

PARKS ACTIVITIES REQUEST FORM

SPONSOR: _____ DATE SUBMITTED: _____

INDIVIDUAL IN CHARGE: _____ P&R Program? Yes or No
Please notify P&R if the individual in charge changes and provide new contact information for billing purposes.

CONTACT PHONE: _____ E-MAIL: _____

CIRCLE FACILITIES YOU ARE REQUESTING: Memorial, Lakeview, Sport Complex, Old Ninth Grade Center, Pine St. Field, City Beach, Farmin Park, and Humbird Mill Trail Head

CHECK THE AMENITIES YOU PLAN TO USE:

Memorial: Field Ticket Booth, Field Lights, Field House, Locker Rooms, Grandstands, S.W. Restrooms, Football Concessions Building, Football/Soccer score board, Baseball score board, Baseball Concessions Building, Dugout *ONSITE MEET WITH AUSTIN PRIOR TO EVENT FOR POWER ETC. IF NEEDED: 208-610-4453*

Lakeview: Picnic Shelter, Tennis Courts, Green Space

Sport Complex: Travers Field 1, 2, 3, and or 4, Travers Concessions Bldg., Travers Tennis Courts, Travers Storage, Centennial, Great Northern *CONTACT JASON FOR USE OF TRAVERS CONCESSION: 208-263-3371

Pine Street Park: Basketball Courts, Baseball Field

City Beach: Beach Hut, Green space, Tennis Courts, Sand Volleyball Pits, Basketball Court Cul-de-sac

Farmin Park: Green Space, Bandstand, Electric Outlets,

Requesting to offer intoxicating beverages for sale on site at Farmin Park or Memorial Field

DATE (S) REQUESTED: _____ TIME (S) REQUESTED: _____

CIRCLE DAYS OF THE WEEK: Sun Mon Tue Wed Thurs Fri Sat

NO. OF PERSONS EXPECTED TO ATTRACT: _____

CERTIFICATE NAMING CITY ADDITIONAL INSURED: Expires _____

GAME SCHEDULE SUBMITTED TO P&R: Date _____

PRACTICE SCHEDULE SUBMITTED TO P&R: Date _____

*** I HAVE READ AND UNDERSTAND THE EVENT FEES LISTED ON THE REVERSE**

BRIEF DESCRIPTION OF ACTIVITY: _____

SPECIAL PREPARATION NECESSARY: _____

AUTHORIZATION

_____/_____
P&R Director/ Date

_____/_____
Administrative Asst./ Date

_____/_____
Parks Supervisor/ Date

CITY OF SANDPOINT FACILITY USE FEES

CATERING PERMIT (Clerks Office)\$20/day 3 day max
* Required to offer intoxicating beverages for sale on site at Farmin Park or Memorial Field

SPECIAL EVENTS \$50/hr or \$300 for 8hr max per day
* Commercial or Non Commercial in nature, expecting to attract 150 or less to attend.

SPORTING SPECIAL EVENTS \$50/hr or \$300 for 8hr max per day

VENDORS \$20/ per vendor
* Commercial in nature.

TOURNAMENTS \$2000 max per day
* Not included in this \$2000 max are additional portable toilets and dumpsters ordered by the user group.

CAMPS \$100 / day

SANDPOINT TEAM FEE (league play only)..... \$25 (1 per team per season)
* No team fee due for a season end tournament if same team played during the season.
* Team fees DO NOT apply to tryouts or opening days as they will be accounted for on season end billing.

OUT OF TOWN/VISITING TEAM FEE (league play only)..... \$25 (1 per team per season)
* No team fee due for a season end tournament if same team played during the season.

SANDPOINT PARTICIPANTS (league play only)..... \$1.50 per head
* No participant fee due for a season end tournament if same participant played during the season.
* Participant fees DO NOT apply to tryouts or opening days, as they will be accounted for on season end billing.

OUT OF TOWN /VISITING PARTICIPANTS (league play only)..... \$3 per head
* No participant fee due for a season end tournament if same participant played during the season.

GAMES (league play only) \$3 per game

HOURS RESERVED FOR PRACTICE, TRYOUTS, OR OPENING DAYS
(league play only) \$3 / hr per field used

HOURS RESERVED FOR TENNIS COURTS \$5 / hr per court unit
*Lakeview = 1 unit Travers = 2 units; this is in lieu of a per match fee.

HOURS RESERVED FOR SAND VOLLEYBALL OR BASKETBALL COURTS..... \$5 / hr per court
*\$100 max per day for all sand volleyball courts.

GATE FEES (if charging for admittance at Memorial Field) \$1 / per person

UTILITIES – NOT JUST THE FIELD LIGHTS

User Groups who use power at Memorial Field or City Beach will be billed for utilities. Utilities include any amenity powered by an Avista meter. To better facilitate utility billing each user group who utilizes power must

- A) Check the amenities which they plan to use on the front of this form.
- B) Work with P&R to set up a scheduler profile on the Control.Link web site for field lights at Memorial Field.
- C) Schedule Memorial Field light usage on the Musco lighting Control-Link web site www.control-link.com or 24hr phone 1-877-347-3319.