

## **ATHLETIC FIELD ALLOCATION APPLICATION PROCESS**

Any youth or adult sports organization, consisting of a minimum of four same-sport teams with the **same board of directors, Code of Conduct and Certificate of Insurance coverage**, requesting athletic field space/time to conduct ongoing practices and games must submit a request with the City of Phoenix Parks and Recreation Department. Please refer to the process outlined below:

1. **Submit a completed Athletic Field Allocation Request Form** to any Parks and Recreation Division Office during the established application period.
2. **Submit a completed Residency Verification Affidavit.** The Residency Verification Affidavit must accompany the Athletic Field Allocation Request Form. (See “Residency Requirements” for detailed information regarding residency)
3. **Applications** that are received after the established application period will be considered only after the initial allocation process has been completed, should field space still be available.
4. **Due to the large number** of athletic field allocation requests received, some organizations may not receive any/all of the field space requested.
5. **Notification:** Organizations will receive notification on the status of their Athletic field Allocation Request by the established timelines.
6. **DO NOT** publicize or schedule usage on any City of Phoenix athletic fields until you receive confirmation of your athletic field allocation from Parks and Recreation Department staff.
7. **Alternative** fields, days or times may be allocated, in relation to what was requested to maximize the usage of available fields and times.
8. If your organization receives an athletic field allocation from the City of Phoenix, your organization/teams **may not request additional field space** through the first-come, first-served athletic field reservation system.
9. **Stipulation of Use:** To finalize the athletic field reservation and begin use of the allocated field space/time blocks, an organization must meet all stipulations of use, including but not limited to:
  - a. Provide a copy of their Code of Conduct as required and outlined in the Policy on Codes of Conduct for Youth Organizations.
  - b. Submit the Code of Conduct Verification Form
  - c. Produce a certificate of insurance according to City of Phoenix requirements (sample is included)
  - d. Submit a list of teams identifying the residency % per team if claiming “Resident Team” status in the allocation process.
  - e. Provide schedule for practices and games on the allocated fields by deadline established by division staff.
  - f. Sign Special Use Reservation Permit and pay any associated fees by established deadlines.
10. **MUST** sign and submit an Athletic Field Guidelines form with completed contract (sent with allocation letter)

**ALLOCATION CRITERIA**

<b>PRIORITY</b>	<b>GROUP</b>	<b>RESIDENCY</b>
1 <sup>ST</sup>	City of Phoenix programs, maintenance, general public usage and contractual obligations	
2 <sup>nd</sup>	Youth	Resident Organization or Teams
3 <sup>rd</sup>	Adult	Resident Organization or Teams
4 <sup>th</sup>	Any remaining requests should space be available	

**\*\*NOTE:** Past allocations and the organizations compliance with Parks and Recreation Department stipulations of use, including the Policy on Codes of Conduct, will be considered in determining eligibility for allocation of athletic fields. The organization must be in good standing with the Parks and Recreation Department to receive an allocation.

**FEE SCHEDULE**

<b>GROUP</b>	<b>FEE (per 2-hour time block)</b>	<b>TIME BLOCK-(even hours only)</b>
Youth	\$12.00 - Resident    \$20.00 - Non Resident	2 hours
Adult	\$34.00 – Resident    \$50.00 – Non Resident	2 hours
ALL	Light Fee - \$5.00 <i>per hour</i>	6pm – 10pm (year round)

**Desert West Soccer Complex Fee Schedule**

<b>FIELD</b>	<b>YOUTH</b>	<b>ADULT</b>
<b><u>TURF</u></b> Available September – May 8am – 10pm Fields closed June, July, August	<b>\$12 per hr</b>  even hours only 2 hour minimum	<b>\$22 per hr</b>  even hours only 2 hour minimum
<b><u>SYNTHETIC</u></b> Available September – May 8am – 10pm June, July, August 6pm – 10pm only	<b>\$15 per hr</b>  even hours only 2 hour minimum	<b>\$30 per hr</b>  even hours only 2 hour minimum
<b><u>ALL FIELDS – ALL GROUPS</u></b> Light Fee – Year Round 6pm – 10pm	<b>\$5.00 per hr</b>	<b>\$5.00 per hr</b>

For further information please contact one of the Parks and Recreation Division Offices:

