



Town of Pagosa Springs Parks and Recreation Department

Junior Lister, Parks and Recreation Director
Myles Gabel, Recreation Superintendent
Tom Carosello, Recreation Coordinator

551 Hot Springs Boulevard- Pagosa Springs Colorado 81147

Phone 970.264.4151

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Athletic Field Permit Request – Application Form

(Please Print Clearly)

Name of Organization/Group/Team _____
 Contact Person _____ Affiliation _____
 Address _____ City _____ State _____ Zip _____
 Day Telephone _____ Evening Phone _____ Fax _____
 Cell Phone _____ Email Address _____

Alternate Contact Person _____
 Address _____ City _____ State _____ Zip _____
 Day Telephone _____ Evening Phone _____ Fax _____

For the following information an additional sheet(s) may be attached if necessary

Number of team members _____ Age division of team(s) _____ Field use for Practices Games Both
 Total number of games/practices scheduled for season _____ Is admission/tournament fee being charged? Yes No
 If yes, \$ _____ per _____ Total Number of dates requested for PRACTICES/GAMES _____

Athletic Field(s) Requested

- | | | | |
|--|---|---------------------------------|--------------------------|
| <input type="checkbox"/> High School Athletic Fields | <input type="checkbox"/> Field #1 | Pitching Distance _____ | Base Distance _____ |
| | <input type="checkbox"/> Field #2 | Pitching Distance _____ | Base Distance _____ |
| | <input type="checkbox"/> Field #3 | Pitching Distance _____ | Base Distance _____ |
| | <input type="checkbox"/> Baseball Field | Pitching Distance <u>60' 6"</u> | Base Distance <u>90'</u> |
| <input type="checkbox"/> Pagosa Springs Sports Complex | <input type="checkbox"/> Softball Field | Pitching Distance _____ | Base Distance _____ |
| | <input type="checkbox"/> Soccer Field | | |
| <input type="checkbox"/> Elementary School | <input type="checkbox"/> Upper Field | | |
| | <input type="checkbox"/> Lower Field | | |
| <input type="checkbox"/> Town Park | <input type="checkbox"/> East End (Backstop) | | |
| | <input type="checkbox"/> West End (No Backstop) | | |
| | <input type="checkbox"/> All | | |
| <input type="checkbox"/> Other | | | |

Athletic Field(s) Times and Dates Requested

Day(s) requested for games/practice 1) _____ 2) _____ 3) _____ 4) _____
 Time(s) needed for games/practice 1) _____ 2) _____ 3) _____ 4) _____
 Beginning date _____ through ending date _____

It is advantageous to list alternate days and time for your field requests. Four (4) possibilities are provided.
 Town of Pagosa Springs Parks and Recreation sponsored events will supersede all other activities.

Rental Policies

- 1) Facility Use Requests will be reviewed on a first-come, first-served basis. In the event that two or more applications are received simultaneously, Town of Pagosa Springs organizations will be given priority over non-residents/groups when assigning facilities.
- 2) From time to time other functions deemed appropriate by the Town of Pagosa Springs may take precedence over previously scheduled activities. The applicant will be notified in advance of any changes to their previously approved application.
- 3) The Town of Pagosa Springs Parks and Recreation Department reserves the right to close any facility due to weather or other conditions as deemed necessary.
- 4) Alcoholic beverages, smoking and tobacco products are prohibited at Archuleta School District 50 Joint facilities and events at all times. This includes buildings, grounds, parking lots and any surrounding area. Violators are subject to disciplinary action. A special event license is required for alcohol beverages to be served at any Town of Pagosa Springs facility.
- 5) Groups will be responsible for their users' actions and conduct. All players, participants and spectators are encouraged to exhibit good sportsmanship and conduct themselves in a manner that will bring credit to the individual, the organization, Town of Pagosa Springs Parks and Recreation and the Archuleta School District 50 Joint. Gross or abusive language and/or actions are to be controlled and are not for public use. Proper crowd control must be enforced at all times to prevent injury to spectators and participants or damage to facilities.
- 6) Commercial sponsors must be approved by the Town of Pagosa Springs before being displayed on ads, flyers, banners, signs or posters and must be of minor significance in size. No large banners or signs will be displayed in any area with any sponsors' names listed. All signs must be removed at end of event.
- 7) Facilities, fields, parking lots, etc., are to be left in the same or better condition than found. Charges will be assessed as necessary for clean-up, damages or loss of equipment. Any equipment loaned or rented will be returned on time as agreed.
- 8) There will be no vehicles other than emergency vehicles allowed on the fields. Personal vehicles are not considered emergency in nature. All personal, set-up or supply vehicles may unload but must park in marked parking lots only. No camping allowed.

The individual, group or organization acknowledges having received and read the Town of Pagosa Springs Parks and Recreation Regulations and Rules and agrees to abide by all as written. The organization further agrees to leave the site in a clean and orderly condition after each authorized use, and to cooperate with any Town of Pagosa Springs official requesting the user to act in accordance with the above stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Town of Pagosa Springs, its officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function, activities and uses of requested premises.

I agree that the information provided on and/accompanying this request form is correct and true and I further understand that any falsification or information requested on or accompanying this form will be cause for denial of this request or revocation of field use. I also understand that I will abide by all rules as set forth by the Town of Pagosa Springs Parks and Recreation Department regarding field use.

Signature of individual submitting request: _____
 Printed name of individual submitting request: _____
 Date of request: _____

The following must be submitted with this request:

- 1) **Certification of liability insurance for your team/organization listing Town of Pagosa Springs as additionally insured, with the minimum limits of \$1,000,000**
- 2) **Proof of non-profit status**
- 3) **A roster listing all officials of the organization.**

Please submit request to:

Town of Pagosa Springs, Parks and Recreation Department, P.O. Box 1859, Pagosa Springs, CO 81147 or FAX 970.264.4634

Charges for Town of Pagosa Springs Field Use		
Deposit (check)		\$250 (returned after completion of event)
Use of Field for Practice		FREE
Field Preparation (Drag, Line, etc.)		\$48.00
Field Lights		\$10.00/hr. (minimum 2 hours)
Supervisor Cost		\$8.00/hr.
Sound System		\$7.50/hr.
Additional Labor Cost (Cleanup after event)		\$7.50/hr.

BASEBALL/SOFTBALL DIAMOND REQUEST DEADLINE: Summer deadline is March 1

SOCCER FIELD REQUEST DEADLINE: Fall deadline is June 1.

Permit confirmations will be mailed approximately two weeks after deadline.