



Snyderville Basin Special Recreation District Field Use Application

Special Events
435.649.1564 ext 40
mark@basinrecreation.org

All Field Use Applications **MUST** be complete and submitted to Basin Recreation **no less than 60 days** prior to the field use for staff review. Applications not submitted within that timeframe may not be granted approval. A damage deposit, plus fifty percent of the field use fees is due **at least 45 days** prior to the event. The remainder balance of fees is due **30 days** before the field use date. This application **does not guarantee** your use of a District field until deposits are received.

APPLICANT AND ORGANIZATION INFORMATION

NAME:		DATE OF APPLICATION:	
STREET ADDRESS:		CITY, STATE, ZIP CODE:	
MAILING ADDRESS: (If different from above)		CITY, STATE ZIP CODE:	
TELEPHONE: (Work)		TELEPHONE: (Mobile)	OTHER:
EMAIL ADDRESS:		FAX NUMBER:	
SPONSORING ORGANIZATION:		TAX ID#: (Non-Profits)	

TYPE OF ACTIVITY:
(Camp, Clinic, Party, etc)

OVERALL FIELD USE DESCRIPTION:
(Briefly explain event and activities)

FIELD USE DATES AND TIMES

EVENT DATE(S):		START TIME:		END TIME:	
SET UP DATE(S):	TIME: to	TEARDOWN DATE:	TIME: to		
NUMBER OF PARTICIPANTS:			NUMBER OF SPECTATORS:		

PARK SITE(S) REQUESTED (please circle the one(s) needed): **TRAILSIDE ELEMENTARY TRAILSIDE LOWER TRAILSIDE UPPER**
JEREMY RANCH ELEMENTARY WOODS AT PARLEY'S LN EHMS WEST EHMS EAST EHMS LOWER EHMS PINEBROOK
EHMS PRACTICE WILLOW CREEK #1 WILLOW CREEK #2 WILLOW CREEK #3

APPLICANT SIGNATURE:	DATE:
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INSURANCE

BASIN RECREATION REQUIRES ALL APPLICANTS TO CARRY A POLICY OF GENERAL LIABILITY INSURANCE. THE DISTRICT REQUIRES THAT EACH APPLICANT OBTAIN INSURANCE IN THE AMOUNT NO LESS THAN \$2,000,000 PER EACH OCCURRENCE AND NO LESS THAN \$2,000,000 AGGREGATE ON EACH POLICY. THE DISTRICT MUST BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF LIABILITY INSURANCE. A COPY OF THE POLICY MUST BE PROVIDED TO THE DISTRICT **15 DAYS** PRIOR TO THE FIELD USE.

CANCELLATIONS

FIELD USE MAY BE CANCELLED BY THE APPLICANT **UP TO 45 DAYS** PRIOR TO THE FIELD USE DATE WITHOUT PENALTY. FOR **CANCELLATIONS WITHIN 30 DAYS AND NOT LESS THAN 15 DAYS** PRIOR TO THE FIELD USE, 50 PERCENT OF THE FEES SHALL BE REFUNDED TO THE APPLICANT. FOR **CANCELLATIONS WITHIN 15 DAYS** PRIOR TO THE FIELD USE, 25 PERCENT OF THE FEES SHALL BE REFUNDED TO THE APPLICANT. FIELD USE CANCELLED BY THE DISTRICT SHALL RESULT IN A FULL REFUND OF FEES.

RIGHT TO DENY

APPLICANTS THAT FAIL TO MEET ANY OF THE REQUIREMENTS OR FILL OUT AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED. THE DISTRICT RESERVES THE RIGHT TO TURN DOWN ANY APPLICATION BASED ON PAST PERFORMANCE OF FIELD USE OR AT THE DISTRICT'S DISCRETION.