Downtown	(602) 262-6414	2700 N. 15 <sup>th</sup> Avenue, Phx, 85007
Northeast	(602) 262-6696	17642 N. 40 <sup>th</sup> Street, Phx 85032
Northwest	(602) 262-6575	3901 W. Glendale Ave, Phx, 85051
South	(602) 262-6111	1346 E. South Mountain Avenue, Phx 85042

Other Areas and Phone Numbers:

Reach 11 Sports Complex – (602) 262-4536  
 Rose Mofford Sports Complex – (602) 261-8011  
 Papago, Desert West and Rose Mofford Softball Complexes – (602) 534-9440



## City of Phoenix - Field Allocation Request Form

<input type="checkbox"/>	<b>SPRING ALLOCATION - Requesting field use for January-May</b> Requests are accepted September 1st - 30th You will be notified of your allocation in November.
<input type="checkbox"/>	<b>SUMMER ALLOCATION - Requesting field use for June - August</b> <i>*Limited Fields Available</i> Requests are accepted February 1 - 28th You will be notified of your allocation in April.
<input type="checkbox"/>	<b>FALL ALLOCATION - Requesting field use for September - December</b> Requests are accepted May 1 - May 31 You will be notified of your allocation in July

**ORGANIZATION NAME:** \_\_\_\_\_

Organization Main Contact: \_\_\_\_\_ DOB: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Other \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>SPORT:</b>	<input type="checkbox"/> Youth (17 & Under) <input type="checkbox"/> Residents <input type="checkbox"/> Adult (18+ years) <input type="checkbox"/> Non-Residents	
Practice Start Date: _____	End Date: _____	
Game Start Date: _____	End Date: _____	
Total # of Teams represented for this request: _____		
Total # of Participants represented by this request: _____		
Hours Requested Weekly for Practice: _____	Hours Requested Weekly for Games: _____	

**FIELD REQUESTS:**  
List the fields that you are interested in. IF you do not have a preference please indicate the area of the city which you prefer (Downtown, Northwest, Northeast, South or Any)

**Total Number of Fields you are Requesting:** \_\_\_\_\_

Day(s) of Week	Time	Game or Practice	Park Preference

\* Maximum of number of players per field: Youth - 48, Adult - 24, Rugby - 30

**ORGANIZATION NAME:** \_\_\_\_\_

The number of field allocation requests continues to grow and exceed our inventory of athletic fields. We routinely receive requests from multiple organizations looking for the exact same parks, times and/or days of the week. We commonly have to offer organizations a park, time block or day of the week that is different from their original request.

In order to help us make decisions about your field allocation request please tell us a little about your organization preferences.

**Please rank each statement based on it's importance to your organization.**

1 = Most Important Factor      2= 2nd Most Important Factor      3 = 3rd Most Important Factor  
4= 4th Most Important Factor      5= Least Important Factor

\_\_\_\_\_ My organizations priority is the specific day(s) of the week we requested

\_\_\_\_\_ My organizations priority is the specific park(s) we requested

\_\_\_\_\_ My organizations priority is the specific time block(s) we requested

\_\_\_\_\_ My organizations priority is the overall number of weekly practice hours we requested

\_\_\_\_\_ My organizations priority is the overall number of weekly game hours we requested

Please provide us any other information you would like us to consider: \_\_\_\_\_

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**The following documents must be attached to complete request: (please initial)**

\_\_\_\_\_ Signed and Dated Residency Form

\_\_\_\_\_ Signed and Dated Citywide Field Use Guidelines

\_\_\_\_\_ Your organization consists of 4 or more teams

**By signing below I acknowledge that is only a request for fields. I understand that no fields have been reserved or guaranteed by submitting this request. I will not advertise any City of Phoenix parks or fields until I have received my allocation results and have paid for confirmed fields. The City of Phoenix has the right to verify residency of teams using their fields and may exercise that right at any time.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

**(Inter Office Use Only)**

Received by: (City Staff Name) \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

# of Hrs Received: \_\_\_\_\_

COI Expiration Date: \_\_\_\_\_



Athletic Field Allocation  
**RESIDENCY VERIFICATION AFFIDAVIT**

Please Select One:

<input type="checkbox"/>	<b>ORGANIZATION:</b> a minimum of 70% of the participants registered with the organization reside within the City of Phoenix
<input type="checkbox"/>	<b>TEAM:</b> a minimum of 70% of the participants registered on each team for which the organization is claiming "Resident Team" status for the purpose of requesting a City of Phoenix athletic field allocation for practices, training or related activities, reside within the City of Phoenix.

