

**Draft**  
**PARK FIELD RESERVATION FORM**

PLEASE TYPE OR PRINT LEGIBLY - fill out All requested information on this form. To schedule a field, a reservation must be made at least ten (10) days in advance of the rental date. **The field will be considered reserved on the dates and times requested when we have received all fees, deposits, schedule(s) and insurance certificates.**

**TO CANCEL A RENTAL, a five-work day (5) advance notice is required. If a cancellation is made with less than a five-day notice, only 50% of the rental fee will be refunded.**

Date application is received by Roy City \_\_\_\_\_ City Initial \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_  
**Contact person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Alternate Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Number of Teams that will participate:** \_\_\_\_\_ **Number of participants:** \_\_\_\_\_  
List field(s) you need. ( Attach a separate sheet if needed.)

**1. Field Name:** \_\_\_\_\_  
Type Activity: \_\_\_\_\_  
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Day (s) of the week: \_\_\_\_\_ Time of day: \_\_\_\_\_  
Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_

**2. Field Name:** \_\_\_\_\_  
Type Activity: \_\_\_\_\_  
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Day (s) of the week: \_\_\_\_\_ Time of day: \_\_\_\_\_  
Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_

**Rental Fee: (based on fee schedule)**

Field Fee	\$ _____
Field Prep Fee	\$ _____
Lights Fee (\$25.00)	\$ _____
Umpire, Score keepers (number x per hour costs)	\$ _____

**Refundable Deposit:**

Cleaning / Damage Deposit \$250	\$ _____
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(Subject to facility condition following event. Additional fee may be charged if damages exceed \$250 dollars.)

TOTAL FEES:\$ \_\_\_\_\_

**The Parks and Recreation Division will return the deposit check in the mail within 14 working days, after park / facility inspection.**