

ORGANIZATIONAL REQUIREMENTS FOR LEAGUE USE OF CITY-OWNED RECREATIONAL FACILITIES

1. A completed facility request form outlining dates, times, gyms and fields for uses such as tournaments, clinics, practices, tryouts, or games will be required. Fall request forms will be mailed in June and will cover the time period of August 1 through February 28. Spring request forms will be mailed in December and will cover the time period of March 1 through July 31. Requests are not a reservation until they have been reviewed and approved. If the request is approved, a \$50.00 deposit will be required to confirm the reservation.
2. A Certificate of Insurance in the amount of \$1,000,000 covering all activities conducted on City facilities and naming the City of Oak Ridge as an additional insured party must accompany facility requests.
3. Each participant must sign an Oak Ridge Recreation and Parks Roster and Medical Release Form before he/she participates. The City will provide these forms, which also serve as a notice of potential injury and a hold harmless form. League coordinators will be responsible for collecting all signed roster forms. These forms are to be submitted prior to the start of the season. Late sign-ups must also be submitted to the City prior to participation.
4. Completed rosters showing the name, address, and age of each participant will be used to determine residency. All adult players who reside within Oak Ridge must submit verification of residency. Verification may be made by providing a copy of a driver's license or recent utility bill. Players not living in Oak Ridge or players not verifying residency must pay a \$20.00 non-resident fee. League coordinators for youth leagues may verify participant residency and submit a signed statement attesting to the residency of the players. A \$10.00 non-resident fee will be charged for youth leagues using City facilities. Please see fee schedule for individual and family discounts on non-resident fees.
5. Copies of league and practice schedules listing team names, times, and site assignments must be submitted.
6. Any fees that may apply to facility use will be based on User Classification.
7. A \$50.00 cleanup deposit is required for each concession area operated. Cleanup of the site must be completed by noon the following day.

OAK RIDGE RECREATION AND PARKS DEPARTMENT

Facility Request for Games & Practices

Days Available: Mondays through Thursdays

Please note: This is not a reservation until it has been reviewed and approved by the Rec. & Parks Dept.

SPORT: _____

Organization: _____

Liability Insurance Provided By: _____

Contact Person:

Alternate Contact Person:

Name

Name

Address

Address

(H) _____ (W) _____
Phone

(H) _____ (W) _____
Phone

Any fees that may apply to facility use will be based on User Classification. Please check the category that applies to this request.

User Classification:

- ____ Class I City Sponsored Leagues & Programs
- ____ Class II Youth & Senior Citizen Activities
- ____ Class III Oak Ridge Community Organizations and Adults
- ____ Class IV Commercial Use, Nonresident and Non-Oak Ridge Organizations

Priority for facility use will be given in the order listed below. Please check the category that applies to this request.

- ____ 1. City Sponsored Leagues & Programs
- ____ 2. Existing Leagues & Programs for Youth
- ____ 3. Existing Leagues & Programs for Adults
- ____ 4. New Oak Ridge Leagues & Programs for Youth
- ____ 5. New Oak Ridge Leagues & Programs for Adults
- ____ 6. Nonresident or Non-Oak Ridge Organizations' Leagues & Programs
- ____ 7. Commercial Use

Facility(s) Requested:

Will Concession Stand be used? _____ (Please see Concession Stand Operations Policy)

Practice Schedule: Beginning and Ending Dates: _____ **through** _____

Day(s) _____ Time(s) _____

Game Schedule (To include Postseason Tournament Play):

Beginning and Ending Dates: _____ **through** _____

Day(s) _____ Time(s) _____

(Please attach additional sheets if more space is required.)

FEES FOR ATHLETIC FACILITIES AND PROGRAMS FY 2007

USER CLASSIFICATION

Class I	City Sponsored Leagues & Programs
Class II	Youth & Senior Citizen Activities
Class III	Oak Ridge Community Organizations and Adults
Class IV	Commercial Use, Nonresident and Non-Oak Ridge Organizations

SOFTBALL, BASEBALL AND SOCCER PARKS (Rates per hour):

Fees will be assessed based on use of lights at softball and baseball fields. Use of lights will begin at 6:00 p.m. except during Daylight Savings Time (DST) when lights will be turned on at 8:00 p.m. Lights are not available on soccer fields.

<u>CLASS</u>	<u>DAY USE</u>	<u>NIGHT PRACTICE</u>	<u>LEAGUE GAMES</u>	<u>NON-LEAGUE GAMES</u>
Class I		\$10.00/hr	N/A	N/A
Class II		\$ 7.50/hr	\$ 7.50 /hr	\$19.00/hr
Class III		\$ 7.50/hr	\$10.00 /hr	\$25.00/hr
Class IV	\$20.00/hr	\$40.00/hr	\$50.00 /hr	\$75.00/hr

SOFTBALL, BASEBALL, AND SOCCER TOURNAMENTS OR SPECIAL EVENTS

Class I	N/A
Class II	\$32.00 per field per day
Class III	\$50.00 per field per day
Class IV	\$62.50 per field per day

TENNIS COURTS (Reserved rate per court hour):

Prime Time:	5:00 p.m. – 10:00 p.m.	Monday – Friday
	1:00 p.m. – 6:00 p.m.	Saturday
	1:00 p.m. – 6:00 p.m.	Sunday

	<u>PRIME TIME</u>	<u>NON-PRIME TIME</u>	<u>TOURNAMENTS</u>
Class I	N/A	N/A	N/A
Class II	\$.75	\$.45	\$32.00 per facility per day
Class III	\$1.50	\$.75	\$50.00 per facility per day
Class IV	\$6.00	\$3.00	\$62.50 per facility per day

GYM RENTALS

Elementary Schools	\$12.50/hr.
Middle Schools	\$19.00/hr.

NON-RESIDENT FEES

Note: Activity refers to “Per Season/Per Sport”. As an example, Summer Softball is one activity regardless of the number of leagues an individual participates in. Participation in Fall Softball would be charged as a new activity for the same individual.

Adults	\$20.00/activity	\$35.00 Maximum per year
Youth	\$10.00/activity	\$15.00 Maximum per year
Family	(2 adults & all children under age 18 residing at same address)	\$60.00 Maximum per year