

**Proposed City Sport Field Use**

Organization: \_\_\_\_\_

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Alternate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

I, the undersigned have been authorized by the above organization to request these fields and will meet all City requirements if this proposal is approved. I understand that only the dates and times requested on this form will be reviewed by City staff and that any other uses by the organization will need to be filed separately. I also understand that this form is only a proposed use and that the actual field authorization will occur after the field allocation process is finalized. At that time I fill out City Forms which will specifically authorize our organization to use City fields and facilities.

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**City Requirements upon approval of Proposed Sport Field Usage Form**

- Supply \$1 Million liability insurance per occurrence, with City additionally insured.
- Any improvements, repairs or field lining whether done by the City or by the group must be requested in writing to the City for approval prior to the work being done. The group understands that some requests may need several months to be reviewed by the City staff, therefore requests should be made with several months lead time in mind.
- Pick up all trash after Use.
- Group will have copy of City Field Usage form readily available for inspection by City Staff or Sheriff at each site approved for use.
- Group will notify participants, parents, spectators and guests to park in designated parking lots.
- Other requirements may be added as determined by City.

**City Use Only**

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

Date Confirmed: \_\_\_\_\_

Date Authorization Sent: \_\_\_\_\_

Snack Bar	Yes	No
Insurance	Yes	No
Other: _____	Yes	No

**City Confirmation:** \_\_\_\_\_

**-Please Use One Line Per Field-**

<b>Park</b>	<b>Field/Area</b>	<b>Monday Times</b>	<b>Tuesday Times</b>	<b>Wednesday Times</b>	<b>Thursday Times</b>	<b>Friday Times</b>	<b>Saturday Times</b>	<b>Sunday Times</b>	<b>Dates From/To</b>

Which fields will be used for games: \_\_\_\_\_

What will be the average attendance at any one-time during games:

# of players: \_\_\_\_\_

# for waiting teams: \_\_\_\_\_

# of participants under age 17:

Boys \_\_\_\_\_ Girls \_\_\_\_\_

# of spectators: \_\_\_\_\_

# waiting spectators: \_\_\_\_\_

Total Attendance: \_\_\_\_\_