



The logo for the City of Monroe Parks & Recreation. It features a stylized 'M' icon followed by the word 'Monroe' in a serif font. 'City of' is written above 'Monroe', and 'Parks & Recreation' is written below it. Below the logo, the text 'ATHLETIC FIELDS USE APPLICATION' is displayed in a large, bold, sans-serif font.

Facility Requested _____ **# of Attending** _____ **Date of Event(s)** _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

(Check all that apply)

Space Needed _____ **Type of Event** _____

Time Requested: From _____ am pm until _____ am pm

Contact Person _____ **City Resident** _____ or **Non-City Resident** _____

Address _____ **City/State** _____ **Zip** _____

Email Address _____

Home Phone _____ **Cell Phone/Business Phone** _____

Name of Group/Event/Company _____

Internal Organization Organization with valid Non-Profit status (501 C must be attached) (Check if applicable only)

OFFICE USE ONLY:

Employee Completing Application: _____ **Date:** _____

Approved Denied Operations Director: _____ Date _____

Approved Denied Parks and Rec Director: _____ Date _____

Charges: Full payment should be received when submitting application.

Rental Fee \$ _____

Total Amount Due \$ _____

Total Amount Paid \$ _____

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19), or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees. I understand that a 48-hour notice is required for changes or cancellation.

I understand that all banners, signs or flyers must be pre-approved by the Parks and Recreation Director.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. I certify that the undersigned is at least 21 years of age.

Today's Date **Signature**

OFFICE USE ONLY: Permit #:	_____		
Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____			
Payee: _____	Cash/Credit Card/Ck# _____	Amount _____	Date _____
Staff Open: _____	Staff Close: _____		



Athletic Facility Fee Schedule and Occupancy

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Softball/Soccer Field	N/A	Up to 10 Hours	\$250.00	\$275.00
Softball/Soccer Field	N/A	Up to 5 Hours	\$125.00	\$150.00
Softball/Soccer Field	N/A	Addtl. Hours	\$35.00	\$45.00
Youth Baseball Field	N/A	All Day – 10 Hours	\$100.00	\$125.00
Youth Baseball Field	N/A	Half Day – 5 Hours	\$50.00	\$65.00
Youth Soccer Field	N/A	All Day – 10 Hours	\$80.00	\$100.00
Youth Soccer Field	N/A	Half Day – 5 Hours	\$40.00	\$50.00
Fields for Practice w/out lights	N/A	1 hour	\$15.00	\$23.00
Fields for Practice w/ lights	N/A	1 hour	\$25.00	\$33.00

Athletic Field(s) Rental Guidelines

- If for any reason, you are not able to access the field for your rental, please call:
Primary: _____ Secondary: 828-308-3566
- Rental fee must be paid in full within 10 days of rental date.
- Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if canceled 10 days before use. After that date, ½ of amount paid (minus administration fee) will be issued.

Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.

Do any of the following items pertain to your request?

Will street traffic be impacted by event: YES _____ NO _____

Event open to the public: YES _____ NO _____
*(Permitted for Non-Profit Use Only)

Large items of equipment, including rental equipment: YES _____ NO _____

Banners and signs at event site: YES _____ NO _____

Fee associated with reservation?: YES _____ NO _____
*(Permitted for approved Non-Profit Use Only, i.e. tickets sold, admission)

ADMINISTRATIVE USE ONLY:

Permit required: Health Department City Permit Parks and Rec Permit ONLY

Appropriate Permit Received YES _____ NO _____ N/A _____

Certificate of Insurance YES _____ NO _____ N/A _____

Staff Signature Date



Athletic Field Rental Usage Guidelines

Parks Williams Athletic Complex, Dickerson Ballfields, Don Griffin Ballfields, Sunset Park Ballfields, Youth Soccer Complex

FACILITY FEES

Softball/Soccer Fields:	Up to 10 hrs.	Resident: \$250.00	Non-Resident: \$275.00
	Up to 5 hrs.	Resident: \$125.00	Non-Resident: \$150.00
	Addtl. Hrs.	Resident: \$35.00	Non-Resident: \$45.00
Youth Baseball Fields:	Full Day	Resident: \$100.00	Non-Resident: \$125.00
	Half Day	Resident: \$50.00	Non-Resident: \$65.00
Youth Soccer Fields:	Full Day	Resident: \$80.00	Non-Resident: \$100.00
	Half Day	Resident: \$40.00	Non-Resident: \$50.00
Practice Fields w/o Lights:	Hourly	Resident: \$15.00	Non- Resident: \$23.00
Practice Fields w/ Lights:	Hourly	Resident: \$25.00	Non-Resident: \$33.00

NO ALCOHOL IS ALLOWED ON PREMISES

ALL CITY OWNED FACILITIES ARE NON SMOKING

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee will be issued if cancelled ten (10) days prior to usage. Cancellations within ten (10) days of rental will be issued a 50% refund minus the administration fee. No refunds will be made on outdoor facilities due to weather. A credit will be issued if Monroe Parks and Recreation Department is contacted the day of OR the following business day.

1. Residency will be determined by the individual listed on the application.
2. All rentals are subject to denial and are available on a first come, first serve basis.
3. Renter shall have a copy of this form and/or copy of receipt on site at time of rental.
4. Must be 21 years or older to rent athletic fields.
5. All weekend rentals must be made at least one (1) week prior to rental date.
6. Rental fees must accompany application.
7. All areas should be left clean and free of damage.
8. No painting or lining of any type is permitted on athletic field.
9. Athletic fields must be used for their intended sport ONLY.
10. The use of outside goals, fences, or portable netting is prohibited unless prior approval is given by the Parks and Recreation Director or their designee.
11. Renter is responsible for any misuse of department and/or center equipment
12. All fields must be secured and vacant by 10:00pm Sunday-Thursday and 11:00pm Friday and Saturday.
13. All facilities will be made available at such times that will not conflict with services of the City.



14. There shall be no fund-raising activities, door charges, or sales of any article on City property unless granted prior approval.
15. The Director of Monroe Parks and Recreation or designated representative reserves any and all rights to attend any event or function and make any decisions concerning policy, procedure, liability, or safety without consultation with responsible person/ organization/ company of the event or function. Loss of park privileges and suspension of all department and non-department programs, events and special functions may result if any violation occurs.
16. Any event opened to the general public, or any organization that is utilizing the City of Monroe's athletic fields for the purpose of league, conference, or sanctioned tournament play requires a certificate of insurance naming the city as additionally insured.
17. Outside concession vendors will be permitted with prior notification, approval by Recreation Director or their designee, and Certificate of Liability Insurance naming the City of Monroe as additionally insured. Any vendor must complete a Special Event Vendor Application.
18. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
19. **All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE FIELD BEFORE THE TIME STIPULATED ON THE FACILITY USE APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.**
20. Depending on the type of rental, other city permits may be required before the rental is approved.
21. Renter must have a copy of the approved permit at the time of their rental.
22. Person listed on application must be present at the facility for the duration of their rental.
23. Per COVID-19 crisis, all renters and individuals are to comply with social gathering and distancing policies according to local, state, and federal authorities at all times. Guidelines restricting mass gatherings will be displayed on posted signs at reservation site.

For questions concerning athletic field rentals, please call Rae Moore, 704-282-4663.

I have read, understand, and agree to follow ALL Athletic Field Rental Usage Guidelines and Recommended Guidelines of Sports Programs.

Signature of Dept. Representative/Date

Printed Name of Renter

Signature of Renter/Date