



Newport Parks & Recreation Athletic Office Field Usage Request

FOR OFFICE USE ONLY	
Receipt #	_____
Date Paid	_____
Money Order/Check #	_____
Amount \$	_____
Newport Resident:	
YES	_____
NO	_____
Staff	_____

Contact Information

Group Requesting Reservation _____

Person in Charge _____

Address _____

Phone _____ Fax _____

E-Mail Address _____

Request Information

1st Preferred Location _____

2nd Preferred Location _____

Type of Function _____

Date _____ Times _____

Number of Fields _____

Expected # of Teams _____ Expected # of Spectators _____

Additional Information _____

Fee Details

*Fees are assessed on an individual basis and are determined by the information provided above. Please make every effort to be as accurate as possible for the safety of your guest.

- Field Usage Free
- Lights / Electricity Reimbursement \$20.00 per field / per hour
- Certified Police Officer / Security Officer
(Athletic Office will determine if security is needed. Event Organizer must secure & pay officers on the day of the event.)

Receiving this form is not a confirmation and does not guarantee usage of any City of Newport facility. Acknowledgement of request will be made within 48 to 72 hours. All requests must be made 30 days in advance.

Please complete and return to the Parks & Recreation Athletic Office.

FOR OFFICE USE ONLY:	
Date Request Received:	_____
Approved: Yes	_____ No (if no, give reason) _____
Date:	_____ Staff _____

City of Newport Parks & Recreation / Athletics Office
225 SE Avery Street, Newport, Oregon 97365
(541) 574-5453 Office ♦ (541) 574-6596 Fax

City of Newport Parks & Recreation Field Usage Agreement Policies and Procedures

1. The use of a city field may be reserved for a reasonable period of time for the purpose of group activities through application to the City of Newport and upon payment of any fees in accordance with the fee schedule.
2. The Field Usage Request forms document can be mailed, e-mailed or faxed back to the Athletics Office. To request an application, call 541-574-5453. Applications are processed on a first come, first serve basis. Completion does not ensure that the dates requested will be available.
3. All fees and charges must be received by the Athletics Office three (3) days prior to the scheduled event. Permission will be issued upon receipt of full payment of all fees. A permit, for the purpose of this document, will be issued by the Athletics Office to the applicant for the use of the City of Newport property for recreation programs at the time(s) and date(s) specified in the agreement.
4. Payments may be made to the Athletics Office via cash, company check, personal check or money order, made payable to **Newport Parks and Recreation**. Refunds will be sent to the address of record used in the initial transaction.
5. Facility reservation must be made at least 30 days prior to the event to the Athletics Office and no more than 6 months in advance.
6. Users will assume liability for any damage to the facility while in its use. Users will provide City of Newport a Certificate of Liability Insurance with limits of \$1,000,000 with City of Newport named as co-insured. The party making the reservation shall assume full responsibility and liability for the activity.
7. The Parks and Recreation Department reserves the right to require emergency medical personnel, security and traffic control enforcement.
8. Animals are **PROHIBITED** on athletic fields.
9. Grilling in the park is **PROHIBITED**.
10. Subleasing or transferring of permits is **PROHIBITED**.
11. City Ordinance prohibits alcoholic beverages anywhere in the park. Section 9.75.030 Alcohol.
12. County Ordinance: Park Curfew is 10:00pm Section 9.75.020 Park Hours
13. The Parks and Recreation Department has the right to cancel any activities on an athletics field during severe or inclement weather when it is deemed necessary that conditions would cause harm to participants and or damage to fields.
14. You, the renter, are expected to leave the field **no later** than the time indicated on your permit.
15. Disorderly conduct or behavior by participants will not be tolerated. This agreement may be terminated at the discretion of Parks and Recreation personnel if such behavior occurs.
16. Renter must be at least 21 years of age or older to use the facility. The individual who signs the agreement is responsible for the facility.
17. The renter will make sure all trash is picked up and placed in containers provided.
18. Driving or parking vehicles on turf, grass and field areas is not allowed in any City of Newport park.
19. For safety purpose, field lights will be turned on at dusk and rates will be charged accordingly. A \$20.00 per hour charge will apply for all lighted fields.
20. Special permission for loudspeaker and other electronic device use must be requested at least one (1) month but no later than two (2) weeks prior to event.
21. Newport Parks and Recreation may close any athletic field at any time when deemed necessary. Reasons for field closures include, but are not limited to field resting, maintenance, concerns for health and safety of users, etc.
22. Failure to abide by the above Field Rental Agreement Policies and Procedures will result in forfeiture of all prepaid fees and will jeopardize future field rental privileges.

By signing below, I, the permit holder, am attesting that:

- A. I have read and understand all of the provisions and rules set forth in this application.
- B. I agree that I and all groups affiliated with this requested rental will abide by all the policies and procedures set forth in this application.
- C. I am legally authorized to bind the permit holder.

Signature of Applicant

Date

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www.newportoregon.gov