



southburlington

RECREATION & PARKS

FIELD/FACILITY PERMIT APPLICATION

Today's Date:

Organization/Team/Business/Individual: *(All Information needs to be complete, specific and accurate)*

| | |
|---------------------------|----------------------------|
| Organization Name: | Organization Phone: |
| Address: | City, State, Zip |
| Contact Name: | Cell Phone: |
| Email Address: | Home Phone: |

Sports/Camps/Meetings: *(for multiple dates attach a schedule or list dates on separate sheet of paper)*

| | |
|--|---|
| Type of Event: <i>(check off those that apply)</i> <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Camp <input type="checkbox"/> Meeting Other: _____ | |
| Type of Field/Facility Requested: <i>(check ones that apply)</i> How many of each needed? <i>(place number on line next to type)</i> <input type="checkbox"/> Soccer: (U10 ___ U12 ___ Regulation ___) <input type="checkbox"/> Baseball: (Softball ___ Babe Ruth ___ Little League ___) <input type="checkbox"/> Lacrosse <input type="checkbox"/> Football <input type="checkbox"/> Meeting Room <input type="checkbox"/> Bandshell & Open Space <input type="checkbox"/> Pavilion & Open Space Other: _____ | |
| Location of Facility Requested: <i>(circle ones that apply)</i> <input type="checkbox"/> Dorset Athletic Fields <input type="checkbox"/> Jaycee Park <input type="checkbox"/> Farrell Park <input type="checkbox"/> O'Brien Center Other: _____ | |
| Date(s) Requested: From: _____ To: _____ | Time of Day Requested: From: _____ To: _____ |
| Day(s) of Week Requested: _____ | Lights Needed: <i>(only available at Jaycee Park Ball Field)</i> YES NO <i>(extra fee is required)</i> |
| Estimated Number of Participants: Total Number: _____ # of Youth: _____ # of Adults: _____ # of SB Residents: _____ | |
| Additional Amenities that are needed: <i>(check off those that apply)</i> <input type="checkbox"/> Electricity: Half Day _____ Full Day _____ <i>(\$40 half day, \$60 Full day)</i> <input type="checkbox"/> Amplified Music/Sound, Inflatables, Entertainment <i>(Must fill out section below- Amplified Music/Sound. Fees apply)</i> <input type="checkbox"/> Vendors <i>(Vendor Permit required thru the Rec. Dept. Fees apply)</i> <input type="checkbox"/> Tent(s): <i>(Tent Permit required thru Fire Dept. for tents over 200sf. Fees apply)</i> | |
| Amplified Music/Sound Information: <i>(to be filled out if requesting use of amplified music or sound)</i> | |
| Type of Sound or Music: <i>(check those that apply)</i> <input type="checkbox"/> Live Music/Band <input type="checkbox"/> DJ or Radio Station <input type="checkbox"/> CD/I-pod Other: _____ | |
| Additional Comments or Requests: | |

| | |
|---|--------------|
| Applicant's Signature: | Date: |
| Signatures also required on the back or second page of this document- Release & Waiver | |

*Application must be submitted a minimum of Two Weeks prior to your scheduled activity.
Return completed form to Recreation Office, 575 Dorset Street. All Requests are reviewed in accordance with the Facility Use & Fee Policy.*

FIELD/FACILITY USE RELEASE & WAIVER

ACKNOWLEDGE OF UNDERSTANDING, being a duly authorized representative of the organization requesting field and or facility with the City of South Burlington, I acknowledge that I have read and understand the Facility Use and Fee Policy attached and agree to inform my users and abide by the conditions within the policy.

Signature _____ **Date** _____

LIABILITY RELEASE

RELEASE made this _____ day of _____, 20____ by (Organization) _____

IN CONDISERATION, of permission granted to use by the City of South Burlington to use hereby and forever discharge and release the City of South Burlington, its agents, employees and officers, from all actions, claims, demands, judgments and damages which we, or any of the participants in our program or group, may have, or claim to have, or acquire in the future, for all personal injuries, or damage to property, rising out of our organization’s use of the permitted facility.

WE ACKNOWLEDGE, that we have total responsibility for the program and our group and for the safety of all its participants. In addition, we acknowledge that the City of South Burlington has no responsibility for the condition of the facility, be it a building, room within a building, field or open space, and that a supervisor from our organization shall always inspect the premises prior to use to ascertain that the premises are in safe and useable condition. We further acknowledge to the City of South Burlington that our organization or group has adequate liability insurance, and that such insurance protects the City of South Burlington to the extent of its interest. We further acknowledge that a Certificate of Insurance will be provided to the City of South Burlington, naming the City of South Burlington as the certificate holder as Additional Insured under the policy. This will be sent to the Recreation Department prior to being issued a permit.

IN WITNESS WHEREOF, the undersigned, being a duly authorized representative of the above-named organization has executed this release on the day and year first above-written.

Signature _____ **Date** _____

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the City of South Burlington from providing support including facilities to any organization which discriminates on the basis of disability. I, _____ agree that while we use the City of South Burlington’s facilities, parks, fields, and buildings for practice, games, tournaments, meetings and other such events, that we will not discriminate on the basis of disability.

Signature _____ **Date** _____

Recreation Department Use Only:

| | | | |
|---------------------------------|--------------------------|---|----------------------|
| Action: | _____ Approved | _____ Denied | Reason: _____ |
| Required: | Deposit- Yes No \$ _____ | Certificate of Insurance: Yes No | |
| Fees Assessed: | _____ Per Policy | _____ One Time Fee of \$ _____ | Other: _____ |
| Field/Facility Assigned: | | | |
| Condition of Use: | | | |