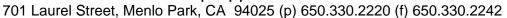
## **COMMUNITY SERVICES DEPARTMENT**







Prior to making a Field Reservation, the following application must be filled out to become a valid Field User Group. The application must be submitted to the Parks & Recreation Commission for approval annually. The application is due three weeks prior to the November Parks & Recreation Commission meeting (generally the third Wednesday of the month) to the Community Services Department Sports Coordinator. The entire checklist needs to be completed before the application can be approved.

Field User Group Application Checklist:  Written League Rules & Guidelines  Annual Schedule including games, practices, tourn List of Board Members with contact information  Annual Roster of league participants showing resid Description of Field User Group's activities and hor Proof of Non-profit 501c3 status (if applicable) Valid Certificate of Insurance Reviewed and agreed to all Athletic Field Policies Presentation to the Parks & Recreation Commission	dency status and age groups w the field(s) will be utilized
November)  Name of Organization:	
Field User Group Coordinator Name:  (All correspondence with the City will take place through this person)	
Address:	
Home Phone:	
Alterative Phone:	
Email:	
As a representative of the organization, I have reviewed and agree to follow all of the Sports Field Policies. I agree to communicate all of the policies to all the members of the organization.	
Field User Group Coordinator Date Signature	
Office Use Only	
	aff Reviewed Date pproval Date

Updated: 12/01/2010