

Park Security: 343-0702; 343-1405; 343-1009; 343-1089

Park Maintenance: 343-1147; 343-1144; 615-7657

EVENT TYPE: PRIVATE **FOR AN ORGANIZATION**

If for an organization, please provide organization name.

Name of Responsible Party: _____

Address: _____ City/State: _____ Zip: _____

Phone Number: (home) _____ (work) _____ (cell) _____

Email Address: _____

REQUESTED FACILITY/DATE INFORMATION:

Facility Type: Diamond Multi-Use Field Soccer Field Open Turf Gym

FACILITY #1: Location _____ Day(s) of Week _____ Frequency _____

Dates: From _____ to _____ Times: _____ am/pm to _____ am/pm

FACILITY #2: Location _____ Day(s) of Week _____ Frequency _____

Dates: From _____ to _____ Times: _____ am/pm to _____ am/pm

EVENT INFORMATION: (Adult Tournaments Require NOR Park Rangers for Security, Cost to be Borne by Applicant)

Purpose of Reservation: Practice Scrimmage Game Tryouts Tournament Other _____

Type of Sport: _____ # of Teams Participating: _____ Youth Team(s) Adult Team(s)

Estimated Attendance: _____ Spectators Present

PLEASE CHECK ALL THAT APPLY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Players in Uniform | <input type="checkbox"/> Officials/Umpires Present | <input type="checkbox"/> Admission Fee/Donation Required |
| <input type="checkbox"/> Open to Public | <input type="checkbox"/> Fundraising Event | <input type="checkbox"/> Event Advertised to Public |
| <input type="checkbox"/> Food Served | <input type="checkbox"/> Food Sold *** | <input type="checkbox"/> Temporary Equipment Brought to Site |
| <input type="checkbox"/> Exhibitors/Vendors | <input type="checkbox"/> Amplified Speech | _____ |

*** If selling food you must contact the Health Department to determine if a permit is required

LIGHTS/FIELD PREP/ BASES: Lights (Added Hourly Cost) Begin Time _____ am/pm End Time _____ am/pm

Field Prep Chalk Drag (\$40/Occurrence dependent on type of prep requested) Bases (\$250 Deposit)

GENERAL INFORMATION

- Applicant must complete all information that applies to the reservation request.
- Refunds will not be given for reservation cancellations made less than 48 hours prior to the event.
- Driving on NOR turf areas is prohibited.
- Damage/cleanup deposits are refundable if there is no damage and facility is left in the same condition as received.

Applicant certifies that he/she has read the "General Information" listed above and policies and procedures stated on the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies and procedures.

Applicant Signature _____

Print Name _____

Date _____

SECTION BELOW FOR NOR DISTRICT USE ONLY

Processed By _____

Approval by NOR Supervisor _____

Date Approved _____

White – Supervisor Yellow - Applicant

FACILITY RULES

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the "Application for Use of Sports Fields" form.

1. Smoking, consumption of alcoholic beverages and the use of glass bottles or glass containers are prohibited at NOR facilities.
2. Vehicles must be parked in designated areas only. Driving on District turf areas is prohibited.
3. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen NOR equipment or property.
4. Use of equipment and supplies is to be restricted to those formally authorized for use.
5. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police and fire codes during their use of facility.
6. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
7. Advertising, sales or solicitations for a reservation event must be approved by NOR.
8. Admission charges must be approved by NOR.
9. An NOR employee must be on duty at all times during the reserved use of NOR buildings.
10. Pony rides, petting zoos, dunk tanks, and inflatable water features i.e. slides, are not allowed at District rentals.
11. The District is not responsible for lost or missing articles.

APPLICATION INSTRUCTIONS

1. Application must be in writing on the approved form and accompanied by rental fees.
2. Applicant signing the reservation form must be at least 18 years of age.
3. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:00 p.m. subject to scheduling and approval by the facility supervisor.