AGREEMENT AND SIGNATURE

I, THE UNDERSIGNED REPRESENTATIVE HAVE READ ALL COMPONENTS OF THIS APPLICATION AND AM DULY AUTHORIZED BY THE ORGANIZATION TO SUBMIT THIS APPLICATION ON ITS BEHALF. THE INFORMATION CONTAINED HEREIN, INCLUDING SUPPORTING DOCUMENTATION IS ACCURATE AND COMPLETE.

NAME: (Printed)	
SIGNATURE:	DATE:

ADMINISTRATIVE USE ONLY

DATE APPLICATION RECEIVED:	REVIEWED BY:	
APPROVED / DENIED:	DATE:	
APPLICATION IS SIGNED BY APPLICANT:		
DEPOSIT PAYMENT RECEIVED:	AMOUNT: \$	FINAL PAYMENT RECEIVED:
DAMAGE DEPOSIT AMOUNT: \$	DAMAGE DEPOSIT REFUNDED: \$	DATE: (Initials)



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PARK REGULATIONS

Hours of Use – Parks are open for use during daylight hours, as posted at each park. No reservations will be made before or after these times without the express permission of the Basin Recreation Board.

Supervision – The applicant, or designee shall supervise all persons using the fields, at all times covered by the Field Agreement. Supervisor(s) must identify themselves as such to Basin Recreation District personnel when asked.

Conduct – No person shall engage in fighting, riotous, threatening or indecent conduct or use any abusive, threatening, profane, or indecent language while on park property. Verbal or physical abuse of Recreation District staff or coaches, players, officials or spectators associated with the various users will not be permitted. Anyone violating this regulation will be asked to leave the grounds immediately.

Field Modifications – Any modification to the field(s) must first be approved by the Recreation District, including but not limited to placement of soccer goals, changing the shape of fields, or setting up of any temporary or permanent structures. Pop up tents may be staked on grass areas provided stakes are no longer than 6 inches.

Damage and Clean up – The applicant shall require that all persons use the field(s) in a safe, prudent and responsible manner and only for their usual and intended purpose. The applicant shall be liable for any damage (other than ordinary wear and tear) resulting to the field(s), including pavilions, restrooms and improvements adjacent to the field(s) by either the applicant or the persons it is responsible for supervising. The applicant shall leave the field(s) in a clean and orderly condition. All trash shall be disposed of properly and all equipment shall be returned to its designated location.

Sponsorship – The applicant shall not represent or imply that the Recreation District in any way sponsors, supports or endorses the activity for which the field(s) is to be used without the express written consent of the Recreation Director.

Concessions – All concessions and fundraising activities conducted on or adjacent to field(s) rented in this agreement shall be subject to licensing and permitting through Summit County.

Alcohol – In accordance with Summit County Ordinance #309, Section 27, no person shall possess or use any alcoholic beverages within the park area except as allowed by a permit issued by the County Commission and with prior written approval of the District Director. Alcoholic beverages are prohibited at Ecker Hill Middle School, Trailside Elementary and Jeremy Ranch Elementary Schools.

Drugs – No person shall possess or use any illegal drugs within park boundaries.

Pets – Basin Recreation would like to respect the facilities and its users by keeping all pets off the game field areas. Dogs must be leashed or under the control of the owner. Dogs may not be tethered to trees or park equipment when damage is likely to occur. Pet owners are responsible for clean up after their animal(s). An off leash area is provide at Trailside Park.

Vehicles – No motor vehicles may be driven within any park, other than in those areas designated for that purpose, with the exception of District maintenance vehicles.

Personal Property – Basin Recreation is not responsible for personal property that is lost or stolen. A “lost and found” is maintained at the Trailside Administrative Office. Items will be kept for a maximum of 30 days.

Parking – Parking is not exclusive to field users. **No parking on grass fields.** Cars parked in posted fire lanes or bus turn outs will be ticketed or towed.

Lightning – Field users should exercise discretion in the presence of lightning and seek shelter in automobiles or nearby buildings. Do not seek shelter from lightning under metal pavilions.