



RESERVATION APPLICATION – SHORT TERM USE

SHORT TERM USER PERMITS ARE CLASSIFIED AS FIELD USE TIME THAT SPANS IN DURATION FOR A MINIMUM OF 3 HOURS IN ONE DAY, DOES NOT REQUIRE PARTICIPANTS TO MAKE A PAYMENT OR DONATION IN ORDER TO PARTICIPATE, AND DOES NOT FALL ON A NATIONALLY OBSERVED HOLIDAY. IF THE REQUESTED FIELD USE TIME DOES INCLUDE ANY OF THE ABOVE CRITERIA, THE REQUEST IS NOT CLASSIFIED AS A SHORT TERM USE REQUEST AND A SPORTING EVENT APPLICATION MUST BE SUBMITTED. COMPLETED SHORT TERM USE APPLICATIONS WITH REQUESTED DOCUMENTATION/INFORMATION SHOULD BE SUBMITTED AT LEAST 14 DAYS PRIOR TO THE REQUESTED FIELD USE TIME; OTHERWISE REQUEST MAY BE DENIED. BE SURE APPLICATION IS COMPLETED ENTIRELY BEFORE SUBMITTING. ALL SECTIONS MUST BE ANSWERED. MARK N/A FOR NON-APPLICABLE SECTIONS.

INCOMPLETE APPLICATIONS AND/OR APPLICATIONS WITHOUT THE REQUIRED DOCUMENTS WILL NOT BE PROCESSED. SUBMITTAL OF AN APPLICATION DOES NOT GRANT YOU A PERMIT OR CONFIRMATION TO CONDUCT YOUR PLANNED SHORT TERM FIELD USE; ALL APPLICATIONS ARE SUBJECT TO REVIEW. ALL PROPOSED ACTIVITIES AND EVENTS ARE SUBJECT TO THE APPROVAL OF THE CITY OF LAS VEGAS DEPARTMENT OF PARKS AND RECREATION.

PLEASE FAX COMPLETED FORM TO THE ATTENTION OF **SPORTING EVENTS** AT FAX (702) 464-5795 OR SEND AS AN EMAIL ATTACHMENT TO MUNICIPALSPORTSUNIT@LASVEGASNEVADA.GOV. IF YOU HAVE QUESTIONS, PLEASE CALL (702) 229-1642.

MSU Use: RECEIVED BY	RECEIVED DATE	HH#	RESERVATION PERMIT #
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SECTION A - APPLICANT/ORGANIZATION INFORMATION

TITLE FOR SHORT TERM FIELD USE

REQUESTED DATE(S) OF EVENT		DESCRIPTION OF SPORT/EVENT TO OCCUR		
FROM	To			
NAME OF APPLICANT/ORGANIZATION		DAYTIME PHONE	CELL	
TITLE	DATE OF BIRTH	EMAIL ADDRESS		
MAILING ADDRESS		CITY	STATE	ZIP
ALTERNATE CONTACT		DAYTIME PHONE	CELL PHONE	
TITLE	DATE OF BIRTH	EMAIL ADDRESS		

I, THE APPLICANT, AUTHORIZE THE ALTERNATE CONTACT NAMED ABOVE TO PAY FOR, SIGN AND PICK -UP THE FIELD USE PERMIT FROM THE MUNICIPAL SPORTS UNIT? YES NO

RESERVABLE PICNIC SHELTER /PAVILIONS

WILL YOUR ORGANIZATION BE SEEKING TO RESERVE PICNIC SHELTERS/PAVILIONS THROUGH THE CITY OF LAS VEGAS PARK RESERVATIONS DEPARTMENT IN CONJUNCTION WITH THIS EVENT?

NO YES **→ IF YES, CALL PAVILION/PICNIC RESERVATIONS AT (702)229-6718.**

APPROVAL OF THE SPORTING EVENT RESERVATION APPLICATION FOR SPORTS FIELD USE DOES NOT GUARANTEE PICNIC SHELTERS/PAVILION RESERVATIONS. CONTACT THE PARK RESERVATIONS DEPARTMENT FOR INFORMATION ON RESERVING PICNIC SHELTERS/ PAVILIONS.

SECTION C - EVENT ATTENDEES

PLEASE SELECT EACH AGE GROUP THAT BEST DESCRIBES YOUR EVENT PARTICIPANTS. CHECK ALL THAT APPLY.

YOUTH (0-17) ADULT (18-49) ACTIVE ADULT (50-59) SENIOR(60+)

EXPECTED EVENT ATTENDANCE -ENTIRE EVENT/ALL LOCATIONS/DAYS	# OF TEAMS EXPECTED	# OF COACHES PER TEAM	# OF EVENT STAFF PER DAY
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SECTION B - EVENT INFORMATION

COMPLEX/FACILITY AND FIELDS REQUESTED – SHORT TERM FIELD USE PERMITS ARE ISSUED FOR A MINIMUM OF 3 HOURS IN DURATION. NO HALF OR QUARTER HOUR PERMIT START OR END TIMES. IF FIELD USE TIME EXCEEDS 3 HOURS IN DURATION, A SPORTING EVENT RESERVATION APPLICATION IS REQUIRED.

