

REQUIREMENTS FOR TOURNAMENT AND SPECIAL EVENT USE OF CITY-OWNED RECREATIONAL FACILITIES

1. To reserve a facility on a desired date, submit a facility request form to the Department of Recreation & Parks for review and approval. 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 event 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 is required with each facility request.
4. Each participant must sign an Oak Ridge Recreation and Parks Roster and Medical Release Form before he/she participates. This form also serves as a notice of potential injury and a hold harmless form. The City will provide these forms.
5. Copies of the Tournament brackets or Event Schedule must be submitted to the Recreation and Parks Department no later than 48 hours prior to the event.
6. A \$50 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.
7. Tournament and Special Event fees are billed by the day or the $\frac{1}{2}$ day and are based on User Classification.

The City of Oak Ridge, Department of Recreation and Parks

Date of last revision: March, 2011

OAK RIDGE RECREATION AND PARKS DEPARTMENT

Facility Request for Tournaments & Special Events

Please note: This is not a reservation until it is 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)

Tournament or Event Schedule:

Beginning and Ending Dates: _____ through _____

Day(s) _____ Time(s)

Tournament or Event Schedule:

Beginning and Ending Dates: _____ through _____

Day(s) _____ Time(s)

Tournament or Event Schedule:

Beginning and Ending Dates: _____ through _____

Day(s) _____ Time(s)

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