligation to the City and having caused no damage beyond ordinary wear and tear.
2. A percent of the security deposit will be retained by the City pending:
 - a. any financial obligation to the City,
 - b. the percent of damages to the facilities beyond the ordinary wear and tear.
3. Ten percent of the original amount of the damage deposit will be retained by the city for each instance of the ballfield lights being left on overnight.