# ATHLETIC FIELDS USE APPLICATION

**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 Paid** **$**_____

**Total Amound Due** **$**_____

*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 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**_____

**NOTE: APPLICATION IS NOT VALID UNTIL APPROVED AND A PERMIT IS ISSUED BY AUTHORIZED PERSONNEL.**

**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 | $150.00 | $185 |
| Softball/Soccer Field | N/A | Up to 5 Hours | $75.00 | $95.00 |
| Softball/Soccer Field | N/A | Addtl. Hours | $25.00 | $35.00 |
| 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 | $10.00 | $18.00 |
| Fields for Practice w/ lights | N/A | 1 hour | $20.00 | $28.00 |

## Athletic Field(s) Rental Guidelines

- **If for any reason, you are not able to access the field for your rental, please call:**
  **Primary: 704-651-9536** **Secondary: 828-308-3566**
- Rental fee must be paid in full within 10 days of rental date.
- Cancelations 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 FACILITIES**

**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: $150.00 | Non-Resident: $185.00 |
| | Up to 5 hrs. | Resident: $75.00 | Non-Resident: $95.00 |
| | Addtl. Hrs. | Resident: $25.00 | Non-Resident: $35.00 |
| 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: $10.00 | Non- Resident: $18.00 |
| Practice Fields w/ Lights: | Hourly | Resident: $20.00 | Non-Resident: $28.00 |

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 open 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 FACILTIY 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.

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

*I have read, understand, and agree to follow all rental guidelines.*

_____ _____

Signature of Dept. Representative/Date

Printed Name of Renter

_____

Signature of Renter/Date