

PARKS ACTIVITIES REQUEST FORM – For Leagues and Programs

Requests for Fall League Sports due by July 15th.
Requests for Spring League Sports due by Feb 15th.

PARKS AND REC PROGRAM	YES / NO
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DATE SUBMITTED : _____ SPONSOR NAME: _____
ADDRESS: _____

INDIVIDUAL IN CHARGE: _____
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: City Beach, Lakeview, Memorial, Old Ninth Grade Center Field, Pine St. Field, or Sport Complex.

CHECK THE AMENITIES YOU PLAN TO USE:

City Beach: Beach Hut, Tennis Courts, Sand Volleyball Pits, Basketball Court

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

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*

Old Ninth Grade Center Field: Field

Pine Street Park: Basketball Courts, Baseball Field

Sport Complex: Travers Field 1, 2, 3, and or 4, Travers Concessions Bldg., Travers Tennis Courts, Travers Storage, Centennial Field 5 and or 6, Great Northern Field 7 and or 8
**CONTACT JASON FOR USE OF TRAVERS CONCESSION: 208-263-3371*

BRIEF DESCRIPTION OF ACTIVITY: _____

SPECIAL PREPARATION NECESSARY: _____

SEASON START DATE: _____ SEASON END DATE: _____

*CERTIFICATE NAMING CITY ADDITIONAL INSURED REQUIRED NO LESS THAN 10 BUSINESS DAYS PRIOR TO FIRST DAY OF USE: Expires _____

*GAME SCHEDULE including start & end times must be submitted 3 weeks prior to 1st game
Date Submitted: _____

*PRACTICE SCHEDULE including start & end times must be submitted 3 weeks prior to 1st practice
Date Submitted: _____

FOR OFFICE USE ONLY

Date Administrative Assistant Received Request: _____

Copy Sent to Parks Supervisor:

Date REC1 Permit was created: _____

Facility Use Spreadsheet Entry

REC1 Permit # _____

CITY OF SANDPOINT FACILITY USE FEES

TOURNAMENTS \$2000 max per day

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

CAMPS \$2 per City resident and \$3 per Non-City resident with a \$100 max per day

SANDPOINT TEAM FEE (league play only)..... \$27 (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)..... \$27 (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 \$6 / 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..... \$6 / hr per court

*\$144 max per day for all sand volleyball courts.

GATE FEES If charging for admittance at Memorial Field \$1.25 / per person

If charging for admittance at Memorial Field for LPOSD events \$1.00 / 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.