By checking the each box below, the representative of this organization verifies that the organization meets the stipulations as outlined in the Residency Requirements. This is confirmation that:

- This organization will determine and document the residency of its team participants for consideration under this criterion.
- This organization is responsible for ensuring that once the athletic field allocation begins, all teams/participants they assign/schedule on the allocated City of Phoenix fields continue to meet the residency threshold.

In addition, by checking each box below, the representative of this organization acknowledges that they are aware of the following stipulations of use and understand the consequences for failure to comply:

- The City of Phoenix reserves the right to request proof of residency (utility bills or residential lease/rental documents that reflect the name of the participant or their parent or guardian (for minors) at any time and proof of which teams/participants are utilizing City of Phoenix fields.
- If an organization is unable to produce required proof of residency, and/or proof of teams/participants utilizing City of Phoenix athletic fields, and/or is found in violation of the residency requirements at any time during their athletic field allocation, they will be in violation of an established stipulation of use as identified in the Facility Use Eligibility statement and subject to potential loss of facility use privileges or loss of eligibility to utilize any City of Phoenix facility.

Facility Use Eligibility

Failure to obtain all permits and licenses required by law, ordinance or Parks and Recreation Department rules and regulations AND/OR failure to comply with any law, city ordinance, park regulation, established stipulations of usage or reasonable request from an authorized staff person can result in immediate suspension of facility use privileges, AND/OR citation AND/OR loss of eligibility to utilize any City of Phoenix facilities on the part of the individual(s) AND/OR the user group.

<b>ORGANIZATION NAME:</b> _____	
Representative Printed Name: _____	Title: _____
Signature: _____	Date: _____



**City of Phoenix**

PARKS AND RECREATION DEPARTMENT

Building healthy communities through parks, programs, and partnerships

**City of Phoenix Parks and Recreation Department  
Citywide Athletic Field Guidelines**

**Mission:** The City of Phoenix endeavors to promote programs, events and activities, within Parks and Recreation system which foster, promote, and emphasize a positive, safe and rewarding environment for the youth and adults of our community. In support of this mission, the Parks and Recreation Department has adopted Citywide Athletic Field Guidelines for all those attending or participating in City of Phoenix Parks and Recreation parks and / or using their facilities. These guidelines set minimum standards and expectations for the conduct of everyone. Everyone includes, but is not limited to, administrators, participants, coaches, referees, officials, spectators, attendees, parents, teachers, etc.

**Policy on Codes of Conduct**

When using facilities for, or participation in, youth or adult programs and activities managed or allowed by the City of Phoenix everyone is responsible for:

- Conducting them self in a proper and socially acceptable manner.
- Exhibiting behavior that supports the health, safety and well-being of others.
- Providing a drug free environment.
- Refraining from the use of profanity or offensive language and ethnic slurs.
- Abiding by all laws, rules, regulations and ordinances whether city, state or local.
- Abstaining from any type of conduct intended to humiliate or intimidate others.

**Definitions**

- The term "individual" includes: park patron, park neighbor, organization's representative, manager, coach, player and spectator.
- The term "official" includes: City Staff.
- The term "organization" includes, but is not limited to, administrators, referees, officials, spectators, attendees, parents, teachers, guardians, etc. and is responsible for the actions of its individuals.
- Misconduct could result in penalizing the individual as well as the entire private organization with respect to the Citywide Athletic Field Guidelines and City of Phoenix Park Rules and Regulations.
- Multiple violations of the Citywide Athletic Field Guidelines and or City of Phoenix Park Rules and Regulations will result in escalation of penalties.

**Infractions and Penalties**

- **Warning**
- **Suspension of all field allocations for one month and minimum one year probation**
- **Suspension of all field allocations for a minimum of three months and minimum one year probation**
- **Suspension of all field allocations for a minimum of six months, up to a permanent banned from all citywide field allocations and permanent probation**

No individual / organization shall:

- A. Be verbally abusive to any individual or official.
- B. Set up or leave private equipment in the park prior to or after the stated contract reservation time.
- C. Consume alcoholic beverages without a permit.
- D. Vend on Park property or Drive on Park property except in park designated areas.
- E. Leave excessive trash and debris in a park. (A maintenance fee will be assessed.)
- F. Urinate; be intoxicated or indecent in public.
- G. Fail to report incidents that required police or other emergency personnel to be called to the scene of the stated reservation contract time.
- H. Falsely reserving fields as "Youth" reservations only to play Adults groups.
- I. Use open space or fields not specifically stated on the field allocation contract.
- K. Damage, destroy or steal City property.
- L. Lay a hand upon, shove, physically attack or threaten to attack any official or individual.
- M. Be allowed multiple infractions in any one time frame (calendar year).
- N. Make a reservation in another persons' name or falsifying information for a reservation.

