



ATHLETIC FIELD REQUEST FORMS

SPRING/SUMMER 2017

**THESE FORMS SHOULD BE REVIEWED CAREFULLY,
COMPLETED, AND SUBMITTED TO:**

**BLACK JACK CITY HALL
PARKS AND RECREATION BOARD
12500 OLD JAMESTOWN ROAD
BLACK JACK, MO 63033**

**NO LATER THAN FRIDAY, MARCH 31, 2017
BY 5:00 P.M.**



Enclosed is a copy of the Spring/Summer 2017 Field Information and an Athletic Field Request form. We strongly advise that all organizations carefully read over the enclosed information. It is required that the Athletic Field Request be returned by Friday, March 31, 2017. Teams will be notified of their allocation after Tuesday, April 11, 2017. We will not have an allocation meeting and will handle any conflicts via telephone with the organizations involved. Please complete the forms as accurately as possible and use a separate form for league and practice requests.

Consumption of alcohol is prohibited in Black Jack City Park and jurisdiction of the Park will be at the discretion of and enforced by St. Louis County Police. The City may revoke permits of leagues that are in violation of the Alcohol Ordinance and/or loitering in the streets. Please tell managers to inform their players of this ordinance.

The drivers will be held responsible for vehicles that are illegally parked, not the field user.

It is mandatory that the user(s) of the field cleanup the park grounds and restrooms after all games and practices.

The City of Black Jack's insurance provider requires teams using the facilities to submit a **"Certificate of Insurance" with an insurance liability rate of Two Million Dollars and listing the City of Black Jack as additionally insured for the dates of requested usage.** Contact your organization's insurance company and request this to be submitted with your application. In addition to the Certificate of Insurance, the City requires that each player sign a "Hold Harmless Agreement". These forms are also attached to this application package.

The City only has a limited number of playing fields. We are trying to allocate the fields in the fairest way possible to meet all needs. Your cooperation in following the enclosed guidelines and the correct completion of your request will be appreciated.

The fields are reserved every afternoon, Sunday through Friday from 3:00 PM to 5:45 PM and 6:00 PM to dusk, except for exclusion dates listed on the following page. Saturday fields are available from 8:00 AM to noon only. **Saturday afternoons will be left open for use by visitors to the park.**

There will be times when the City will sponsor special use permits that will take precedence over existing schedules. Teams/leagues will be notified of any additional dates/times scheduled by the City.

All organized teams must have a permit onsite in the possession of their designated representative to use the fields; this includes games and practices.

Sincerely,

CITY OF BLACK JACK

**CITY OF BLACK JACK
PARKS AND RECREATION DEPARTMENT
SPRING/SUMMER FIELD INFORMATION**

1. Fields will be allocated according to the following priority:
 - A. Special Use City of Black Jack sponsored activity.
 - B. Established teams.
 1. Rosters must be submitted prior to permit being issued.
 - C. New teams. (Same stipulation as above.)
 - D. Youth team's practice/games - must request one or both fields.
 - E. Adult teams practice/games - adult teams will be issued practice/game permits same as youth teams.

Note: 1. Teams, who had time slots the previous year, will have priority.
2. Permits will be effective from April 17, 2017 through August 4, 2017.

2. Requests by teams:
 - A. All leagues must submit Athletic Field Request forms to the Black Jack City Hall, 12500 Old Jamestown Road, Black Jack, Mo 63033 by Friday, March 31, 2017. Teams not submitting requests by the above deadline will not be allocated fields.
 - B. Teams will be notified of their allocation after Tuesday, April 11, 2017.
 - C. Final schedules must be submitted by all leagues and team rosters by resident leagues to the Recreation Office (above address), prior to the first scheduled field use. (If the percentage of residents changes or if rosters are falsified in order to gain resident status, teams may lose permits.)
 - D. Permits will not be issued until rosters and schedules are submitted for resident teams.
3. Maintenance of Fields:
 - A. It is mandatory that after each use of the field, the users must pick up and dispose of any trash in the area.
4. Exclusion Dates:
 - A. You may be notified by the City of any dates.
5. Insurance Certificate:
 - A. Each organization will be required to provide a current Certificate of Insurance, which must list the City of Black Jack as additionally insured and have an insurance liability rate of Two Million Dollars.
6. Hold Harmless Agreement:
 - A. Each player will be required to sign a Hold Harmless Agreement. Your organization must have the individual participants listed on the attached Hold Harmless Agreement.

