



**Office of the City Clerk  
5005 Minnetonka Blvd  
St. Louis Park MN 55416  
(952) 924-2505**

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**APPLICATION/INVESTIGATION FORM  
PREMISES PERMIT FOR LAWFUL GAMBLING**

Dear Premises Permit Applicant,

Thank you for your interest in a Premises Permit for lawful gambling in St. Louis Park. All City application materials must be completed and received before your application can be processed. Upon receipt of your completed application, the Police Department will conduct an investigation. Dependent upon the outcome of that investigation, the City Council will take action to approve or deny the Premises Permit.

State Statute allows the City 60 days from the date a completed application is received to approve or deny your Premises Permit. You will be notified as soon as possible regarding the date your application will be considered by our City Council.

Administration and regulation of lawful gambling is funded through a tax on proceeds derived from that activity in St. Louis Park. Therefore, no application or investigation fee is required to be submitted with this application.

Enclosed you will find various forms which you will need to complete. A checklist of all materials you must provide with your application and a copy of our lawful gambling ordinance is also included.

If you have questions about our ordinance, these forms or the City's process for consideration of your application, please feel free to contact me.

Sincerely,

Nancy J. Stroth  
City Clerk

**CITY OF ST. LOUIS PARK  
PREMISES PERMIT FOR LAWFUL GAMBLING  
CHECKLIST OF REQUIRED APPLICATION MATERIALS**

**The following materials must be submitted to the City Clerk for consideration of your Premises Permit application: (items marked with → are included in this application packet)**

- Premises Permit Application (LG214) from the State Gambling Control Board
  
- City of St. Louis Park application and investigation form
  
- Copy of the organization's most recently completed Internal Controls Form (LG201)
  
- Full name and address of all members of the organization's governing board
  
- Full name and date of birth for all employees engaged in selling gambling chances
  
- Full name and address of all organizations, consultants or accountants secured in an on-going capacity to assist in the gambling operation
  
- Full name and date of birth of all employees who will be assigned work duties related to the lawful gambling operations of the licensed organization.
  
- Information Advisory and Authorization for Release of Information signed by the Gambling Manager. (The organization's Gambling Manager may be contacted for fingerprints, photographs, and an oral interview to assist the Police Dept in their research)

**CITY OF ST. LOUIS PARK**

**INFORMATION ADVISORY AND AUTHORIZATION FOR RELEASE OF  
INFORMATION TO SUPPORT LICENSE OR PERMIT APPLICATION**

**(To be completed by Gambling Manager)**

In connection with your application for a license/permit, you are being requested to provide information regarding your criminal and/or financial background which may be classified as public or private data under the Minnesota Data Practices Act.

The purpose of the information requested in the application is to provide background for the investigation of license/permit applicants required by City Ordinance. Providing the information will assist the police department in preparing an investigative report for the city council's review. The investigative report is given to the city council and is used when granting or denying the license/permit. All information provided in that report becomes part of the public record and is available to any interested individual.

If approved, all information provided by the applicant as part of the application becomes public and is available to any interested individual. If not approved, only the name and address of the applicant and the investigative report provided to council for consideration becomes public.

You have the right to refuse to supply the requested information. If you do so, this fact may be reported to the city council and may result in the denial of your license/permit.

A criminal charge, arrest, or conviction will not bar an applicant from obtaining a license/permit with the City of St. Louis Park unless the conviction is directly related to the matter for which the license/permit is sought, according to Minnesota Statute §364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the license/permit.

\* \* \* \* \*

*“I acknowledge being informed and receiving a copy of the above advisory and agree to provide the requested information. I further authorize the release to the City of St. Louis Park of any information about my business and financial affairs which may be requested from any firm relative to my financial background. I also authorize the City of St. Louis Park to investigate the information provided in my application and to contact the persons named on the application. I understand that incorrect or incomplete information provided by me in my application may be considered falsification of the application and may be used as grounds for the denial of the license/permit.”*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Organization Information**

**Organization Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Dates of Fiscal Year** \_\_\_\_\_

**Officer Information**

Title	First, Middle, Last Name	DOB	Phone	Full Address
<b>CEO</b>				
<b>Treasurer</b>				
<b>GamblingManager</b>				

**Gambling Operations Information**

Has your organization ever before been licensed to conduct charitable gambling? If so, provide details of time and location.

