



City and County of Broomfield
 Recreation, Wellness, and Senior Services Department
 280 Spader Way Broomfield, CO 80020
 (p) 303.464.5500 www.broomfield.org



Please submit forms by email to fieldrentals@broomfield.org

Athletic Field Rental Request Form and Policy Agreement

Checklist

- | | |
|---|--|
| <input type="radio"/> Certificate of Insurance | <input type="radio"/> Team Roster |
| <input type="radio"/> 501(c)3 status letter/certificate (if applicable) | <input type="radio"/> Completed Athletic Field Rental Request form |

Please Print Legibly. Illegible forms may not be reviewed.

Requestor/Contact Name: _____

Organization (if applicable): _____

(Select One)

- For Profit
- Non-Profit, *A copy of the organization's 501(c)3 certificate must be submitted with this application*

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Alternative Contact: _____

Phone: _____ Email: _____

Event Name: _____

Type of Sport: _____

Certificate of Insurance is required from Youth Sports Groups, tournaments, special events, and camp renters. See Policy Agreement, Conditions of Use.

Age Group OR Level: _____ (Example: 12U, 14U, 8-9 years old, Adults)

Number of Participants: _____ Number of Spectators: _____

Requesting Season, For One-Time/ Short-Term Requests

Check one box for requested season.

SPRING

SUMMER

FALL

	PRACTICES	GAMES
START DATE		
END DATE		
DAYS OF WEEK		
TIMES		

DATE EXCLUSIONS: _____

GAME FIELD DIMENSIONS <i>(11v11 rectangle field, 65' baseball field, 2 tennis courts)</i>	# OF GAME FIELDS REQUESTED BY DIMENSIONS

SPECIAL EVENTS/CAMPS

EVENT	DATE	TIME	PREFERRED LOCATION

Rental Conditions of Use:

Applicant agrees to the following conditions for use of the facility:

- This AGREEMENT, is made between the CITY AND COUNTY OF BROOMFIELD, a Colorado municipal corporation and county (City) and the Applicant, which may also be individually referred to herein as the “Lessee” and/or “Renter”.
- All rental priorities are based on a first-come, first-serve basis, UNLESS there is a permitted user. Priority is given to resident user groups. Organized team practices need to obtain a permit in order to conduct business on the City facilities.
- The City reserves the right to cancel, refuse, or revoke any rental without refund.
- Fields will not be rented to any organization whose use of the fields presents a conflict of interest.
- If a requesting Renter is affiliated with a Recognized Youth Group in Broomfield, the Renter must contact their organization’s respected field allocator and/or administrator to request a field on the Renter’s behalf.
- Groups are responsible for any damage, turf repair, extra trash collection, that may occur during their rental time. You will be charged for any clean up work performed by the City and County to remove any excess trash or debris.
- Facilities must be left in a clean and orderly condition. Lessee will be required to pay for all damage, loss and cost of excessive clean up.
- Usage of the facility does not imply City’s endorsement of meetings, groups, or beliefs.
- If a rental date is cancelled due to inclement weather, the renter will be given the option to reschedule at another time based on availability or be issued a refund. See *Weather Policy*.
- Raising funds, charging admission or collecting money must have prior authorization. No advertising is permitted. No flags/banners can be staked or located in park.
- Any inflatables/tents must have prior approval. Any inflatables/tents must be weighted down, not staked into the ground. User must provide own generator for inflatables.
- Broomfield City Ordinance: It is unlawful for any person to do the following acts: To sell, offer for sale, or distribute at no charge any merchandise, article goods, services or things, without the express written permission of the city manager. Non-compliance to this ordinance will result in cancellation of rental and possible future rental opportunities.
- Parks and facilities are patrolled by local law enforcement agencies. All applicable rules and regulations including State Statutes and City ordinances will be enforced.
- Certificate of Insurance is required from Youth Sports Groups, tournaments, special events, and camp renters. Lessee must provide the City with a certificate of insurance showing that the applicant has a comprehensive general liability policy for \$1,000,000 and that the City and County of Broomfield and its employees, officers and authorized volunteers are endorsed on such certificates as additional insured.
- During the time the field and spectator area are being used by the Lessee, the Lessee is responsible for all accidents, injuries, field damages, or loss of property. The City and County of Broomfield and its designated representatives shall be held harmless from any and all claims resulting from the use by the Lessee.
- The Lessee may not sell or authorize the sale of food or concession items without the written approval of the Director of Recreation Service or designee, the Broomfield Health Department and the contracted concessionaire. Food trucks or tailgating activities must have prior authorization.
- No dogs are allowed on the fields or playable surfaces at Community Park, Broomfield Industrial Park fields and any synthetic turf fields. Dogs must remain on leashes.
- No glass containers are allowed in any of the city parks, ball fields or athletic fields.
- No smoking, tobacco or alcohol use on fields. No exceptions.
- Adults must accompany guests under 8 years old.
- No climbing on City buildings, dugouts, etc.
- Tournament Reservations require a \$300.00 non-refundable deposit at the time of reservation. The balance must be paid in full 10 business days prior to reservation.
- **No motorized vehicles will be allowed on any field or park under any conditions.**

Cancellation/Change Policy

- WEATHER POLICY: If the City and County of Broomfield deems fields unplayable, the renter will be given the option to reschedule (space available) or receive a refund for unplayable times. See *Athletic Field Weather Policy*.
- Additional Field Preparation due to inclement weather will be charged to the renter accordingly.
- Cancellations/Changes made two weeks or less prior to the event will forfeit 50% of the total reservation fee and the non-refundable tournament deposit, if applicable.

