

**2011 CITY OF PINELLAS PARK PARKS DIVISION
PERMIT APPLICATION FOR RESERVATION OF CITY FACILITIES**

1. The Permitted user organization agrees to abide by and or submit the following as specified.
 - (a) Any organized recreational league or group utilizing an athletic or equestrian facility owned or maintained by the City shall provide liability insurance naming the City of Pinellas Park, Florida, as additional insured with limits to be determined by the City Risk Management Division. The insurance policy must contain a provision to provide the City of Pinellas Park, Florida, with thirty (30) days' written notice prior to termination, non-renewal, or restriction of coverage. The User shall provide to the City a copy of a certificate of insurance as evidence that these requirements have been met and an executed indemnification and hold harmless agreement. Upon request a copy of the insurance policy shall be provided to the Risk Management Division. Special permit for reservation of city facilities will not be issued until City of Pinellas Park insurance requirements have been met as determined by the City's Risk Management Division.
 - (b) Current registration or membership role – Due prior to first regular season game.
An accurate facility and/or field schedule, depicting actual use i.e. practices, games, meets, tournaments, events – due upon submittal of permit application
 - (c) A complete list of the Board of Directors – due upon submittal of permit application
 - (d) A list of all coaches –due prior to first regular season game.
 - (e) Copy of the by-laws and Articles of Incorporation–due upon submittal of permit application.
 - (f) Verification of Nonprofit status and/or Tax Exemption
 - (g) Written name of group member to act as a spokesman with the City in connection with its use thereof, including a reliable method of contact.
 - (h) Each person or group using such Facilities shall, before leaving, make sure that all facilities at such Facilities, e.g., restrooms, concessions, and grounds, are thoroughly cleaned. All organizations operating concession stands shall provide for pick-up of trash each day at their expense and deposit it in dumpsters that are provided on site. A written plan outlining a proposed method of trash pick-up and the names of the persons, including a reliable method of contact, who shall monitor the same shall be submitted to the City prior to the issuance of a permit. Each person or group using such facilities shall observe all posted rules and regulations at each facility.
 - (i) If the use of lights is required, they must be turned out immediately after the activity has been completed; or if inclement weather should cause a delay, they shall be turned out while play is not in progress. Each group must designate in writing one of its members as the person, including a reliable method of contact, responsible for turning off the lights. Lights shall not be turned on more than one-half hour prior to the start of the first game each evening.
2. The City will provide and maintain facilities for the Permitted user organization for their approved program and activity.
- 3 The Permitted user organization must receive prior written approval from the City Manager or his designee before making any alterations, changes or additions to the existing facilities.
4. The possession and/or consumption of alcoholic beverages is prohibited.
5. Any person or group holding a permit for the use of a Facility shall not transfer the same.
6. Any person or group using such Facilities shall be responsible for any and all damages, over and above normal wear and tear attributed to such person or group.
7. Bleachers shall not be moved except by the City.
8. Athletic facilities are open from 7 am to 11 pm daily. Play in progress must cease and all lights must be turned off by 11 pm.
9. Public address systems shall be operated at the lowest possible volume, particularly during the evening hours. Use of the public address systems shall be kept to a minimum.
10. The Permitted user organization will assume all responsibility to monitor storm conditions and evacuate playing fields of participants and spectators when the threat of lightning or dangerous conditions approaches. Permitted user organization will cancel games when field or playing conditions could cause harm or damage to participants or to the facilities i.e. flooded fields.

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11. City forces shall have free access to all such Facilities at all times.
12. The Permitted user organization will maintain a positive relationship with the City and Parks Division by:
 - (a) Obtaining prior approval for any activities that are not on the regular game/practice or use schedule
 - (b) Obtaining prior approval for any field or facility improvements
 - (c) Providing all requested information and paying all fees on time
 - (d) Informing Parks Management of field problems or schedule changes
 - (e) Abiding by all State law, permit rules, policies and procedures
13. The Permitted user organization will validate the quality of adult leadership by requiring annual background checks of all coaches and volunteers that will have unsupervised contact with youth participants. The Permitted user organization shall keep updated records on all background checks and training opportunities.
14. The Permitted user organization shall use existing City concession stands and honor any outstanding City agreements in place at these stands. The Permitted user organization is responsible to maintain Florida Health Department permit and is responsible for any and all financial obligations to acquire permits and/or certifications in conjunction to the operation of the concession stand. The Permitted user organization must keep all permits/certifications current.
15. Schedules submitted by the Permitted user organization must accurately depict field/facility use and any changes must be approved before they are implemented. The City reserves the right to revise or revoke permitted schedules at all City facilities.
16. Revenue collected by the Permitted user organization on City property must be used to promote and support the Permitted user organization activities.
17. The Permitted user organization agrees that all staff, coaches, volunteers and agents of the group shall conduct themselves as good role models exemplifying good sportsmanship, cooperation and appropriate behavior.
18. Sports field rental organizations will be required to post a deposit equal to an estimated 1 month usage cost.
19. The Permitted user organization further agrees to make no unlawful, improper, or offensive use of the facilities.
20. Failure to comply with these rules and regulations shall result in the following action in addition to any other appropriate action which the City may take:
 - a) The first offense shall result in a written warning;
 - b) The second offense shall result in the violator being forbidden to use any such athletic facility for such a period as may be determined by the City Manager or his designee, not to exceed six (6) months.
21. Parking is allowed in Designated Areas only. You will be ticketed and/or towed.

Applicants Name (print) _____ Title _____

Signature: _____ Date: _____

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Renter / User Information

Organization (if applicable otherwise None): _____

Authorized Representative/Contact Name: _____

Address: _____
Street Address

Phone: () _____ City _____ State _____ ZIP _____
Alternate Phone: () _____

E-mail Address: _____
Alternate Authorized Representative Name: _____

Address: _____
Street Address

Phone: () _____ City _____ State _____ ZIP _____
Alternate Phone: () _____

E-mail Address: _____

Event Information

Facility Requested: _____

Field(s) Requested _____

Purpose for Use: _____

Date(s) and Time(s) Requested: Start date: _____ End date: _____

Amount of Adults/Children Participating Adults: _____ Children: _____

Ages of Adults/Children Participating Adults: _____ Children: _____

Signature of Applicant _____ Date _____

Approval is granted subject to rules and regulations specified within this application.

Parks Division Director _____ Date _____