

**CITY OF GRANTS PASS PARKS AND RECREATION
TOURNAMENT AND FIELD USE REQUEST**

Directors Name _____

Address _____ City/Zip _____

Home Phone _____ Work Phone _____

League Name _____

Tournament Dates _____ No. of Teams _____

Number of Games _____

Field(s) Requested:

Field _____

Date _____ Times _____

Field _____

Date _____ Times _____

Field _____

Date _____ Times _____

Field _____

Date _____ Times _____

Field _____

Date _____ Times _____

Any additional information _____

FIELD REQUEST PROCEDURE

1. Fill out entire form and submit with fees (if required) to the Grants Pass Parks and Recreation Program. Due to the office closure during the Covid-19 pandemic forms can be emailed to grantspassrecreation@gmail.com, or mailed to 1750 NW Hawthorne Ave, Grants Pass, OR 97526
2. Leagues are responsible for cleaning areas used after each game and practice and around concessions. Cleanup costs will be deducted from your deposit if necessary.
3. A Cleaning/Damage Deposit of \$100 is due 30 days prior to the first use date. The League Director is responsible for providing proof of insurance, all fees, costs of repair, clean up and maintenance associated with the league including recovery of any costs to repair damage not covered by the deposit. After the City's inspection and assessment of the fields are clean and no damage has been done beyond normal wear and tear, the cleaning/damage deposit will be returned to league director providing all other fees have been paid.
4. A refundable Trash Deposit of \$130 is due 30 days prior to the first use date. The League Director is responsible for all trash removal created by the tournament.
5. Use of lights: must be scheduled and paid in advance, \$10-12 per game depending on the field used.
6. A Field Reservation fee of \$25 per field per day is due 30 days prior to the first use of the field.
7. A refundable Key Deposit of \$25 per key is due when checking out keys.
8. League Directors are responsible for conducting their events in a professional manner. The Grants Pass Recreation Program is here to help you be successful. Call us if you have any questions.
9. An insurance certificate in the amount of \$1,000,000 naming the City of Grants Pass as additionally insured must be received by the Grants Pass Recreation Program prior to the tournament startup.
10. Due to changing Covid-19 regulations, there may be additional measures required at the time of your organization's field use. These regulations and City policies are subject to change and may result in additional expenses and/or fees.

My Cleaning/Damage and Trash Deposit will only be refunded after inspection of the facilities by the parks personnel. Facility owner reserves the right to cancel this reservation with or without cause upon verbal notice to the organization or the undersigned representative who hereby waive any damage resulting from such cancellation.

I have read, understand and agree to comply with the policies, rules and regulations regarding facility usage. I further agree that I am of legal age and will be personally responsible for the repair and damage to equipment of facilities and for the replacement of missing equipment

Signed _____ Date _____