



ATHLETIC FIELD USE APPLICATION TOURNAMENTS

Ber Juan Sportsplex, Schuman, Green Acres, Coventry & Breuer Fields

Park Update Line: **(573) 364-0847**

Reservations requested the day of the event may be taken at the discretion of the Parks & Recreation Department. Cancellations/modifications received less than 48 hours prior to the reserved date will not be eligible for refund/approval.

Applicant/Organization Name(s): _____ DOB: _____

Address: _____

Email: _____

Daytime Phone: _____ Evening: _____ Cell: _____

Event Name: _____

Type of Event: _____

Field(s) Requested: Kimmel Morgan Kwantes Bayless Wilson Schuman Green Acres
 Ber Juan Soccer Field Coventry Breuer (Soccer fields do not have lights)

Start Time*: _____ End Time*: _____ Date(s) of Event: _____

Field Lights Needed? YES _____ NO _____ If yes, Start Time: _____ End Time _____

*Start and End Times MUST include setup and cleanup, if applicable.

	Qty/Hour	User Fee	Fees Due	Requested Facility
Sports Field Rental (BASEBALL/SOFTBALL/SOCCER – Fields): # _____				
(check which applies and designate field # above; designate park name in the space to the right below)				
Field Use/Per Field for Tournaments, Fundraisers, and Other Events, etc.				
Field without lights (per day)		\$80		
Field with lights (3 hr light min. per day)		\$150		
Additional light hours (per day)		\$25		
Soccer Field (Ber Juan, Coventry, Breuer – per day)		\$80		
(Additional fees will apply for soccer fields to be prepped for games)				
Additional items requested:				
Portable Baseball Mounds per field		\$5		
Portable Fencing (Ber Juan only) per field		\$150		
Scoreboards per field		\$25		
TOTAL USER FEES DUE			\$	

Will the event have sponsors? YES _____ NO _____

If yes, list all:

Will there be a general admission charge?* YES _____ NO _____

If yes, how much, what area, etc.:

Will banners or signs be displayed? YES _____ NO _____

If yes, list all:

YES _____ NO _____

Will you be requesting to sell your own food/drink/etc.??* YES _____ NO _____

*If yes, Concession/Vendor Permit must accompany this permit application.

Applicant understands that reservations are only for designed area/facility permitted and limited to activity listed. Use of other areas/facilities not listed on the permit will result in User Fees assessed and may be grounds for removal from City property.

1. Reservations requiring the use of scoreboards will be assessed a \$25 per field per day charge.
2. Reservations requiring the use of portable mounds (Baseball) will be assessed a \$5 per field charge.
3. Reservation requiring the use of portable fencing (Ber Juan Sportsplex only) will be assessed a \$150 per field charge.
4. Admission/gate fees shall not be charged to the general public to any City facility for any event without prior approval from the Parks & Recreation Department.
5. All sports field preparation shall be done by the Parks & Recreation Department.
6. Applicant agrees that tents, awnings, canopies and temporary structures or fences are not allowed without prior approval in writing by the Parks & Recreation Department.
7. Applicant is responsible for cleaning, trash disposal and any repairs necessary as a result of the event.
8. The City reserves the right to cancel or revoke any permit at its discretion.
9. Applicant agrees to indemnify and hold harmless the City of Rolla, its employees and agents for all liability claims arising out of the event.
10. Applicant agrees to call the Park Update Line at (573) 364-0847 prior to their event to make sure their rented facility is not closed due to unforeseen circumstances.
11. The City reserves the right to request a Certificate of Insurance showing the City as additionally insured with specific liability coverage as deemed necessary by the City.
12. Applicant agrees to comply with all City codes, applicable laws, regulations and orders of the City Administrator.

SIGNED: _____ DATE: _____

For Office Use

APPROVED: _____ DENIED: _____ If denied, list reasons: _____

Conditions of approval: _____

Permit Granted To: _____

Approved by: _____

User Fees: \$ _____ Deposit(s) required for: _____ Deposit: \$ _____
Check () Cash () Card () Check () Cash () Card ()

Amounts Paid: \$ _____ Rec'd by: _____

Concession/Vendor Use Fee owed: YES _____ NO _____ Due by: _____

Distribute copy of approved permit to APPLICANT.
Original to remain with the Parks & Recreation Department.