

Rental # _____ Total Fee _____

**City of Boulder Parks and Recreation Department
Sports Facility Application--Sports Complexes (Stazio, Mapleton & Pleasant View)**

A separate facility application must be completed for each; tournament, games or camp request.

Please be neat!!

Applicant's Name _____ Facility _____ Field # _____
Sponsor/Organization _____ Anticipated # of Participants/ Spectators _____
Applicant's Address _____ City _____ State _____ Zip _____
Phone: Office: _____ Home: _____ Nature of Event: _____
Email address: _____

(include set up and take down times in request) **Gates Opened** **Gates Closed**

Date of Event(s) _____ Hours _____ am/pm to _____ am/pm
_____ Hours _____ am/pm to _____ am/pm
_____ Hours _____ am/pm to _____ am/pm
_____ Hours _____ am/pm to _____ am/pm

Please check below if you will be needing any of the following:

Field Lining (\$28/field/day): _____ Lights (\$35/ hour/field): _____ Food Vendor: _____

Damage Deposit: \$300 refundable damage deposit charged for all rentals

Contract Deposit (charged for rentals based on size): This fee to be submitted with application for contract to be processed. Non-refundable if renter cancels contract. 100% refundable upon completion of event or in the case of weather cancellation.

_____ \$0, 75 people or less; _____ \$200, 75-200 people; _____ \$400, 200+ people

OFFICE USE ONLY:

Field Supervisor #of hours: _____ **Rental Rate** _____ **Total Rental** _____

Supervisor Times: _____

Maintenance: Staff Charge: _____ Trash Dumpster: _____ Recycle Dumpster _____

Field Set-up Charge: _____ Portable Toilets:# _____, Service Fee: _____

Total Lights # of Hours: _____

Other Comments: _____

Total fee: Paid _____ Ins. Forms _____ Info to Turf Manager _____ Master Sch. _____ Supervisor _____

Damage Deposit, \$300: _____ Contract sent to renter: _____

Signed contract ret. to BPR: _____ Dep. returned: _____ Completed: _____

Applications can be submitted: in person to the South Boulder Rec Center or by email to

RummelD@bouldercolorado.gov

Payment upon contract: Please make checks payable to: City of Boulder, mail to Dean Rummel, South Boulder Recreation Center, 1360 Gillaspie, Boulder CO 80305. For credit card payment call Dean at 303-441-4427.

(OVER)

Conditions of Use: Applicant agrees to the following conditions for the use of the facility:

1. **Raising funds, charging admission or collecting money must have prior authorization.**
2. No dogs are allowed at the Stazio, East Mapleton, or Pleasant View fields.
3. No glass containers are allowed in any of the city parks, ballfields or athletic fields.
4. No inflatables (bouncy houses, etc) are allowed on City of Boulder property.
5. Facilities must be left in a clean and orderly condition. Lessee will be required to pay for all damage including broken windows in press boxes, loss and cost of excessive clean up. Security deposit will be returned based on: cleanliness of overall facility, cleanliness of restrooms, no broken windows, no trash or charcoal remains left on ground either in the parking lot or on the fields.
6. Parks and facilities are patrolled by local law enforcement agencies. All applicable rules and regulations including State Statutes and City ordinances will be enforced.
7. **For events where the participants pay a fee to lessee**, lessee must provide the City with a certificate of insurance showing that the applicant has a comprehensive general liability policy for \$1,000,000 and that the City of Boulder and its employees, officers, and authorized volunteers are endorsed on such certificates as additional insured. City of Boulder must be listed as “certificate holder” on policy.
8. During the time the field and spectator area are being used by the Lessee, the Lessee is responsible for all accidents, injuries, field damages, or loss of property. City of Boulder and its designated representatives shall be held harmless from any and all claims resulting from the use by the Lessee.
9. Alcoholic beverages are allowed only at East Mapleton and Stazio ballfields. Alcoholic beverages are allowed by permit only at all other fields and can be obtained by calling 303-413-7200 a minimum of 3 weeks in advance.
10. The Boulder Parks and Recreation Department facilities, services and programs shall be rented and provided to groups that comply with the guidelines and provisions of The American’s With Disabilities Act, that govern their businesses and operations, such as those provisions provided under Titles I, II, III, IV and V of the Act. Additionally, the Boulder Parks and Recreation Department facilities shall not be rented to groups who discriminate on the basis of disability, race, color, religion, national origin, pregnancy, age, military status, gender, gender identity, gender variance, or sexual orientation.
11. The Lessee may not sell or authorize the sale of food or concession items without the written approval of the Parks and Recreation Department, the Boulder Health Department, and the contracted concessionaire.
12. In reference to equipment, such as soccer goals, joe boxes, etc., Applicant agrees to keep the equipment in good condition, including repairs to any damage done to the equipment.
13. Placement of soccer goals and other approved equipment is subject to prior approval from the City of Boulder Parks & Recreation Athletics Office.
14. 2 hour minimum rental and 2 weeks notice is needed for all Stazio, East Mapleton or Pleasant View rentals.
15. The contract will not be considered final until a signed copy of the contract has been received by the Parks and Recreation Department.
16. There is no “sub leasing” of fields.
17. A parking plan must be submitted within 30 days of contract for groups over 200 people.

Cancellation Policy

1. 100% of the rental fee is due within 1 week of the tentative contract being sent to the renter for Stazio, East Mapleton and Pleasant View for rentals booked with more than 4 weeks notice.
2. 100% of the rental fee is due within 2 business days of the tentative contract being sent to the renter for Stazio, East Mapleton and Pleasant View for rentals booked with less than 4 weeks notice
3. Rental payment is forfeited by the renter if the cancellation is received less than 3 months prior to the event(s) at Stazio, East Mapleton and Pleasant View. **No exceptions!**
4. If an ongoing rental or special event is cancelled by the renter, future priority for the renter of that facility will be eliminated.
5. There will be a \$15 administrative charge for each line item amendment and/or cancellation to a contract.
6. WEATHER POLICY: If the City of Boulder deems fields unplayable, the renter will be given the option to reschedule (space available) or be refunded field rental fees for unplayable times.

That I, my heirs, executors and assigns indemnify and hold harmless the City of Boulder for any claims, amounts, and/or damages that may arise during the rental process. That I release the City of Boulder and all of its agents from all liability for any injury which might be inflicted on third persons or property during the rental period. I have read and understand the rules/regulations above.

Signature of applicant _____ Date _____