

Field Use Request Form – Fall 2024



All sections of this application must be completed. **Incomplete or unsigned applications will NOT be accepted.** Submit applications to: fieldreservations@tempe.gov

Contact Information

Organization Name: _____ Primary Point of Contact: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ E-Mail: _____
 DOB: _____ Gender: _____ Secondary Point of Contact: _____
 Secondary Phone: _____ Secondary E-Mail: _____

Reservation Information

Sport: _____ Youth or Adult (Circle one)
 Number of Participants + Attendees: _____ Number of Tempe Residents: _____
 Field / Facility you are Requesting: _____
 Number of Fields you are Requesting: Min: _____ Max: _____
 Alternative Field / Facility: _____
 Hours Requested (circle): 8 - 10am 10am - 12pm 12 - 2pm 2 - 4pm 4 - 6pm 6 - 8pm 8 - 10pm

Please Circle the date(s) you are requesting:

September 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Are you requesting a beer permit?	Yes	or	No
If yes, you must answer the following questions:			
Will beer be sold at the event?	Yes	or	No
Will beer be given away at the event?	Yes	or	No
Will beer be included in ticket/admission?	Yes	or	No
Allowed to be brought into the vent by attendees?	Yes	or	No

Client Signature: _____

Deadline for submitting this Field Request Form is May 1st. Field assignments will be E-Mailed out approximately 30 days after the submission deadline. After initial field allocations are complete, request forms will be processed in the order they were received.

(Parks & Rec Use Only) Permit: _____

City of Tempe Parks and Recreation

Field Use Guidelines



FIELD USE GUIDELINES

- Applicants must be at least 18 years old to reserve fields.
- The City of Tempe is not responsible for any property left at any facility by field users or attendees. The City of Tempe is not liable for any destruction, theft, vandalism, or loss of property.
- Field users are not permitted to perform field prep, which includes but is not limited to; dragging softball/baseball fields, lining softball/baseball fields with chalk or aerosol paints, watering infield or outfield, etc. Should field prep be required for the reservation, requests must be made to City of Tempe Parks Staff at least 2 weeks prior to the event date.
- Soccer and Multipurpose field painting requires approval from City of Tempe Park Reservations.
- Motor Vehicles are NOT permitted inside of any Tempe Park or Sports Complex. A parking permit must be requested AND approved in order to operate a vehicle in a park or sports complex.
- User groups, attendees and spectators must leave sports fields clean and litter free. Repeated violations will lead to the revocation of permits. No refunds will be granted for revoked permits.
- Temporary signage (such as yard signs and advertising materials or any kind) is not permitted to be posted on City of Tempe property unless permission is granted by City of Tempe Parks and Recreation Staff. Any unauthorized signage will be removed and discarded.
- Permits are NOT transferable to another person or organization.
- Metal cleats/spikes are not permitted on any sports field.

BEER PERMIT GUIDELINES AND RESTRICTIONS

- A beer permit is good for beer. Kegs are acceptable (if not associated with a “sloshball”-type activity). Wine, malt beverages, or liquor is not allowed.
- Glass is not allowed.
- Consumption on a playing field/court is not allowed. Consumption is restricted to dugouts or stands.
- Consumption in parking lots of parks is not allowed.
- Beer permits issued in conjunction with a facility reservation are good during park hours. Permit applies to the specified location and does not permit carrying open containers throughout the park.
- No beer permits are issued for Tempe Town Lake except for special events and volleyball courts.
- A Certificate of Insurance with liquor liability coverage is required when the permit involves a business/organization/corporate-run event and they are providing beer. If it is a BYOB (Bring Your Own Beer), a COI with liquor liability coverage is not required.
- Groups are not allowed to advertise availability of beer and sell admission, process registration, accept donations/fundraising, or related transactions without approval from City of Tempe Special Events.

ALCOHOLIC BEVERAGES AND SMOKING

- A permit is required for the consumption of ONLY beer in a City of Tempe park.
- Tournaments requesting a beer or alcohol permit may require applications to be processed through the Special Event Office. Organization vetting, as well as a current Certificate of Insurance (COI) may be required as directed by City of Tempe Park Reservations or Special Events Staff. Additional fees may apply.
- Smoking is not permitted in any City of Tempe Facility.

