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

_____ Hours _____ am/pm to _____am/pm

_____ Hours _____ am/pm to _____am/pm

_____ Hours _____ am/pm to _____am/pm

_____ Hours _____ am/pm to _____am/pm

_____ Hours _____ am/pm to _____am/pm

OFFICE USE ONLY:

FEE

Rental Rate_____ **Total Rental** _____

Trash Dumpster: _____

Portable Toilets: _____

Other Comments: _____

_____

_____

	Paid	Date
Damage Deposit: $300	☐	_____

(facility and trash deposit for groups over 20 people)

Applications can be submitted: in person at the North Boulder Rec Center or by email to malecekg@bouldercolorado.gov

	Paid	Date
Total fee:_____	☐	_____

To pay by check:

Please make checks payable to: City of Boulder and mail to Gina Malecek at the North Boulder Recreation Center, 3170 N. Broadway, Boulder CO 80304

To pay with a credit card:

Please contact Gina Malecek at 303-413-7218, please do not leave voicemail with your credit card.

Email address: malecekg@bouldercolorado.gov

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
17. There is not subleasing of the fields.

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. If not received, rental could be forfeited and/or loss of priority could occur.
2. Inclement Weather/Poor Field Condition Policy. No refunds will be given for poor weather or field conditions. As a courtesy, user groups may reschedule up to a total of 16 hrs per field location, due to lost usage. User groups have 3 business days following contracted date in order to submit an inclement weather/poor field condition form. The form can be found at https://bouldercolorado.gov/pages/recreational-sports-fields. Make-up hours are to be used during the current season. Parks and Recreation staff will reschedule rentals on a space/time available basis. Inherent risk of inclement weather is assumed when renting outdoor fields.
3. Rental payment is forfeited by the renter if the cancellation is received less than 2 weeks prior to the event(s) at all fields.
4. There will be a $15 administrative charge for each line item 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 _____