

Application #FC2020-_____

Permit Issued ____/____/2020

Date Received:

Received by:



City of Allentown
 Department of Parks & Recreation
 3000 Parkway Blvd Allentown, PA 18104
 610-437-7757 FAX: 610-437-7796

2020 Sports Permit Application

Applicant Information					
Applicant Name			Cell Phone Number		
Organization Name			Daytime Phone Number		
(Organization) Address		City	State	Zip Code	
E-mail Address					
Activity Information					
Requested Space(s) – [Include Location and Field Number]					
Date(s) of reservation			Activity Type		
2020			(Please indicate – ex. baseball tournament, soccer practices, etc.)		
Recurring? <input type="checkbox"/> Yes <input type="checkbox"/> No ___Sun ___Mo ___Tues ___Wed ___Thur ___Fri ___Sat			Time of Reservation:		
Youth or Adult Players? <input type="checkbox"/> Youth <input type="checkbox"/> Adult			Setup begins: AM/PM Start Time: AM/PM End Time: AM/PM Tear Down Ends: AM/PM		
Event Attendance _____ approximate number of participants _____ approximate number of spectators					
Event Planning					
Application Deadlines					
Spring Fields – Play anytime from March until June Summer Fields – Play anytime from June until August Fall Fields – Play anytime from August until November		~DEADLINE: JANUARY 30TH, 2020 ~DEADLINE: APRIL 30TH, 2020 ~DEADLINE: JUNE 30TH, 2020			
**NOTE: Failure to submit paperwork by the above deadline(s) may result in ineligibility of field use or loss of tenure eligibility for that season.					
Pricing List					
Baseball Fields		Basketball Courts		Tennis/Racquetball/Handball/Pickleball Courts	
Per Game (2-3 hours)	\$25	Per Game (2-3 hours)	\$25	Per Day	\$25
Per Day	\$90	Per Day	\$80	2 Courts Same Complex	\$35
2 Fields Same Complex	\$130	2 Courts Same Complex	\$160	3 Courts Same Complex	\$55
3 Fields Same Complex	\$195	3 Courts Same Complex	\$230	4 Courts Same Complex	\$70
4 Fields Same Complex	\$260	4 Courts Same Complex	\$290	Miscellaneous Rates	
Football/Soccer Fields		Volleyball Courts		Roller Hockey 1 Game	\$25
Per Game (2-3 hours)	\$25	Per Day	\$25	Roller Hockey 1 Day	\$65
Per Day	\$120	2 Courts Same Complex	\$35	Lights (per hour)	\$25
2 Fields Same Complex	\$210	Tournament (All Sports)	\$125 <small>per field/court per day</small>	Cross Country	\$75

Pre-Application Questions Section A

PLEASE ANSWER THE QUESTIONS BELOW HONESTLY AND TO THE BEST OF YOUR ABILITY:

Yes No 1. Do you plan on bringing or cooking food at your event?

Yes No 2. Do you plan on renting portable restrooms for you event?

PLEASE NOTE: The City of Allentown restrooms will be closed October 1st through May 15th. Any rental occurring from October 1st through May 15th will be responsible for providing their own portable restrooms.

Yes No 3. Will you need additional recycling and/or trash cans for your event?

Yes No 4. Will you be renting a dumpster for trash removal at your event?

Yes No 5. Will you be utilizing tents at your event?

Yes No 6. Will you be providing a site map with your application?

Yes No 7. Do you have marketing material to help promote your event? If yes, please provide a copy to our office.

Pre-Application Questions Section B

PLEASE ANSWER THE QUESTIONS BELOW HONESTLY AND TO THE BEST OF YOUR ABILITY:

Yes No 1. Will your event have official umpires and/or referees?

Yes No 2. Will teams be wearing uniforms for this event?

3. Please list team names: _____ vs. _____

Yes No 4. Will teams be coming from out of state to play?

Yes No 5. Will you be charging a fee to participants of this program? If yes, how much? _____

******Please note: Upon review of your application, additional forms and fees may be required in order for you to properly hold your event. ANY MISREPRESENTATION OF YOUR RENTAL COULD RESULT IN THE LOSS OF CURRENT AND/OR FUTURE RENTALS WITH THE CITY OF ALLENTOWN. ******

Insurance Requirements

Please provide us with a copy of your **Certificate of Liability Insurance, naming the City of Allentown as the additional insured in the amount of \$1,000,000 and the Additional Insured Endorsement Page.** The Certificate Holder needs to read: City of Allentown, c/o Parks & Recreation, 435 Hamilton St., Allentown, PA 18101.