I acknowledge that I have received a copy of Citywide Athletic Field Guidelines and that I am responsible for ensuring that all individuals associated with my group are aware of/and follow all guidelines and park rules/regulations.

Name of Group: \_\_\_\_\_ Name of Representative (print): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_



## **Certificate of Insurance Requirements**

Those organizations or commercial operations that are considered to expose the City of Phoenix to risk are required to provide a certificate of insurance, listing the City of Phoenix as an additional insured. Those operations that are required to provide insurance include; but not limited to, the following: catering, commercial food service, carnival games/rides, organized sporting competitions, dog show and equestrian events.

- A minimum of \$2,000,000.00 in general liability coverage is required. Additional coverage or higher limits may be required based on the nature of the activity.
- The City of Phoenix is to be named both “Additional Insured” and “Certificate Holder”.
- The following wording must appear in the description box on the certificate:  
**“The City of Phoenix, its officers, officials, agent, employees and volunteers are named as additional insured in respect to (name of event, date(s) and location)”.**

NOTE: If your organization/business does multiple events in the City parks in the course of a year, you may use the following wording in the description box on the certificate:

**“The City of Phoenix, its officers, officials, agents, employees and volunteers are named as additional insured in respect to all operations/events held by (business organization name) in any City of Phoenix parks”.**

- The following wording must appear in the certificate holder box on the certificate:  
**City of Phoenix  
Parks and Recreation Department  
200 W. Washington  
Phoenix, AZ 85003  
16<sup>th</sup> Floor**
- Insurance certificates are due 30 days prior to your activity. Please submit a copy with your allocation request.

**SAMPLE CERTIFICATE OF INSURANCE**

CERTIFICATE OF LIABILITY INSURANCE	(DATE)
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<b>AGENT NAME &amp; ADDRESS</b>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  COMPANIES AFFORDING COVERAGE (NAME & ADDRESS)
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<b>INSURED NAME &amp; ADDRESS</b>	COMPANY  LETTER A  COMPANY  LETTER B
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COVERAGE  
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAYBE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSION, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO TYPE OF INSURANCE LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIABILITY LIMITS
GENERAL LIABILITY  COMMERCIAL GENERAL LIAB. OWNERS & CONTRACTORS		02/23/99	02/23/00	<b>GENERAL AGGREGATE</b> <span style="float: right;"><b>\$2,000,000</b></span>
				PRODUCTS OM PROP AGG <span style="float: right;">\$1,000,000</span>
				PERSONAL & ADV INJURY <span style="float: right;">\$1,000,000</span>
				EACH OCCURRENCE <span style="float: right;">\$1,000,000</span>
				FIRE DAMAGE <span style="float: right;">\$ 50,000</span>
				MED EXPENSE <span style="float: right;">\$ 5,000</span>
AUTOMOBILE LIABILITY  ANY AUTO  ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY				COMBINED SINGLE LIMIT
				BODILY INJURY (PER PERSON) <span style="float: right;">\$</span>
				BODILY INJURY (PER ACCIDENT) <span style="float: right;">\$</span>
				PROPERTY DAMAGE <span style="float: right;">\$</span>
EXCESS LIABILITY  UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE <span style="float: right;">\$</span>
				AGGREGATE <span style="float: right;">\$</span>
				SELF INS RETENTION <span style="float: right;">\$</span>
EMPLOYER'S LIABILITY				EACH OCC. <span style="float: right;">\$</span>
Other				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS  
**THE CITY OF PHOENIX, A MUNICIPAL CORPORATION, AND IT'S OFFICERS, OFFICIALS, AGENT'S AND EMPLOYEE'S ARE NAMED AS ADDITIONAL INSURED**

<b>CERTIFICATE HOLDER (NAME &amp; ADDRESS)</b>  CITY OF PHOENIX PARKS AND RECREATI ON DEPARTMENT 200 W. Washington Street PHOENIX, AZ 85003 16 <sup>th</sup> Floor	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVE.
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AUTHORIZED REPRESENTATIVE