



**City of Casa Grande Parks and Recreation Division  
REQUEST FOR USE OF CITY FIELDS / LIGHTS**

**PAYMENT MUST BE MADE IN FULL AT TIME OF RESERVATION**

**ORGANIZATION INFORMATION**

Main Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Web Address \_\_\_\_\_

<p><b>Organization Type:</b></p> <input type="checkbox"/> Youth Group <input type="checkbox"/> Adult Group <input type="checkbox"/> Private, one field/one day use <input type="checkbox"/> Commercial Group <input type="checkbox"/> Other: _____	<p><b>Activity:</b></p> <input type="checkbox"/> Practice <input type="checkbox"/> Tournament <input type="checkbox"/> Clinic <input type="checkbox"/> Sports Camp <input type="checkbox"/> Other: _____	<p><b>Sport:</b></p> <input type="checkbox"/> Baseball or Softball (circle one) Base Length _____ Mound Distance _____ <input type="checkbox"/> Soccer <input type="checkbox"/> Football <input type="checkbox"/> Other _____
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**FACILITY INFORMATION**

Facility: \_\_\_\_\_ Dates: \_\_\_\_\_ Days: \_\_\_\_\_ Hours: \_\_\_\_\_ Lights: \_\_\_\_\_

Facility: \_\_\_\_\_ Dates: \_\_\_\_\_ Days: \_\_\_\_\_ Hours: \_\_\_\_\_ Lights: \_\_\_\_\_

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**REQUIREMENTS FOR USE**

The user shall comply with the following terms and conditions as well as any other terms, which may be specified by the City and attached as an addendum to the Request; (if applicable)

- All reservations must be made a minimum of seven (7) days in advance of reservation start date.
- Organized leagues shall provide an insurance certificate and endorsement for periods of City facility use, naming the City of Casa Grande as additional insured for a minimum of \$1 million liability per occurrence, \$2 million aggregate.
- Use of fields and lights is by permit only. Participants and spectators are to remain off fields that are not permitted or in use. User groups are not allowed to enter any park or sports facility if the gates are not open and/or a supervisor is not present.
- User agrees that it will pay for any unusual wear, or damage to facility occurring from the public or principals of the user.
- The City reserves the right to decline, revise, and revoke or cancel dates at facilities for non-use or if the organization conducts activities not described above.
- Participants and spectators shall leave the sports facility area clean and litter free, using or providing appropriate garbage receptacles. Customer shall be charged a cleanup fee in an amount up to \$500 for not leaving park areas clean and litter free. In addition, if City staff is required to provide service beyond this permit (i.e., garbage collection, maintenance, etc.) user is responsible for those charges and they will be deducted from their deposit or invoiced.
- The user agrees that the City is not responsible for any property left by the user or brought to the premises by the user, or by any other persons or entity in connection with the use of facilities. The user agrees that the City shall have no liability for destruction, theft, vandalism, or other loss or damage to any such property.
- Only participants approved by the City are allowed to use lighted sports fields. This use is not transferable to another person or group without the prior approval of City staff.
- The sale of any items on City property without authorization is prohibited.

**Liability**

The user, its guests, agents, performers or employees agrees to keep and hold the City of Casa Grande harmless from any and all liability, damages, costs and expenses in connection with any and all claims, actions or causes of action for injury, death, personal or property damage arising from or out of the use and occupancy of the facility. It will be the responsibility of the user to follow all applicable local, state and federal safety rules and regulations and maintain safe conditions for workers, activity patrons, guests, and the public. The user will be held financially responsible for any breakage or other damage caused to the interior or exterior or the contents of the City of Casa Grande facility(ies) during the period for which he contracts.

<p>This request is for permission for use of City property and lights only. I am responsible for reading, understanding and complying with all guidelines, and all information as stated in the procedures manual.</p> <p>_____/_____          Contact Person Signature                      Date</p>	<p align="center"><b>City Use Only</b></p> <p><input type="checkbox"/> Not Approved:          _____ Date _____</p> <p><input type="checkbox"/> Approved:          _____ Date _____</p>
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**For Office Use Only:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\$100 Cleaning/Security/Damage Deposit Due Date: \_\_\_\_\_ Date Paid \_\_\_\_\_

\$50 Key Deposit Due Date: \_\_\_\_\_ Date Paid \_\_\_\_\_

**(List Keys)** \_\_\_\_\_

\$3.00 per player fee: Total players, \_\_\_\_\_ X \$3.00 = Total Due: \_\_\_\_\_ Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_

**Additional Fees That May Apply**

Additional/Non-Scheduled Maintenance: Amount (\$\_\_\_\_/HR) \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Field Fee being charged per hour, per field (circle one): \$7 \$14 \$21  
(\*See criteria on page 3)

Light Fee being charged per hour, per field (circle one) \$10 \$15

Final Payment Amount \_\_\_\_\_ Due Date \_\_\_\_\_ Date Paid \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

**Security Deposit** \_\_\_\_\_ Returned \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Withheld \_\_\_\_\_ Amount \_\_\_\_\_ Reason \_\_\_\_\_

**Key Deposit** \_\_\_\_\_ Returned \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Withheld \_\_\_\_\_ Amount \_\_\_\_\_ Reason \_\_\_\_\_

**For Staff Use Only**

- Reserved in Class Date: \_\_\_\_\_
- Reserved on Musco Schedule Date: \_\_\_\_\_
- Invoice sent to Customer Date: \_\_\_\_\_