Athletic Field Weather Policy

The following are the guidelines used to determine whether or not turf damage can occur.

- Standing water in goal mouths and midfields
- **When frost exists, no play prior to 9:30 am.**
- Snow covered field
- Where grass is sparse or field is worn badly and ground is saturated
- Standing water or puddling exists on field or surrounding area
- Field is spongy when walked on.

• NO SNOW REMOVAL WILL BE PERMITTED.

- **There shall be no play on frost covered fields; the games shall be delayed until fifteen minutes after the frost has melted. Games shall be scheduled after 9:30 am before April 15th and after October 14th, to reduce delaying scheduled games.**
- In case of unusable conditions, athletic fields will be closed. At anytime conditions exists that field damage will occur, games will be postponed. If athletic fields are locked/closed due to inclement weather or maintenance, NO field access is permitted.
- There will be one primary contact for communications between Parks and Recreation Services. All communications will be channeled through these two individuals. A back-up person or persons will be identified when the primary representative of either agency is unavailable.
 - *Inquiries on field set-ups and/or maintenance must be made to Recreation Services. Recreation Services will communicate to Parks on behalf of the Lessee.*
- If the Field Supervisor in charge has any doubts that games shouldn't be played, then they must contact the Parks Dept and a recommendation will be made at that time.
- **No motorized vehicles will be allowed on any field or park under any conditions.**
- The City and County of Broomfield Parks Division or Recreation Services has the ultimate authority to close the fields, if necessary, at any time due to weather conditions, unforeseen maintenance situations, or for the safety of its participants.
- **YOUTH ASSOCIATIONS WILL BE HELD MONETARILY LIABLE FOR DAMAGE TO TURF AND IRRIGATION IF FIELDS ARE DAMAGED FROM USE.**

Practice vs Game Fees

- Recognized Youth Groups may be charged field prep fees per day, per field.
- Additional fees, regardless of user group/Renter status may also be applied for any game fields added after fields have been allocated and/or a permit has been issued.

I agree that failure to abide by the above mentioned policies may result in additional fees, rental cancellation, and/or revoking a permit with cause without refund. I agree to all the rules and regulations of the Field Rentals Policy Agreement.

Signature _____

Date _____

Field Request Due Dates

If an overlap in seasons occur, submit one request.

Season Length	Request Submissions Accepted	Permit Available
Spring: March 1 - May 13	December 1 - December 15	February 1
Summer: May 15 - August 1	December 1 - December 15	February 15
Fall: August 15 - November 6	June 1 - June 15	July 15

Field Maintenance Dates ****Weather Permitting****

Fall Season	Grass Fields CLOSED for Maintenance	Beginning Week of Thanksgiving
Spring Season	Grass Fields OPEN	First Week of March

Field Rental Costs

- Organizations/Teams must be a Broomfield Recognized Group OR submit a team roster showing 80% Broomfield residents to qualify for Resident Rates.
- **Rosters are due before the first week of Renter's scheduled games.**
- Recognized Bat-and-Ball Youth Groups may be charged field prep fees per day, per field. Rectangular fields may be charged weekly field prep fees
- Additional rental and field prep fees may be applied for any game fields added after fields have been allocated and/or a permit has been issued.

Field Type	Broomfield Resident Fee Per Hour**	Non Resident Fee Per Hour	For Profit Fee Per Hour
Grass Fields	\$16.00	\$32.00	\$60.00
Tournament per Field**	\$127.00 per day	\$250.00 per day	-
Championship Turf Field	\$42.00	\$96.00	-
Yellow Pod Turf Fields	\$32.00	\$64.00	-
Yellow Pod Turf Fields	\$256.00 per day	\$500.00 per day	-

Add-On Fee	Broomfield Resident Fee**	Non Resident Fee	For Profit Fee
Field Prep SB/Baseball	\$34.00 per field	\$35.00 per field	\$55.00 per field
Field Prep FB/Soccer	\$54.00 per field	\$73.00 per field	\$104.00 per field
Field Lights	\$30.00 per hour	\$30.00 per hour	-
Bases Rental	\$25.00 per field	\$25.00 per field	-
Temporary Fencing*	\$100.00 per field	\$100.00 per field	* Community Park Only