HAROLD J. EVANGELISTA PARK FOOTBALL FIELD USE

RESOLUTION NO. 140802

The City Council of the City of Black Jack enacts the following rules for use of Harold J. Evangelista Park by organized football teams:

- All organized teams must have a permit onsite in the possession of their designated representative to use the fields; this includes games and practices.
- A St. Louis County Police Officer hired by the team must be present for all **Games (does not include practice)**.
- A designated representative of the permit holder must be onsite to respond to any concerns and answer any questions during games and practice sessions.
- Teams must arrange for overflow parking with nearby churches and schools.
- No parking will be allowed in reserved spaces for pavilion renters by those attending football games.
- The park grounds and restrooms must be left clean after all games or practice.
- The Park Rules in Chapter 14, Article III of the City's Code or Ordinances shall apply to all use of the park by organized football teams.
- A \$100.00 (cash or money order) annual non-refundable application fee is required when an application for use is submitted.
- A \$55.00 fee will be required for each game.

BLACK JACK PARKS AND RECREATION ATHLETIC FIELD REQUEST

The Black Jack Park Board requires representatives of various athletic leagues and organizations to submit requests for field use. This application is used to establish a fair allocation of field use for groups. Every attempt will be made to meet the requests of leagues and organizations. All information must be completed before a permit will be issued. A phone number where the representative can be reached during the day is very important. **ALL GROUPS SHOULD READ A COPY OF THE PARK BOARD'S "FIELD INFORMATION" BEFORE COMPLETING THIS FORM.** Permits will be valid from April 17 through August 4, 2017 with the following exception: May 29, 2017 and July 4, 2017 and any dates that you may be notified of in the future.

(PLEASE PRINT)

DATE OF REQUEST _____ SPORT _____

ORGANIZATION _____ PRACTICE ONLY _____

CONTACT PERSON _____

ADDRESS _____ PHONE _____

CITY/ZIP _____

ALTERNATE NAME _____

ADDRESS _____ PHONE _____

CITY/ZIP _____

Times are 3:00 to 5:45 (early) and 6:00 to dusk (late).

LIST IN ORDER OF YOUR PREFERENCE

EARLY UPPER FIELD

LATE UPPER FIELD

EARLY LOWER FIELD

LATE LOWER FIELD

____ Sunday
 ____ Monday
 ____ Tuesday
 ____ Wednesday
 ____ Thursday
 ____ Friday
 ____ Saturday (8am to noon)

____ Sunday
 ____ Monday
 ____ Tuesday
 ____ Wednesday
 ____ Thursday
 ____ Friday
 ____ Saturday (8am to noon)

____ Sunday
 ____ Monday
 ____ Tuesday
 ____ Wednesday
 ____ Thursday
 ____ Friday
 ____ Saturday (8am to noon)

____ Sunday
 ____ Monday
 ____ Tuesday
 ____ Wednesday
 ____ Thursday
 ____ Friday
 ____ Saturday (8am to noon)

No. of Teams using Field(s) _____
 Estimated No. of Players _____
 Age range of Players _____

TEAM ROSTERS - Players' and managers' names, addresses, and telephone numbers must be submitted.

FINAL SCHEDULE - Field to be used, dates, days, times, team names, and managers' names must be submitted by all teams two weeks prior to the first scheduled league game. A designated person must be present at all sessions and registered prior to practice scheduling.

HOLD HARMLESS AGREEMENT

We _____ agree to protect, indemnify, save and keep harmless the City of Black Jack, its employees and agents against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises causing injury to any person or property, including injury to ourselves and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, cost or expense arising out of our use of the premises for the purposes of

_____ and comply with and perform all the requirements and provisions agreed to and required by the City of Black Jack during the period of _____ through _____ at the premises of _____.

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises and who has not previously agreed to protect, indemnify, save and keep harmless the City of Black Jack, its employees and agents and whose signatures do not appear on this agreement.

We also agree to pay for any damages to the premises and equipment caused by our use or negligence, excluding normal wear and tear of the premises of equipment.

We also agree to notify the City of Black Jack of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises until the condition can be corrected.

Date

Signature

