



**City of Tavares  
Recreation Department  
Athletic Field Reservation Application**

*If approved, this application will be subject to the use agreement that is attached to this form and to the charges indicated below.*

Name of Organization/Group: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Function (please check):  Practice  Game  Tournament  Other Special Activity

Date of Field Request: \_\_\_\_\_ Time: (Start) \_\_\_\_\_ (End) \_\_\_\_\_  
(Attach schedule or additional pages if necessary)

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Briefly describe activity, function, event, tournament, etc.: \_\_\_\_\_

Event Participants: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ # of Vehicles: \_\_\_\_\_

Please check park(s) being requested:  Fred Stover Sports Complex – Field # \_\_\_\_\_  
 Woodlea Sports Complex – Field # \_\_\_\_\_

Is the reservation for a Tax Exempt Organization?  Yes  No

If yes, provide Tax Exempt # \_\_\_\_\_

Are there any safety/security precautions required?  Yes  No Please explain: \_\_\_\_\_

Do you have any special requests/requirements? (i.e. equipment needed, field lining, lighting, set-up, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand all of the rules and regulations governing the use of the City of Tavares facilities as defined in this application packet. I agree to indemnify and save harmless the City of Tavares from and against all claims, suites, damages, cost, losses and expenses in any manner resulting from, arising out of, or connected with their events, as a result of the use of the above rented premises.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Staff Approval

\_\_\_\_\_  
Date Signed

**Staff Use Only**

Insurance Required:  Yes  No Insurance Received Date: \_\_\_\_\_

Facility Rental: Date Paid \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_

Special Notes:



## Cost Estimator

Name of Organization/Group: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Item	II.	Comments	Total
<b>Athletic Field Rental (Non Tournament)</b>			
Per Hour, Per Field (lights included)	\$20		
Prep Fee Per Field	\$20	Field set-up one time	
<b>Athletic Field Rental (Tournaments)</b>			
Tournament Deposit	\$200	Refundable	
Per Hour, Per Field (lights included)	\$20		
Prep Fee Per Field	\$20	Field set-up one time	
City Staff On-Site (per person)	\$25	Hourly rate after field set-up	
<b>Senior Softball Program</b>			
Per Team, Per Game	\$30	Per game fee	
<b>Tavares-Based Youth Sports Leagues</b>			
Local organizations providing youth sports leagues in Tavares	Free		
		<b>Sub-Total Costs</b>	\$
		<b>Sales Tax (6.5%)</b>	\$
		<b>Tournament Deposit</b>	\$
		<b>Grand Total</b>	\$

Sales tax of 6.5% will be charged for all field rentals unless a tax-exempt certificate is provided.

## **Rules & Regulations Governing the Use of City of Tavares Facilities**

The guidelines and procedures specified through this document will govern all recreational and competitive organized sports activity use. These guidelines will be administered and enforced by the City of Tavares at athletic sites maintained and operated by the City of Tavares Community Services Department.

A sound maintenance program is important to ensure athletic facility turf quality. Consideration will be given to the endurance limits of the turf in scheduling the use of the facility. The City of Tavares Community Services Department has first scheduling priority. All fees will be assessed according to the City's approved fee schedule.

Failure to adhere to any of these conditions may result in immediate cancellation of the existing contract/agreement and future use of all City Park facilities.

### **1. Scheduling:**

- a) Reservations will be made on a first come, first serve bases. No individual or group shall have precedence over another, except Government or Tavares league functions wherein the facility is used.
- b) Tentative reservations may be made by telephone or email; however, until a written reservation is submitted to the Recreation Division and paid for in advance, a permanent reservation will not be confirmed.
- c) Light box keys must be picked up and returned to the Tavares Recreation Division offices located at 123 N. St. Clair Abrams Avenue. If the field is rented on a weekend or holiday, keys must be picked up by 5:00pm on the business day prior to the scheduled event.
- d) Reservations should be made no less than 5 business days prior to the scheduled event. Those reservation requests made after that time are subject to denial.
- e) Usage of facility is only for time and dates indicated on the application form. Games are to begin early enough to ensure completion by the end of the rental time. If use runs past allotted time, additional time will be charged the hourly rate for each hour or half-hour over the time allotted.
- f) Failure of any sports organization to utilize any scheduled field without twenty-four (24) hours' notice to the City of Tavares Recreation Division may result in restriction and/or termination of use after the third occurrence. Refunds for field rentals not utilized will only be granted if the field user gives a prior 24-hour cancellation notice. Credits towards future usage because of unexcused cancellations will not be allowed.

