



Facility and Field Reservation Form & Rules

Date(s) Requested _____ Start Time _____ End Time _____

Group Name _____

Name of Activity/Event _____

Group Contact _____

Mailing Address _____

City/Zip _____

Email Address _____

Day Phone _____ Evening Phone _____

For League Use: Please complete this form AND attach a practice and game schedule. All schedules should identify team names and contacts.

Facility/Field Requested

Community Park	Sports Complex	Amenities
<input type="checkbox"/> Diamond #1	<input type="checkbox"/> Field #1	Barbecue Grills
<input type="checkbox"/> Diamond #2	<input type="checkbox"/> Field #2	Basketball Hoops
<input type="checkbox"/> Diamond #3	<input type="checkbox"/> Field #3	Playgrounds
<input type="checkbox"/> Diamond #4	<input type="checkbox"/> Field #4	Horseshoe Pits
<input type="checkbox"/> Upper Soccer Field	<input type="checkbox"/> Picnic Shelter #1	Amphitheater/Stage
<input type="checkbox"/> Picnic Shelter	<input type="checkbox"/> Picnic Shelter #2	Restrooms
		Trails

I, the undersigned, understand and agree that I shall be the on-site person responsible for my group. I further agree that I have read all of the Rules, and as the responsible individual, will ensure that all said rules will be followed by my group.

Signature of Applicant _____ Date _____

For Office Use Only

Date Approved _____ Staff Initial _____ Fee _____ Date entered into computer _____ Receipt # _____

SWPRD Facilities Rules & Regulations

- ☐ Please note that fees are not charged at this time to reserve an SWPRD facility or field.
- ☐ Your reservation is not confirmed until it is approved by a SWPRD staff member.
- ☐ Unscheduled use of facilities/fields is not permitted. All groups or organizations wishing to reserve SWPRD facilities/fields must complete and submit the appropriate paperwork through the SWPRD office. Each user group shall appoint one contact person for communication and field scheduling purposes. Informal communications between members of the Parks & Recreation staff and members of the user group other than the designated representative shall be regarded as informal and are not binding.
- ☐ Groups who run fee-based programs on District facilities will be required to pay a minimum of \$_____ or 10% of all revenue, whichever is greater, to the District.
- ☐ Reservations are made on a first come, first serve basis.
- ☐ Groups are reminded to observe the District's leash law for pets or to leave pets at home.
- ☐ User groups must respect SWPRD field maintenance personnel. Harsh/abusive treatment and use of foul language towards field maintenance personnel may result in group's loss of field use privileges for the season. You must vacate reserved park sites upon request by SWPRD staff.
- ☐ Teams will not be allowed to use fields while maintenance crew personnel are prepping fields.
- ☐ Maintenance personnel will have final say on field playability and safety.
- ☐ SWPRD reserves the right to limit the amount of play permitted on athletic fields during any program period to prevent excessive damage to turf. Wear factors include: size and number of uses; type of use; frequency of use; weather conditions; type of sports equipment used.
- ☐ It is the applicant's responsibility to ensure that the site is left in the same condition as it was found prior to use. The user group must clear all field/facility of all litter and debris immediately upon conclusion of its event/activity to ensure facilities are attractive, functional, and safe.
- ☐ No vehicles are allowed on any athletic fields. The exception being authorized equipment for repair or field preparation, with written approval from the Director.
- ☐ Minimum length of use for practices shall be one hour. Fields that cannot accommodate the minimum one-hour policy due to daylight savings, etc. will not be scheduled for use.
- ☐ Alcoholic beverages and controlled substances are Prohibited anywhere on SWPRD premises.
- ☐ It is recommended that you have a copy of your approved reservation form on-hand during your scheduled use in the event of any scheduling conflicts.
- ☐ All necessary time for set-up and clean-up should be included on the reservation form.
- ☐ Use must be contained within the designated area. The shelters can accommodate 55-75 people. Generally, 9 tables are provided in the shelter.
- ☐ Games must not interfere with other park users (i.e. no softball, volleyball or other sports that need more space than is available).
- ☐ Use of rice, birdseed, confetti or candles is prohibited.
- ☐ Water balloons or squirt gun fights are NOT allowed in the restrooms, or shelters.
- ☐ Signs shall not be attached to the shelter, trees, railing, etc. with staples, nails, etc.
- ☐ Users must clean and clear out picnic shelters 30 minutes before the posted park closure time. All decorations and excessive litter must be collected and deposited in trash containers. Picnic tables and benches should be cleaned off.
- ☐ Cooking is only allowed in the provided permanent grills.
- ☐ Amplification of music is not allowed.