



# Athletic Field Rental Request Form and Policy Agreement

Please submit completed forms by email to [fieldrentals@broomfield.org](mailto:fieldrentals@broomfield.org)

## Checklist

- Certificate of Insurance
- Team Roster

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## 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”. Organized team practices need to obtain a permit in order to conduct business on the City facilities.
- 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 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 clean and orderly condition. Lessee will be required to pay for all damage, loss and cost of excessive clean up.
- City and County of Broomfield Parks will conduct maintenance on parks, ball fields, and athletic fields. Renters will not drag infields, mark, or mow ball fields or athletic fields; failure to do so may result in a fine.
- 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 the park.
- Any inflatables/tents must have prior approval. Any inflatables/tents must be weighted down, not staked into the ground. Users must provide their 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, articles 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 weapons 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 days prior to reservation.
- **No motorized vehicles will be allowed on any field or park under any conditions.**

#### **Athletic Field Weather Policy**

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

- When frost exists, no play prior to 9:30 am
- Snow covered field
- Standing water in goal mouths and midfields
- Standing water or puddling exists on field or surrounding area
- Field is spongy when walked on
- Where grass is sparse or field is worn badly and ground is saturated
- **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 any time conditions exist 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 Lessee.
- If the Field Supervisor in charge has any doubts that games should not be played, then they must contact the Parks Department and a recommendation will be made at that time.
- The City and County of Broomfield Parks, Recreation Services Department 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.**

#### **Cancellation/Change Policy**

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

#### **Practice vs. Game Fee**

- Recognized Youth Sports Organizations 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 permit has been issued.

### Broomfield Athletic Field Reservation Agreement

Please read and initial each item and sign the bottom. Completed Agreements must be submitted with reservation request. Signature on the reservation agreement is viewed as affirmation to comply with Rental Conditions of Use, physical distancing, face coverings, registration and sanitation procedures as outlined in the state health department guidelines.

\_\_\_\_\_ I agree that alcohol, glass containers, and weapons are prohibited from city ball fields and athletic fields.

\_\_\_\_\_ I understand that as a Renter, I am not allowed to drag infields, mark or mow ball fields or athletic fields.

\_\_\_\_\_ I understand that I may be fined for any damage, turf repair, extra trash collection, that may occur during my rental time.

\_\_\_\_\_ I agree that when frost exists, no play will occur prior to 9:30 am. I understand that 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.

\_\_\_\_\_ I agree that no snow removal is permitted.

\_\_\_\_\_ I agree that if athletic fields are locked/closed due to inclement weather or maintenance, NO field access is permitted.

\_\_\_\_\_ I understand that Tournament Reservations require a \$300.00 non-refundable deposit at the time of reservation and will pay the balance, in full, 10 days prior to reservation.

\_\_\_\_\_ I understand that cancellations/changes made two weeks or less prior to the event will forfeit 50% of the total reservation fee and the non-refundable deposit, if applicable.

\_\_\_\_\_ I have read and agree to the policies of the Broomfield Athletic Field Rental Agreement.

\_\_\_\_\_ I agree that failure to abide by the above mentioned policies may result in additional fees, cancellation of the current rental and/ or denial of future rentals.

\_\_\_\_\_ I understand that my permit is contingent upon Covid numbers and Public Health Guidelines on the date of my event. Additionally, CCOB reserves the right to withdraw the permit at any time.

\_\_\_\_\_  
Requestor/ Responsible Party (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



PARKS, RECREATION AND SENIOR SERVICES  
280 Spader Way • Broomfield, CO 80020 • 303-464-5500 • BroomfieldRecreation.com • BroomfieldSeniors.com



### Field Request Due Dates

If an overlap in seasons occur, submit one request.

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

### Field Maintenance Dates **\*\*Weather Permitting\*\***

Season	Grass Field Status	General Timeline
Fall	CLOSED for Maintenance	Beginning Week of Thanksgiving
Spring	OPEN for Play	First Week of March *** Weather Permitting ***

### Field Rental Costs

- Organizations/Teams must be either 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 Sports Groups may be charged field prep fees per day, per field. Rectangular/multi-purpose 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	Standard Fee, Per Hour	For-Profit Fee Per Hour
Grass, per field	\$16.00	\$32.00	\$60.00
Tournament, per field **Tournament Deposit Required	\$127.00 per day	\$250.00 per day	-
Championship Turf	\$42.00	\$96.00	-
Yellow Pod Turf, per field	\$32.00	\$64.00	-
Yellow Pod Turf, per field	\$256.00 per day	\$500.00 per day	-
Tennis Court	\$6.00	\$20.00	
Add-On Fee	Broomfield Resident Fee	Standard Fee, Per Hour	For Profit Fee
Field Prep: Baseball/Softball	\$34.00 per field	\$35.00 per field	\$55.00 per field
Field Prep: Football/Soccer/Lacrosse	\$54.00 per field	\$73.00 per field	\$104.00 per field
Field Lights, where applicable	\$30.00 per hour	\$30.00 per hour	-
Base Rental	\$25.00 per field	\$25.00 per field	-
Temporary Fencing	\$100.00 per field	\$100.00 per field	*Community Park Only

**Broomfield Athletic Field Reservation Request**  
*For One-Time or Short-Term Requests*

**Please submit by email to [fieldrentals@broomfield.org](mailto:fieldrentals@broomfield.org)**

**Please Print Legibly. Illegible forms may not be reviewed.**

Requestor/Contact Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Select, only if applicable:

For-Profit

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternative Contact: \_\_\_\_\_ Alternate Phone Number \*: \_\_\_\_\_

**Payment Information:**

Billing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Type of Sport (Select all that apply):**

- Soccer
- Football
- Lacrosse
- Baseball
- Softball
- Other: \_\_\_\_\_

Age Group or Level: \_\_\_\_\_ (Ex. 12U, 14U, 8-9 years old, Adults)

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

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





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Please Print Legibly. Illegible forms may not be reviewed.

Check one box for requested season

- Spring
- Summer
- Fall

	Practices	Games
Start Date		
End Date		
Days of the Week		
Times		
Date Exclusions		

# of Fields Requesting	Field Dimensions (Ex. 11v11 soccer field, 65 ft baseball field)

**For Special Events or Camps ONLY:**

Event/Camp Name	Date(s)	Time (Start/End)

# of Fields Requesting	Field Dimensions (Ex. 11v11 soccer field, 65 ft baseball field)

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Walk-in / Fax / Email PDRC / BCC Time: \_\_\_\_\_ Staff: \_\_\_\_\_