

## REQUIREMENTS FOR TOURNAMENT AND SPECIAL EVENT USE OF CITY-OWNED RECREATIONAL FACILITIES

1. To reserve a facility on a desired date, submit a facility request form to the Department of Recreation & Parks for review and approval. 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 is required with each facility request.
3. Each participant must sign an Oak Ridge Recreation and Parks Roster and Medical Release Form before he/she participates. This form also serves as a notice of potential injury and a hold harmless form. The City will provide these forms.
4. Copies of the Tournament brackets or Event Schedule must be submitted to the Recreation and Parks Department no later than 48 hours prior to the event.
5. A \$50 cleanup deposit is required for each concession area operated. Cleanup of the site must be completed by noon the following day.
6. Tournament and Special Event fees are billed by the day or the  $\frac{1}{2}$  day and are based on User Classification.

# OAK RIDGE RECREATION AND PARKS DEPARTMENT

## Facility Request for Tournaments & Special Events

*Please note: This is not a reservation until it is 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)

**Tournament or Event Schedule:**

**Beginning and Ending Dates:** \_\_\_\_\_ through \_\_\_\_\_

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Tournament or Event Schedule:**

**Beginning and Ending Dates:** \_\_\_\_\_ through \_\_\_\_\_

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Tournament or Event Schedule:**

**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