



**The Town of Prescott Valley
Parks & Recreation Department**

7501 E. Skoog Blvd., 3rd Floor
Prescott Valley, AZ 86314
928-759-3090
Fax: 928-759-5505
parks@pvaz.net

TOURNAMENT FIELD REQUEST FORM (REV.02/2019)

PLEASE USE A SEPARATE FORM FOR EACH TOURNAMENT

ORGANIZATION NAME:			
TOURNAMENT NAME:	DATES:		
TOURNAMENT TYPE:	SPORT: _____	AGE GROUP: _____	DIVISION: _____
	<input type="checkbox"/> Men's	<input type="checkbox"/> Women's	<input type="checkbox"/> Co-Ed <input type="checkbox"/> Youth (18 and Under)
FIELD LOCATION:	<i>ATTACH THE APPROPRIATE ATHLETIC FIELD REQUEST FORM(S)</i>		
TOURNAMENT DIRECTOR:			
MAILING ADDRESS:			
	CITY: _____	STATE: _____	ZIP: _____
TELEPHONE:	HOME: _____	CELL: _____	
EMAIL ADDRESS:			
SPECIAL INSTRUCTIONS/REQUESTS:			

ESTIMATED # OF PLAYERS: _____
ESTIMATED # OF SPECTATORS: _____

**NO GAMES TO START
PRIOR TO 8:00 A.M.**

PARKS CLOSE AT 10:00 P.M.

Fee waiver requests must be written and received 60 days prior to use and can only be approved by the Prescott Valley Town Council.

A certificate of insurance (\$1,000,000 single limit coverage) naming the Town as an additional insured shall be provided to the Director within fifteen (15) days after notification that the organization has received Facility Allocation

IT IS MY RESPONSIBILITY TO INFORM AND ENFORCE THE PARK AND RECREATION RULES AND REGULATIONS WITH ALL MEMBERS OF MY GROUP. FAILURE TO ABIDE BY PARK RULES AND REGULATIONS COULD RESULT IN IMMEDIATE LOSS OF PRIVILEGES FOR CURRENT AND FUTURE USE.

- I am aware that alcoholic beverages and glass containers are not allowed on park grounds.
- I realize that I am responsible for my own setup and clean-up.
- I have seen the park and athletic facilities that I am reserving and am familiar with its overall condition. I am aware that due to the effects of rain, wind, and other park patrons, the facilities may not be as clean as when routine maintenance was completed.
- I am aware that pets are to be kept on a leash, or confined, and under control at all times.
- I am aware that a copy of this reservation must be with me on the day(s) of the reservation.
- I am aware that sound from audio equipment, operated at a volume so as to be audible greater than 50 FEET from the source, is too loud.
- I am aware that vehicles are not permitted within the boundaries of the park and are limited to the parking lots.

ITEMS TO BE RETURNED CHECKLIST:

- Both the Tournament and Field Rental Agreement for use of Town Property.
- \$100.00 Cleaning/Damage Deposit per field requested (payable to Town of Prescott Valley)
- Certificate of Insurance (\$1,000,000.00 minimum comprehensive general liability) naming the Town of Prescott Valley as an additional insured.

I/We have read the policies, rules, regulations and fee charges and agree with these as stated. (A copy of the Facility Use Policy is available for review in the Parks and Recreation office). Any deviations from the stated policies, rules or regulations must be approved in writing by the Town of Prescott Valley Parks and Recreation Director, or designee, at least thirty (30) working days prior to use of the facility or field. Any deviations from the stated fees must be requested in writing at least sixty (60) days prior to use of the facility or field and must be approved by Town Council

I/We agree to hold the Town of Prescott Valley harmless and will indemnify the Town of Prescott Valley for damages sustained as a result of an injury or property damage resulting from the use of Town property for which the Town of Prescott Valley may be held liable in connection with this request for use of Town property.

Further, the Town shall be indemnified by the undersigned for any and all loss or damage occurring to any Town property during the events for which the property is rented.

RESPONSIBLE PERSON/TITLE: _____ **DATE:** _____



**The Town of Prescott Valley
Parks & Recreation Department**

7501 E. Civic Circle, 3rd Floor
 Prescott Valley, AZ 86314
 928-759-3090
 Fax: 928-759-5505
 parks@pvaz.net

ATHLETIC FIELD RENTAL RATES

Athletic Field Use Classifications: Any individual, group and/or organization applying for exclusive use permits shall be classified into five (5) categories for purposes of identification, priority of use, and charges for facilities and equipment. The categories are listed in order of priority with category "A" first, category "B" second, etc.:

- Category A (Sponsored/Co-sponsored):** Non-select youth activities/programs/organizations sponsored or co-sponsored by the Town of Prescott Valley via an annually approved use agreement.
- Category B (IGA Partners):** Organizations that have a current intergovernmental agreement with the Town of Prescott Valley.
- Category C (Resident):** Individuals, groups, businesses and/or private organizations whose address is within the Town of Prescott Valley limits.
- Category D (Non-Resident):** Individuals, groups, businesses and/or private organizations whose address is outside the Town of Prescott Valley limits.
- Category E (For-Profit/Commercial):** Individuals, groups, businesses and/or private organizations charging entry/participation fee/donation

<u>CATEGORY</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Lights (per field/per hour, 2 hour minimum)					
Athletic Field	N/C	IGA	\$20*	\$27*	\$36*
Amphitheater	N/C	IGA	\$30*	\$40*	\$54*
Athletic Tournament Use (per field/per day)					
Athletic Field (includes initial daily field prep)	N/C	IGA	NA	NA	\$100*
Amphitheater (includes initial daily field prep)	N/C	IGA	NA	NA	\$140*
<i>*plus \$100.00 refundable cleaning/damage deposit per field and certificate of liability insurance</i>					

Staffing

The Town reserves the right to limit the use of the Town's facilities. Any use must be compatible with the established purpose of the recreation facilities. Depending on the size of the request or when the use of lights is required, the Town reserves the right to assign a site supervisor(s). The renter is responsible for paying \$20/hour for each required supervisor. Overtime (one and one-half times the hourly rate) and Holiday rates (twice the hourly rate) will apply based upon request.

Damage Fees

- Ruts, holes, or turf damage (per sq. ft.) \$ 4.00
- Irrigation (per damaged sprinkler) \$125.00
- Minimum deduction from deposit \$ 50.00 (only based upon repair or cleaning)
- Staff cleaning charge, if required \$ 25.00 per hour/per person