- *It is the renter's responsibility to provide insurance. The City does not recommend a particular vendor.*
- **INSURANCE MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF YOUR START DATE!!!!!!!**
- **No league or tournament rental may begin without these two (2) documents.**

Payment and Insurance Deadlines

All Leagues: 50% down payment due upon receipt of invoice. Final payment due within 30 days of your last rental date. *Insurance due at least 30 days before start date.*

All Tournaments: Payment in full due upon receipt of invoice. *Insurance due at least 30 days before start date.*

Pick-Up Games: Payment in full due at time of reservation.

***Please note: Any renter or organization planning on having more than three (3) occurrences in one (1) calendar year will be considered a LEAGUE, and will have to follow the guidelines listed above for leagues. NO EXCEPTIONS!**

Rules and Regulations – Please Read Carefully (please initial next to each item)

Renter Responsibilities:

_____ **1.** If weather conditions prohibit use of facility, you must contact the Department of Parks and Recreation no later than 4:30PM the next business day after your reservation. We will make every attempt to reschedule your group. You can also leave a voicemail outside of business hours.
Groups will not use fields in wet or muddy conditions. Be sure to use your best judgment, it is always best to err on the side of caution.

_____ **2.** The renter/organizer is responsible for visiting the facility prior to reservation or use to determine suitability for purpose intended by renter/user.

_____ **3.** The renter/organizer is responsible for reserving the required time to adequately set up for and clean up after the event when stating total time of reservation.

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_____ 4. The renter/organizer is responsible for leaving the facility in the same condition as it was found (litter free, clean, equipment cleaned up, etc.)

_____ 5. The renter/organizer is responsible for ensuring that all participants and spectators abide by the rules, policies, and ordinances established by the City of Allentown.

_____ 6. Any organization that has been allocated fields and does not intend to use them according to the permit shall notify the Parks and Recreation department so that the field(s) can be re-allocated to allow other organizations opportunity to utilize the fields.

_____ 7. All cancellation requests must be submitted to the Allentown Department of Parks and Recreation in writing. Any cancellation or schedule change less than seven (7) calendar days prior to the reserved time will not be eligible for a refund, credit, or transfer.

Park Rules:

_____ 8. It shall be unlawful for any person in a park or recreation area to play amplified music in a park without a permit.

_____ 9. While in a public park or recreation area, all persons shall conduct themselves in a proper and orderly manner, and in particular no person shall bring alcoholic beverages, drink or use the same at any time without a permit nor shall any person be under the influence of intoxicating liquor or a controlled dangerous substance in a park or recreation area.

_____ 10. It shall be unlawful for any person in a public park or recreation area to drive or park any vehicle on any area except the paved park roads or parking areas, or such areas as may on occasion be specifically designated as temporary areas.

_____ 11. No person shall kindle, build, maintain or use a fire except in designated fireplaces or grill boxes.

_____ 12. The permit holder is responsible for ensuring that the area has been cleaned and properly taken care of after your event. Failure to clean up and/or improper use of facilities could result in a fine up to \$600.00.

Additional Rules and Regulations:

_____ 13. Completion of this application does not approve your event. Based on this request (and other requests), official forms will be sent to you indicating approval dates, times, and facilities. Failure to provide sufficient information may delay or hinder the potential approval of your request.

_____ 14. The City of Allentown and/or the Director of Parks and Recreation reserve the right to deny any application if deadlines have not been met. The Director of Parks and Recreation shall have the authority to revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.

_____ 15. The location of special equipment (i.e. concession stands, POD storage containers, etc.) requires approval by the Parks and Recreation office PRIOR to its placement.

_____ 16. The City of Allentown is not responsible for any lost or stolen items on City property.

_____ 17. Permit holders are required to KEEP PERMIT WITH THEM AT ALL TIMES DURING FIELD USE.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY SERVICE FACILITIES

In consideration for the acceptance for use of the above facilities, applicant hereby agrees to defend, indemnify and hold harmless the City of Allentown Department of Parks and Recreation and its agents, officers, employees and volunteers, against any and all claims, demands, damages, costs and expenses, including attorneys' fees, actions or liability whatsoever directly or indirectly arising out of or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees.

ON BEHALF OF THIS GROUP, I UNDERSTAND ALL THE RULES AND REGULATIONS ASSOCIATED WITH THIS REQUEST AND ACCEPT THE LEGAL AND FINANCIAL RESPONSIBILITIES INVOLVED IN THE USE OF CITY OF ALLENTOWN PARK FACILITIES.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to such penalties that may be prescribed by law or ordinance.

APPLICANT SIGNATURE			
		This form will be returned if not signed by applicant	Date
APPROVAL			
		SUPERINTENDENT OF PARKS AND/OR DESIGNEE APPROVAL	Date