



Event name \_\_\_\_\_

Date of Event \_\_\_\_\_

# CITY OF LEBANON

## ATHLETIC FIELD REQUEST

*Complete and return to:*

Scott Brunka  
City of Lebanon  
Event Application for Permit  
50 S Broadway  
Lebanon OH 45036

*For City Staff Only*

Date Received: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Permit Approved: \_\_\_\_\_

# Athletic Field Request

Please complete this form and submit to: City of Lebanon, Attn: Scott Brunka, 50 South Broadway, Lebanon, OH 45036

**The form is a request and not a guarantee of facility space.**

**Contact Information:**

Name of Group Requesting Facility Space: \_\_\_\_\_

Group Representative Name: \_\_\_\_\_

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

Home number: \_\_\_\_\_ Work Number: \_\_\_\_\_

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

**Facility Request:**

Facility Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

**Days and Times Requested:**

Day	Time Requested
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

I, \_\_\_\_\_, as representative of \_\_\_\_\_  
(Representative Name) (Group Requesting Usage)

Understand this form is a request for use of a City of Lebanon facility and not a guarantee of usage. I understand the City of Lebanon has contracted with several area organizations, giving them priority usage of several facilities. In addition, I have received and understand the Park Athletic Usage Policy, a copy of the Park Rules and Regulations, and the City's Inclement Weather Policies. I further understand that any failure to abide by these policies can and will lead to all scheduled complexes being removed from our use.

\_\_\_\_\_  
Group Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative Signature

\_\_\_\_\_  
Date

Date rec'd: \_\_\_\_\_ Approved  Not Approved

# Athletic Field Usage Agreement

For the Rental of: \_\_\_\_\_

Organization: \_\_\_\_\_

Group Representative: \_\_\_\_\_  
(The Group Representative must at least 18 years of age)

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

Phone number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email address: \_\_\_\_\_

Agrees to rent \_\_\_\_\_ with the terms set forth in the Athletic Field request form and with the terms set forth in this agreement.

I. Deposit

- a. A key deposit of \$50.00 is required for the use of Athletic field lights.

II. Rental

- a. In addition to the deposit the rental fee for the field will be \$35.00 per home game.
- b. The city will prepare the field for weekday games only.
- c. The city will not supply any bases.
- d. The city will nor be responsible for lining the field.
- e. Rental fees are not refundable

III. Insurance

- a. Must have on file with the city proof of liability

IV. Return of Key, Deposit refund

- a. All keys will be returned at the conclusions of the ball season, in order to receive the deposit refund.

Group Representative: \_\_\_\_\_  
signature

City Representative: \_\_\_\_\_  
signature

# CITY OF LEBANON ATHLETIC FIELD USAGE POLICY

The City of Lebanon is responsible for maintaining and scheduling various athletic and recreational fields within the park system. This policy is designed to establish criteria for scheduling these fields in an equitable manner while maximizing the benefits these facilities offer to our residents.

## **Request for Usage Procedures / Policy:**

Groups requesting the use of the City of Lebanon park complexes / areas must follow the following procedure to be considered for scheduling on City areas:

1. City park area requests will be accepted only in writing on the Request Form to be provided by the Service Department.
2. Request for the calendar year will be accepted anytime after January 1<sup>st</sup> of that year.
3. The City of Lebanon will hold scheduling meetings on the first Tuesday in February for Spring/Summer scheduling and the first Tuesday in June for Fall scheduling each year.
4. All organizations and teams are required to submit complete rosters of all participants with name, address, and phone number. Failure to do so will result in not being put on the schedule. Priority scheduling will be given to teams with at least 65% of its participants and coaches that are City of Lebanon residents.
5. Unless otherwise established through an agreement / contract with the City of Lebanon, Park complexes / areas will be scheduled using the following priority list:
  - o Lebanon Parks & Recreation Events
  - o Recreational organizations with 250+ participants
  - o Youth competitive organizations with 250+ participants
  - o Adult competitive organizations with 250+ participants
  - o Recreational organizations of less than 250 participants
  - o Competitive organizations of less than 250 participants
  - o Single Teams
6. The City of Lebanon reserves the right to determine the "recreational/competitive" status of groups requesting park space.
7. Any request not received prior to the scheduling meeting will be considered on a space available, case-by-case basis.
8. Groups utilizing park facilities for games must provide the City of Lebanon with complete game schedules by two weeks prior to game start dates.
9. Continued abuse and/or damage of park areas may lead to groups being affected and banned from further use of park areas.
10. Groups utilizing City park areas will be subject to fees as established by the City of Lebanon.