



City of Star Facility-Field Reservation Application

This application must be submitted by **January 15th** to be considered, with other applications, for yearly priority allocation. Please refer to the Facility-Field Reservation Policy for additional information

Applicant Information

Organization Name: _____ Date of Application: _____

Address: _____ Phone Number: _____

Name of League/Tournament: _____

Activity Type: (Example football league, softball tournament, soccer camp) _____

Age Group: () Adult () Youth, age(s): _____

Organization's President/Athletic Director: _____

Address: _____ Home Phone#: _____ Work Phone#: _____

_____ Cell Phone#: _____ Email: _____

Liaison With The City: _____ Title: _____

Address: _____ Home Phone#: _____ Work Phone#: _____

_____ Cell Phone#: _____ Email: _____

Will organization invite a concessionaire to sell food or other goods during your reservation? () No () Yes

*If yes, Concessionaire must obtain a Vendor Permit through the City of Star.

Concessionaire Name: _____ Owner Name: _____

Phone Number: _____ Email: _____

FOR OFFICE USE ONLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Tentative Schedule Inputted | <input type="checkbox"/> Invoice Sent To Liaison | <input type="checkbox"/> Liability Insurance Received |
| <input type="checkbox"/> Final Schedule Received | <input type="checkbox"/> Vendor Permit Received | <input type="checkbox"/> Payment Received |
| <input type="checkbox"/> Porta Potties Ordered | <input type="checkbox"/> Copy To Park Maintenance | <input type="checkbox"/> Copy to Recreation Department |

History of Facility Use For Prior Year

List the number of participants in each age division and the total number of participants in the organization's program who reside in the Star City limits for the same season of the previous year.

<i>Age Division</i>	<i># of Star Residents</i>	<i># of Non-Star Residents</i>	<i>Total Participants in Age Group</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL PARTICIPANTS			_____

List city facilities used during the same season of the previous year:

<i>City of Star Parks Facility</i>	<i>Starting Date</i>	<i>Ending Date</i>	<i>Brief Description of Days/Times Used</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Facility Request Information

REQUESTED RESERVATION DATES/TIMES

Starting Date Requested: (first date facility-field will be used) _____

Ending Date Requested: (last date facility-field will be used) _____

Days And Times Requested: () Mon: _____ to _____ () Tue: from _____ to _____ () Wed: from _____ to _____

() Thur: from _____ to _____ () Fri: from _____ to _____ () Sat: from _____ to _____ () Sun: from _____ to _____

() Other (Explain and/or attach schedule of dates and times): _____

REQUESTED RESERVATION LOCATION(S)

Contact City of Star prior to filling out this section for information about which parks have athletic facilities as well as what type and how many fields are at each park.

1st Choice

Park: _____ Number of Fields: _____

2nd Choice

Park: _____ Number of Fields: _____

Will you need City Staff to prep your fields: () No () Yes (FEES APPLY)

Other information relevant to your reservation request:

I hereby certify that I represent, and am authorized to legally bind, the organization or person seeking the reservation as set forth in this application ("Reserving party"). I have read, and understand the Star Parks and Recreation Athletic Facility Reservation Policy, and agree that the Reserving Party shall comply with that policy and with the conditions of any facility reservation, including, but not limited to, the maintenance of liability insurance in the specified limits. The Reserving Party shall indemnify and hold harmless the City of Star from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by the Reserving Party or any employee, agent, contractor, official, officer, servant, guest, participant and/or invitee thereof, at or in its/their use of a City park or athletic facility and not caused by or arising out of the tortuous conduct of City. The Reserving Party agrees that the limits of the required liability insurance shall not be deemed a limitation of its agreement to indemnify and hold harmless the City, and if the City becomes liable for an amount in excess of the insurance limits herein provided due to the actions or omissions of the Reserving Party or any employee, agent, contractor, official, officer, servant, guest, participant and/or invitee thereof, the Reserving Party covenants and agrees to indemnify and hold harmless the City from and for all such losses, claims, actions, or judgments for damages or liability to persons or property. City makes no warranty or promise as to the condition, safety, usefulness, or habitability of the requested/reserved premises. The Reserving Party acknowledges that use of a park or athletic facility may carry with it some known and unknown risks of injury or death, and hereby accepts City facilities for its use on an as-is basis, both as of the date of this application, and on the day of each practice session, game, and/or game day.

Signature: _____

Date: _____

Print Name: _____