

Rental # \_\_\_\_\_ Total Fee \_\_\_\_\_

### City of Boulder Parks and Recreation Department Sports Facility Application--Recreational (Satellite) Fields

\*\*Please fill out for each Special Event or Season\*\*

#### APPLICANT FILL OUT:

Applicant's Name \_\_\_\_\_ Facility \_\_\_\_\_ Field # \_\_\_\_\_

Sponsor/Organization \_\_\_\_\_ Anticipated # of Participants \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Office: \_\_\_\_\_ Home: \_\_\_\_\_ Nature of Event: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Event (s) \_\_\_\_\_ Hours \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Supervisor:  Maintenance:

#### OFFICE USE ONLY:

#### FEE

Rental Rate \_\_\_\_\_ Total Rental \_\_\_\_\_

Field Set-up Charge: \_\_\_\_\_

Trash Dumpster: \_\_\_\_\_

Portable Toilets: \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Paid Date

Damage Deposit: \$300  \_\_\_\_\_

(facility and trash deposit for groups over 20 people)

Paid Date

Total fee: \_\_\_\_\_  \_\_\_\_\_

Please make checks payable to: City of Boulder and mail with this form to Gina Malecek, North Boulder Recreation Center, 3170 N. Broadway, Boulder CO 80304 OR email [malecekg@bouldercolorado.gov](mailto:malecekg@bouldercolorado.gov)

Credit Card Information:

Please contact Gina Malecek, 303-413-7218 to pay by credit card.

**Please do not use the fields if there is frost, snow, mud or puddles present.**

**(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. 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.
5. Parks and facilities are patrolled by local law enforcement agencies. All applicable rules and regulations including State Statutes and City ordinances will be enforced.
6. For events where the participants pay a fee, 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Placement of soccer goals and other approved equipment is subject to prior approval from the City of Boulder Parks & Recreation Athletics Office.
13. 2 hour minimum rental (Mar.- Oct) and 1 ½ hour minimum rental (Nov.- Feb.) for all satellite fields.
14. 2 weeks notice is needed for all satellite field rentals; 48 hours notice is needed for all changes to contracts.
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. No inflatables (bouncy houses, etc) are allowed on City of Boulder property

**Cancellation Policy**

1. 100% of the rental fee is due 30 days prior to the first day of the rental for all satellite field rentals.
2. Rental payment is forfeited by the renter if the cancellation is received less than 2 weeks prior to the event(s) at all fields.
3. There are no refunds due to weather cancellations. Parks and Recreation staff will reschedule rentals on a space/ time available basis due to field closure. Contact Gina Malecek, 303-413-7218 within 48 hours of a cancellation.
4. If an ongoing rental or special event is cancelled, future priority for the renter of that facility will be eliminated.
5. There will be a \$15 administrative charge/rental for each change and/or cancellation to a contract.

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 \_\_\_\_\_