

## ORGANIZATIONAL REQUIREMENTS FOR LEAGUE USE OF CITY-OWNED RECREATIONAL FACILITIES

1. A completed facility request form outlining dates, times, gyms and fields for uses such as tournaments, clinics, practices, tryouts, or games will be required. Fall request forms will be mailed in June and will cover the time period of August 1 through February 28. Spring request forms will be mailed in December and will cover the time period of March 1 through July 31. Requests are not a reservation until they have been reviewed and approved. If the request is approved, a \$50.00 deposit will be required to confirm the reservation.
2. Upon approval of a facility request, a document will be provided by the City to serve as a liability release, assumption of risk and waiver of all claims against the City in agreement for the use of City facilities. It is required that this signed agreement be returned to the Department of Recreation and Parks by the league coordinator.
3. A Certificate of Insurance in the amount of \$1,000,000 covering all activities conducted on City facilities and naming the City of Oak Ridge as an additional insured party must accompany facility requests.
4. Each participant must sign an Oak Ridge Recreation and Parks Roster and Medical Release Form before he/she participates. For youth under the age of 18, a parent or guardian's signature will be required for participation. The City will provide these forms, which also serve as a notice of potential injury and a hold harmless form. League coordinators will be responsible for collecting all signed roster forms. These forms are to be submitted prior to the start of the season. Late sign-ups must also be submitted to the City prior to participation.
5. Completed rosters showing the name, address, and age of each participant will be used to determine residency. All adult players who reside within Oak Ridge must submit verification of residency. Verification may be made by providing a copy of a driver's license or recent utility bill. Players not living in Oak Ridge or players not verifying residency must pay a \$20.00 non-resident fee. League coordinators for youth leagues may verify participant residency and submit a signed statement attesting to the residency of the players. A \$10.00 non-resident fee will be charged for youth in leagues using City facilities. Please see fee schedule for individual and family discounts on non-resident fees.
6. Copies of league and practice schedules listing team names, times, and site assignments must be submitted.
7. Any fees that may apply to facility use will be based on User Classification.
8. A \$50.00 cleanup deposit is required for any event where concessions will be sold. Cleanup of the site(s) must be completed by noon the following day. All trash must be removed from the site.

# OAK RIDGE RECREATION AND PARKS DEPARTMENT

## Facility Request for Games & Practices

Days Available: Mondays through Thursdays

Please note: This is not a reservation until it has been reviewed and approved by the Rec. & Parks Dept.

SPORT: \_\_\_\_\_

Organization: \_\_\_\_\_

Liability Insurance Provided By: \_\_\_\_\_

Contact Person:

Alternate Contact Person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

(H) \_\_\_\_\_ (W) \_\_\_\_\_  
Phone

(H) \_\_\_\_\_ (W) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

Any fees that may apply to facility use will be based on User Classification. Please check the category that applies to this request.

User Classification:

- \_\_\_\_ Class I City Sponsored Leagues & Programs
- \_\_\_\_ Class II Youth & Senior Citizen Activities
- \_\_\_\_ Class III Oak Ridge Community Organizations and Adults
- \_\_\_\_ Class IV Commercial Use, Nonresident and Non-Oak Ridge Organizations

Priority for facility use will be given in the order listed below. Please check the category that applies to this request.

- \_\_\_\_ 1. City Sponsored Leagues & Programs
- \_\_\_\_ 2. Existing Leagues & Programs for Youth
- \_\_\_\_ 3. Existing Leagues & Programs for Adults
- \_\_\_\_ 4. New Oak Ridge Leagues & Programs for Youth
- \_\_\_\_ 5. New Oak Ridge Leagues & Programs for Adults
- \_\_\_\_ 6. Nonresident or Non-Oak Ridge Organizations' Leagues & Programs
- \_\_\_\_ 7. Commercial Use

**Facility(s) Requested:**

\_\_\_\_\_

Will Concession Stand be used? \_\_\_\_\_ (Please see Concession Stand Operations Policy)

**Practice Schedule: Beginning and Ending Dates:** \_\_\_\_\_ through \_\_\_\_\_

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Game Schedule (To include Postseason Tournament Play):**

**Beginning and Ending Dates:** \_\_\_\_\_ through \_\_\_\_\_

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please attach additional sheets if more space is required.)