### **2. General Rules:**

- a) Please follow all park rules as listed on the signs at each facility.
- b) The use of tobacco products on City property is strictly PROHIBITED.
- c) The use of alcohol is prohibited in all sports facilities.
- d) Any person or group that abuses any City facility will be held accountable for the cost of repairs and/or replacement required to correct the damage. Such person or organization may also be denied further use of these facilities and may be subject to criminal charges.
- e) Person/group is responsible for cleaning up the facility after their rental. Tournament deposit fees will be refunded in full only after an inspection of the facility has occurred and no damage or trash has been found.
- f) Users are to remain in assigned area(s) and are responsible for supervising all participants in their program as to not interfere with other on-going park activities/programs.
- g) The responsible party agrees to indemnify and hold the City of Tavares harmless for all claims and liability, costs, expenses and legal fees that the City may incur as a result of the use of the City property on the date set forth.

**3. Insurance:**

- a) Groups reserving the athletic fields must provide the City with a copy of their insurance certificate showing \$1,000,000 liability coverage with the City of Tavares added as additional insured with endorsement.
- b) A copy of the insurance certificate is due with the reservation application.

**4. Exceptions:**

Questions or problems not covered herein will be referred to the Community Services Director.

**5. Maintenance**

- a) The City of Tavares will maintain all fields/courts for games and practices. At the end of each use, all sports organizations will be responsible for removal of all debris in utilized areas.
- b) At no time will a sports organization perform any maintenance to a field without verbal agreement with the City of Tavares prior to beginning the task. They may assist City of Tavares employees if requested.
- c) The City of Tavares Parks Division staff will provide field markings as agreed upon between user and the City.

**6. Law Enforcement in the City of Tavares Parks**

- a) All persons entering the facility are subject to the policies set forth by the City of Tavares. The sports organization or group renting the facility is responsible for the enforcement of those policies. Uniformed law officers of the City of Tavares Police Department will be called upon to assist in the enforcement of applicable City ordinances.
- b) The City of Tavares may ban any athletic participant or event attendee from admission to the facility for such length of time as the City may deem necessary in order to punish or prevent indecorous or improper behavior by such participant or attendee.

**7. Safety**

- a) The City of Tavares, at any time, may cancel, postpone, or delay any game or practice due to inclement weather or any other factors, which might impair the safety of participants or cause damage to the playing areas. The City will contact all sports organizations, if possible, in the event of cancellation. It shall be the responsibility of the user to advise its members of any facility cancellation.
- b) In case of lighting, no one will be permitted on the fields until thirty (30) minutes after the last visible lightning strike. Immediately after the first incident of severe weather, all outside areas (i.e. fields, dugouts, bleachers, etc.) should be cleared of patrons. All outside areas should be checked and all equipment secured.
- c) Sports organizations will take all reasonable precautions for safety. Sports groups will provide reasonable protection to prevent damage, injury, or loss to all persons and property at the facility.
- d) Sports organizations will comply with all applicable safety laws, ordinances, rules, regulations, standards and lawful orders of any public authority regarding the safety of persons or property, and protection of such from damage, injury or loss.

**City of Tavares, Recreation Department**

**123 N. St. Clair Abrams Avenue**

**Tavares, FL 32778**

**(352) 742 – 6477**

**www.Tavares.org**

**<http://tavaresrec.recdesk.com>**