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Form Date: January 1, 2005

**CITY OF NAMPA
PARKS AND RECREATION DEPARTMENT**

**SPECIAL EVENT
ATHLETIC FACILITY USE PERMIT FORM**

PERMIT DIRECTIONS

DIRECTIONS:

- *If your group or organization is requesting facilities for more than one activity, such as a tournament in the spring and then another tournament in the summer, separate applications must be submitted for each event.*
- *The “window” for submitting an Athletic Facility Use Permit for a special event or weekend activity held between the dates of February 15th – November 30th is January 2 – January 15th. Expect two weeks from the end of the submission window for processing permit requests.*
- *Applications received after the closing of the “submission window” will be processed on a first-come- first-serve-basis. Expect two weeks for processing permit requests that have been received after the submission window.*

FEES:

- *The fee for renting one field/court is \$30.00 per game. No “half-day” fees apply. Prices for other facilities or particular situations will be given upon request.*
- *Upon the approval of the request, full payment is due within seven days of notification. Permits will not be issued until Nampa Parks and Recreation has received full payment.*
- *Organizations renting a baseball/softball field must pay a City of Nampa Maintenance Crew for maintaining ball fields. The “renting organization” will directly pay each maintenance worker \$9.50 for each hour worked. Organizations renting two or less fields will need a minimum of one maintenance worker. Organizations renting three or four fields must have two maintenance workers.*

ORGANIZATIONAL INFORMATION

ORGANIZATION NAME: _____ DATE OF APPLICATION: _____

ACTIVITY TYPE: (Example softball tournament, baseball tournament) _____

TYPE OF ORGANIZATION: School District Non-Profit For-Profit Church/Private Other _____
(Check all that apply)

AGE GROUP: Adult Activity Youth Activity (If serving the youth population list the age group) _____

CONTACT INFORMATION:

ORGANIZATION’S CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____

Street Address

City

State

zip

HOME PHONE #: _____ WORK PHONE #: _____

CELL PHONE #: _____ EMAIL: _____

PURPOSE AND HISTORY OF ACTIVITY

DESCRIBE YOUR ORGANIZATION AND THE PURPOSE OF YOUR EVENT: _____

PARTICIPANT INFORMATION:

HOW MANY TEAMS/PARTICIPANTS ARE EXPECTED FOR YOUR PROPOSED EVENT? _____

ARE TEAMS ATTENDING FROM OTHER CITIES LOCATED OUTSIDE OF NAMPA? (CIRCLE ONE) YES NO

LIST THE ANTICIPATED NUMBER OF PARTICIPANTS IN EACH AGE GROUP INDICATING THE EXPECTED NUMBER OF CITY OF NAMPA RESIDENCE, NON-RESIDENCE AND THE EXPECTED NUMBER OF SPECTATORS.

<i>Age Category</i>	<i># of City of Nampa Resident Participants</i>	<i># of Non-City Residents Resident Participants</i>	<i>Estimated # Spectators In age Group</i>	<i>Total for all Categories</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL PARTICIPANTS _____

LIST CITY OWNED FACILITIES USED IN PREVIOUS YEARS/SEASONS: (If no City of Nampa fields were used last year please indicate below)

<i>City of Nampa Parks Facility</i>	<i>Starting Date</i>	<i>Ending Date</i>	<i>City Fee Charged to Organization</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FACILITY NEEDS:

(Identify the type of facility your organization needs)

FACILITY REQUEST INFORMATION

Based on the "Priority Categories", listed on page three (3) of the *Athletic Facility Use Policy*, the Nampa Recreation Department will evaluate the information provided and assign facilities. Approval or denial will be communicated in approximately ten (10) business days after the closing date of the submission window period. If the application has been submitted after the closing of the submission "window", determination will be given in approximately 10 days after the application has been submitted. If it is determined that the City of Nampa can provide facilities to the organization, the Recreation Department will send information in the form of a permit explaining the specific facilities and times approved for the organization's use. Likewise, if a request is denied, a letter will be sent to the organization with an explanation.

DATES & TIMES: (Include set-up and take-down times)

**DAY ONE:
OF EVENT** DATE: _____ ALTERNATE DATE: _____
DAY MONTH YEAR DAY MONTH YEAR

HOW MANY FIELDS/COURTS ARE NEEDED? _____

DAY ONE (1) STARTING TIME: _____ DAY ONE (1) ENDING TIME: _____

**DAY TWO:
OF EVENT** DATE: _____ ALTERNATE DATE: _____
DAY MONTH YEAR DAY MONTH YEAR

HOW MANY FIELDS/COURTS ARE NEEDED? _____

DAY TWO (2) STARTING TIME: _____ DAY TWO (2) ENDING TIME: _____

**DAY THREE:
OF EVENT** DATE: _____ ALTERNATE DATE: _____
DAY MONTH YEAR DAY MONTH YEAR

HOW MANY FIELDS/COURTS ARE NEEDED? _____


DAY THREE (3) STARTING TIME: _____ DAY THREE (3) ENDING TIME: _____

**DAY FOUR:
OF EVENT** DATE: _____ ALTERNATE DATE: _____
DAY MONTH YEAR DAY MONTH YEAR

HOW MANY FIELDS/COURTS ARE NEEDED? _____

DAY FOUR (4) STARTING TIME: _____ DAY FOUR (4) ENDING TIME: _____

I, as the responsible person of above-mentioned organization hereby acknowledge that I have read the City of Nampa's *Athletic Field Use Policy* and will review the policy with all members of the organization. In addition, I have reviewed this application and all required information is being submitted.

Signature:  _____

Date: _____