PRIORITY FOR FIELD ALLOCATION

1. City of Tempe Programs
2. Partnering Agencies with an IGA (Inter-Governmental Agreement)
3. Tempe Based (>70% Tempe Resident), Non-Profit Youth & Adult Organizations / Leagues
4. Tempe Residents, Tempe Club / Teams
5. All other Organizations including For-Profit groups / teams and tournaments

APPLICATIONS

- All field requests must be submitted by filling out the proper Field Request Form. Applications must be submitted via email to fieldreservations@tempe.gov. Unsigned or incomplete applications will NOT be accepted.
- All requests must be submitted by the deadline dates (see below) for each reservation period. Allocations will be emailed approximately 30 days after the submission deadline. After initial field allocations are complete, Field Request Forms will be processed in the order that they were received.
- Reservations will NOT be accepted less than one week prior to the first day of the reservation.
- Single day reservations may be accommodated if available, and must be booked no more than four months (120 days) prior, and no less than one week (5 business days) prior to the first date of reservation.
- Leagues applying for reservations for the first time must provide a Certificate of Insurance designating the City of Tempe as an additional insured. Additionally, they are required to submit the rosters of their league/organization along with their field request. For returning leagues/organizations, roster submission is mandatory at the commencement of their initial reservation for the year.

TOURNAMENT APPLICATION PROCESS

- Tournament applications MUST be submitted 60 days prior to tournament date, and up to 12 months in advance. Tournaments working in partnership with Tempe Tourism will be accepted up to 18 months in advance.
- If requested dates and fields are available, a 25% deposit is required to place a hold to allow for all required paperwork to be submitted. This deposit becomes non-refundable 30 days prior to tournament dates.
- Tournament schedule is due the Monday before the tournament.
- Logistics Site Map MUST be submitted with your application.
- Any outstanding balances are due 2 weeks prior to tournament dates.
- Field Prep and Facility Staffing fees will be amended once the tournament schedule is finalized.

APPLICATION DEADLINES

Season	Reservation Period	Application Deadline
Spring	January 1 - April 30	September 1
Summer	May 1 - August 31	January 1
Fall	September 1 - December 31	May 1

FEE BREAKDOWN

Rentals are made in two-hour blocks, following an even number hour rental period. See below for rental block times. Accommodations to reservation timing may be made to suit the needs of a reservation if availability allows.

Rental Block Times:

8 - 10am, 10am - 12pm, 12 - 2pm, 2 - 4pm, 4 - 6pm, 6 - 8pm, 8 - 10pm

Facility	Reservation Type	Rate	Light Fee*	Prep Fee	Staffing Fee
Ballfield / Soccer	Weekday (Before 6pm)	\$10/hr	-	\$30/Occurrence	-
	Weekday (After 6pm)	\$15/hr	\$15/hr	\$30/Occurrence	-
	Weekend	\$20/hr	\$15/hr	\$30/Occurrence	-
	Tournament	\$20/hr	\$15/hr	\$30/Occurrence	\$20/hr
Volleyball Court	Resident	\$3.50/hr	-	-	-
	Non-Resident/Commercial	\$5/hr	-	-	-

***Regular light fee begins at 6pm. Summer (May - August) light fee begins at 7pm.**

PERMIT CONFIRMATION AND PAYMENT

User groups will be notified once the field request has been processed and approved. Once approved, the organizer will have 72 hours to request changes. After the permit is finalized, payment will be due in full. If payment is not received after 72 hours, the permit will be canceled.

CANCELLATIONS AND REFUNDS

- Field rental cancellations for recurring reservations must be made and submitted via email at least 30 days prior to the event date, and one-time reservation cancellations must be submitted 5 business days prior to the reservation date to receive a 100% refund.
- Cancellations made less than 30 days prior to the event date will not be refunded.
- User groups are responsible for determining the number of required fields, as well as hours of usage. Unused fields or field usage ending early will not be refunded.
- The City of Tempe reserves the right to close fields or cancel reservations due to safety concerns or inclement weather. Cancellations due to Staff Cancellations will receive a 100% refund. Field closures can be checked by calling the Tempe Weather Hotline - [\(480\) 350-5206](tel:4803505206).
 - Organizations or user groups failing to comply with any field closures are subject to additional fees associated with field repairs or revocation of field permits. The permit holder will be notified of closures via email and/or phone. It is the responsibility of the permit holder to contact and inform all participants, attendees and spectators of the closure.

CERTIFICATE OF INSURANCE (COI)

Applications reserving under an organization (such as for a league) are required to submit a Certificate of Liability Insurance. The following is required to have an organization's COI approved.

1. The City of Tempe named as additionally insured (To be indicated in the descriptions or comments box).
2. The Insurance should be primary to the City of Tempe self-insurance retention. The City of Tempe shall be notified at least 30 days prior to cancellation of the above insurance coverage.
3. The minimum limits of liability per occurrence must be:

Bodily Injury	\$2,000,000
Personal Injury	\$2,000,000
Auto Liability (Including Owned, Hired & Non-Owned)	\$1,000,000
Property Damage	\$1,000,000
Employer's Liability	\$1,000,000
Per Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Worker's Compensation	\$500,000 Minimum by State Statute
Liquor (If Served)	\$2,000,000