



Athletic Facility Reservation Policies

Application Processing:

1. **Application Timeline:** A person or organization wishing to reserve athletic facilities must abide by the Parks & Recreation reservation timeline.

For Spring/Summer Reservations (February 1-July 31), reservation applications must be received by January 15th. For Fall Reservations (August 1-November 30), reservation applications must be received by July 15th. December-January all athletic facilities are first-come first-served unless occupied/scheduled by City of Eagle Parks, Pathways, & Recreation department.

The City shall notify applicants of initial approval or denial of applications by the 30th of the application month. Applications received after the deadline will be processed on a first-come first-served basis.

Following initial approval of the application, the reserving organization shall submit a final and comprehensive schedule of precise dates and times it will use the reserved facility. Within seven (7) calendar days of receipt of the final schedule, the City will issue an invoice for all applicable fees (currently there are no fees). The reserving organization shall submit a certificate of liability insurance coverage of at least \$1,000,000, naming the City of Eagle as additionally insured upon submission of application. Upon receipt of application, review and approval, the City shall finalize the reservation and shall issue written notice of such reservation.

2. **Priority allocation of reservations.** The following priority categories will be used to equitable allocate facility reservations. For organizations falling within the same priority category, priority will be given by history of facility use and number of Eagle resident participants. Peak times will be allocated by percentage based on number of teams in the same category requesting the field at the same time.
 - (1) City-sponsored activities
 - (2) Organizations holding written priority use agreements
 - (3) Eagle-based organizations/programs (majority of participants are Eagle residents).
 - (4) Eagle-based adult programs
 - (5) Non-Eagle based programs (majority of participants live outside of Eagle).



3. Reservation Conditions:

- (1) The reserving organization shall maintain a certificate of liability insurance coverage of at least \$1,000,000, naming the City of Eagle as additionally insured, at all times during its reserved use of a City athletic facility due at the time of application.
- (2) No person, including organizations or persons with a finalized reservation, may charge admission to any City athletic facility without prior notice and written permission of the Eagle Parks & Recreation Director. This does not include player/participant fees.
- (3) The athletic facility specified on the written permit shall be the only amenity reserved by and for the organization. The reserving organization may not restrict public access to any park.
- (4) Eagle Parks, Pathways, & Recreation shall reserve the right to, and will cancel any activity at any time due to weather or field turf conditions, regardless of any reservation. The city will endeavor to reschedule any canceled reservations for the earliest, mutually-agreeable, available date. If a suitable date is not found, the reservation fee will be refunded.
- (5) All schedule changes should be communicated by the liaison to the City.
- (6) All coaches, players, and spectators shall abide by park rules, laws, City ordinances, and good sportsmanship. Organizations should leave the athletic facility clean and in good condition after every use. The organization will be charged for damages caused by its participants or spectators
- (7) Depending on the size, scope, and location of the proposed activity, a City of Eagle Special Event permit may be required in addition to the reservation.
- (8) The City of Eagle reserves the right to impose additional requirements, on a case-by-case basis, as a condition of finalizing the reservation.

4. Fees: Currently there is no fee to apply and be granted use of athletic facility after approval of application to the City of Eagle.

I have read the above policies and conditions and agree that the Reserving Party shall comply with the policies and conditions of the Athletic Facility reservation.

Signature: _____ Date: _____

Athletic Facility Reservation Application

Reservation Applications are accepted 2 times per year. Seasons are as follows:
Spring/Summer: Reservations February 1-July 31 (application due no later than January 15)
Fall: Reservations August 1-November 30 (application due no later than July 15)

Date: _____

Organization: _____ Contact Person: _____

Address: _____ City/State/Zip: _____

Email Address: _____ Phone #(s): _____

Name of League/Tournament: _____

Activity Type: (Examples: football league, soccer camp, etc.) _____

Do you need lines on the field? * _____ *All field painting must be approved by the City of Eagle

Age Division: _____ # of Eagle Residents: _____ # of Non-Eagle Residents: _____

Please check the athletic facility you are requesting:

Guerber Park Multipurpose Field - A1 A2 B1 B2

Guerber Park Baseball Field

Guerber Park Volleyball Court

Merrill Park Field of Honor - A B C

Merrill Park Volleyball Court

Sports Complex - Hockey Rink

REQUESTED RESERVATION DATES/TIMES (attach additional pages if needed)

<u>Day of Week</u>	<u>Date(s)</u>	<u>Start Time (w/ setup)</u>	<u>End Time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