Does anyone from this organization have ties with gambling suppliers, or the lessor business? If yes, explain.

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Did anyone from the lessor or premises business assist your organization in procuring gambling space? If yes, explain.

What services, specifically, does this organization provide?

If your organization is leasing gambling space, has the premise lessor imposed any conditions regarding gambling equipment, services, or use of profits?

Does your organization or any employee have any interest in the lessor business?

Were any payments made to procure this space outside the lease? If so, explain.

Will employees of the lessor be allowed to participate in gambling on site?

Does the premises lessor require any payments in addition to rent? This would include such items as rubbish removal, janitorial services, utilities, etc. Describe in detail and include a statement from the lessor indicating how these amounts were determined.

Has your gambling manager or any gambling employee, or any member of the licensed organization governing board ever been convicted of a crime or been involved in any violation or activity related to lawful gambling? If so, describe in detail.

Where is your organization purchasing gambling supplies? How did you locate this supplier?

**Name and title of person completing form**  
**Printed:**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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**Chapter 15**

**GAMBLING**

**Sec. 15-1. Definitions.**

As used in this section, the terms defined in M.S.A. § 349.12 are incorporated in this section and by reference:

*Bingo occasion* means a single gathering or session at which a series of one or more successive bingo games are played.

*Board* means the Minnesota Gambling Control Board.

*Lawful gambling* means the operation, conduct or sale of bingo, raffles, paddle-wheels, tipboards and pulltabs.

*Organization* means any fraternal, religious, veterans or other nonprofit group which has at least 15 active dues paying members, and either has been duly incorporated in the state as a nonprofit organization for the most recent three years or has been recognized by the Internal Revenue Service as exempt from income taxation for the most recent three years, as defined in M.S.A. § 349.12, as amended.

*Organizational license* and *license* mean a license for lawful gambling issued by the board.

*Premises permit* means a permit issued by the board to an organization as defined in this section, after approval by city council resolution. A premises permit shall designate the location of an organization's lawful gambling activities.

*Trade area* means the cities of St. Louis Park, Minneapolis, Edina, Hopkins, Minnetonka, Plymouth and Golden Valley located in this state.

(Ord. No. 2148-99, § 13-1601, 12-6-1999; Ord. No. 2261-03, 12-15-03)

**Cross reference(s)**--Definitions generally, § 1-2.

**Sec. 15-2. Purpose.**

The purpose of this chapter is to regulate and control the conduct of lawful gambling in the city by providing standards and criteria related to the approval or denial of premises permits as required by M.S.A. § 349.213, as amended.

(Ord. No. 2148-99, § 13-1600, 12-6-1999)

**Sec. 15-3. Enforcement.**

(a) It shall be a misdemeanor to carry on any lawful gambling activity without a valid premises permit within the city. Nothing in this section shall preclude the city from enforcing this chapter by means of any appropriate legal action.

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(b) Nothing in this chapter shall be construed to require the city to undertake any responsibility for enforcing compliance with M.S.A. ch. 349 other than those provisions related to the issuance of premises permits as required in M.S.A. § 349.213, as amended.

(Ord. No. 2148-99, § 13-1603, 12-6-1999)

**Sec. 15-4. Gambling permitted.**

(a) Lawful gambling conducted pursuant to M.S.A. ch. 349 is authorized within the city, and shall be operated in accordance with the terms and conditions specified in this chapter, other applicable provisions of this Code and state and federal laws and regulations.

(b) No person, except an organization which has a premises permit from the board pursuant to M.S.A. ch. 349 or an organization permitted under this section, shall conduct lawful gambling within the city. The following bingo and raffle activities are exempt from the lawful gambling requirements:

- (1) Bingo may be conducted without a premises permit if it is in connection with a civic celebration and is not conducted for more than four consecutive days in a calendar year. A civic celebration means an event which celebrates a recognized national holiday or occasion celebrating an event proclaimed by the city council.
- (2) Bingo may be conducted without a premises permit if it is conducted by an organization which conducts four or fewer bingo occasions in a calendar year.
- (3) Bingo may be conducted without a premises permit within a nursing home, senior citizens housing project or by a senior citizen organization if the prizes for a single game do not exceed \$10.00, total prizes awarded at a single occasion do not exceed \$200.00, no more than two occasions are held each week, only members or residents are allowed to play, no compensation is paid for persons conducting bingo, and a manager is appointed who must first register with the board.
- (4) A raffle may be conducted without a premises permit if it is conducted by an organization and if the value of all raffle prizes awarded in a calendar year do not exceed \$1,500.00, or if the raffle is conducted by a tax exempt health or social service organization under contract to the state or a political subdivision if the prizes awarded are real or personal property donated by an individual, firm or other organization.
- (5) Lawful gambling may be conducted without a premises permit if the organization conducts gambling on five or fewer days in a calendar year, does not award more than \$50,000.00 in prizes in a calendar year, and receives an exemption from the state gambling board. Upon receipt of an application for exemption, the city shall conduct a background investigation of the applicant. Pending the outcome of the investigation, the city manager or the city manager's designee may approve a waiver of the 30-day waiting period or recommend city council action to issue a resolution of denial.

(Ord. No. 2148-99, § 13-1602, 12-6-1999; Ord. No. 2261-03, 12-15-03)

**Sec. 15-5. Filing of records; investigations.**

(a) Organizations making application to conduct lawful gambling in the city shall complete the city's investigation form, submit copies of all state gambling application forms and any additional information required by the city.

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(b) The police and inspections departments shall investigate each organization and report their findings and recommendations to the city council through the city manager.

(c) Every gambling event in the city conducted by an organization under state license shall be open to inspection by the city.

(d) If requested by the city, organizations conducting lawful gambling in the city shall submit to the city copies of any reporting forms required by the board or by the Minnesota Department of Revenue.

(Ord. No. 2148-99, § 13-1604, 12-6-1999; Ord. No. 2230-02, § 1, 8-19-2002)

**Sec. 15-6. Notice, approval or disapproval of premises permits.**

(a) The board shall notify the city council pending application for a premises permit. The applicant shall fully cooperate with the city officials in supplying all information provided for in this chapter. The city council shall determine whether the organization meets all the criteria provided for in this chapter necessary to approve a premises permit.

(b) Each pending application for a premises permit shall be approved or disapproved by resolution of the city council within 60 days of receipt of a completed application.

(c) All organizations applying for a premises permit must meet the criteria set forth in this chapter relating to the location of lawful gambling activities.

(Ord. No. 2148-99, § 13-1605, 12-6-1999)

**Sec. 15-7. Location criteria for premises permits.**

(a) Gambling in the city may be conducted only at the following locations:

- (1) In the licensed organization's hall where it has its regular meetings;
- (2) In licensed on-sale liquor, wine and beer establishments;
- (3) Raffle permits, when required, are exempt from the location restrictions set forth in this section.
- (4) No location shall be approved unless it complies with the applicable zoning, building, fire and health codes of the city and other regulations contained in this chapter.

(b) A person or organization, other than an organization, which leases any premises it owns to an organization for the purpose of conducting bingo, may not allow more than 18 bingo occasions to be conducted on the premises in any week. Not more than six bingo occasions each week may be conducted by an organization. At least 15 bingo games must be held at each occasion and a bingo occasion must continue for at least 1.5 hours, but not more than four consecutive hours.

(Ord. No. 2148-99, § 13-1606, 12-6-1999; Ord. No. 2261-03, 12-15-03)

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**Sec. 15-8. Distribution of proceeds.**

Each organization conducting lawful gambling within the city must expend 90 percent of its lawful purpose expenditures on lawful purposes conducted or located within the trade area. This section applies only to lawful purpose expenditures of gross profits derived from lawful gambling conducted on a premises within the city. At the end of each organization's fiscal year, each organization must file with the city a report prepared by an independent certified public accountant documenting compliance with the requirements of this section. In addition, each organization must submit monthly to the city a completed schedule C/D-LG1010.

(Ord. No. 2148-99, § 13-1607, 12-6-1999; Ord. No. 2230-02, § 1, 8-19-2002)

**Sec. 15-9. Local tax.**

Any organization authorized to conduct lawful gambling shall pay to the city on a monthly basis a local gambling tax in the amount of 0.75 percent of the gross receipts of a licensed organization from all lawful gambling less prizes actually paid out by the organization. Payment shall be made no later than 25 days after the end of the preceding month and shall be accompanied by a copy of the monthly return filed with the Minnesota Department of Revenue.

(Ord. No. 2148-99, § 13-1608, 12-6-1999; Ord. No. 2213-01, 11-5-2001; Ord. No. 2230-02, § 1, 8-19-2002)