<u>EVENT/ACTIVITY</u> REQUESTED DATE(S)	DAY(S) OF WEEK	REQUESTED COMPLEXES	FIELD #	START FIELD USE TIME	END FIELD USE TIME

SECTION C - SIGNATURE

APPLICANT AGREES THAT HE/SHE IS DULY APPOINTED AND AUTHORIZED TO MAKE AND SUBMIT THE ABOVE REQUEST IN THE NAME OF THE AFOREMENTIONED ORGANIZATION. APPLICANT AFFIRMS THAT ALL ANSWERS GIVEN AND STATEMENTS MADE ON THIS APPLICATION ARE FULL AND TRUE TO THE BEST KNOWLEDGE OF THE APPLICANT. APPLICANT AFFIRMS HE /SHE IS 18 YEARS OF AGE OR OLDER AND HAS READ THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT. APPLICANT AGREES TO REVIEW THE MUNICIPAL SPORTS UNIT FIELD USE POLICIES AND AGREEMENTS AND AGREES TO ABIDE BY THEM.

IN ADDITION TO THE INSURANCE REQUIREMENTS SET FORTH IN THE MUNICIPAL SPORTS UNIT ATHLETIC FIELD USE AND ALLOCATION POLICIES, APPLICANT AGREES TO PROTECT, DEFEND, INDEMNIFY AND SAVE THE CITY OF LAS VEGAS, ITS OFFICERS, EMPLOYEES, AGENTS, AND VOLUNTEERS (THE "INDEMNIFIED PARTIES") HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, LIABILITY, DAMAGES, DEMANDS, LOSSES, EXPENSES, SUITS, LIENS, JUDGMENT, ATTORNEY'S FEE, OR COURT COSTS OR ANY OTHER FORM OF LIABILITY (COLLECTIVELY THE "CLAIMS"), INCLUDING WITHOUT LIMITATION, CLAIMS FOR INJURIES TO OR DEATH OF ANY PERSON OR PERSONS OR DAMAGE OR LOSS TO THE CITY PREMISES OR ANY PART THEREOF, WHICH THE INDEMNIFIED PARTIES, OR ANY OF THEM, MAY SUFFER AS A RESULT OF, BY REASON OF, OR IN CONSEQUENCE OF, THE ACTION OR OMISSIONS OF THE APPLICANT, IT'S EMPLOYEES, AGENTS OR ANYONE EMPLOYED IN PERFORMING OR FAILING TO PERFORM THE PROVISIONS OF THE AGREEMENT.

APPLICANT UNDERSTANDS THAT THE SUBMITTAL OF THIS APPLICATION DOES NOT GRANT PERMISSION OR CONFIRMATION TO CONDUCT THE PLANNED SPORTING EVENT. FURTHER, THE APPLICANT UNDERSTANDS THE CITY MAY CANCEL, HALT AND/OR REFUSE THE ORGANIZATION'S USE OF THE FACILITY IF ANY OF THE ABOVE REQUIREMENTS ARE NOT COMPLETED BY THE SPECIFIC APPLICATION DEADLINES OR AT THE DISCRETION OF THE CITY. **VIOLATIONS OF THE MUNICIPAL SPORTS UNIT ATHLETIC FIELD USE AND ALLOCATION POLICIES WILL BE HANDLED IN ACCORDANCE WITH THE CITY'S DISCIPLINARY (THREE STRIKES) POLICY.** ANY FEES PAID MAY BE FORFEITED BY THE ORGANIZATION IF SUCH CANCELLATION OCCURS, AND APPLICANT ACKNOWLEDGES ON BEHALF OF ORGANIZATION THAT THE FEES AND FINES MAY ALSO BE ASSESSED PURSUANT TO THE CITY'S FEE SCHEDULE.

NAME OF APPLICANT (PLEASE PRINT)

TITLE

SIGNATURE OF APPLICANT

DATE

BY ENTERING MY SIGNATURE ABOVE, DIGITALLY OR HAND WRITTEN, I ASSERT THAT I HAVE READ AND COMPLETED THIS FORM AND AGREE TO ITS TERMS.

SHORT TERM FIELD USER PERMITTING PROCESS AND TIMELINE

THE REVIEW AND APPROVAL OF SPORTING EVENT RESERVATION APPLICATIONS ARE COORDINATED THROUGH THE MUNICIPAL SPORTS UNIT. THE LIST BELOW OUTLINES THE SUBMISSION DEADLINES AND THE REQUIRED DOCUMENTS THAT ARE DUE RELATIVE TO THE SHORT TERM FIELD USE START DATE.

FAILURE TO MEET THE SUBMISSION AND PAYMENT DEADLINES MAY RESULT IN CANCELLATION OF APPROVED SHORT TERM FIELD USE RESERVATIONS.

14 DAYS OR MORE PRIOR TO REQUESTED EVENT START DATE

- COMPLETED, SIGNED AND DATED SHORT TERM USE RESERVATION APPLICATION

PRIOR TO ISSUANCE OF FIELD USE PERMIT

- COMPLETED, SIGNED AND DATED POLICIES HANDBOOK SIGNATURE PAGE (PAGE 25)
IF APPLICABLE:
 - PROOF OF LIABILITY INSURANCE 9WHEN PERMITTING MORE THAN 4 DAYS IN ONE ALLOCATION SEASON)
 - ENDORSEMENT PAGE SHOWING CITY OF LAS VEGAS AS ADDITIONAL INSURED
 - ENDORSEMENT PAGE SHOWING PARTICIPANT LEGAL LIABILITY HAS BEEN "ADDED" BACK TO THE INSURANCE POLICY

Submit your completed Sporting Event Field Reservation Application to the Municipal Sports Unit by fax, mail, email or you may bring your application to the Municipal Sports Unit office. 495 South Main Street, City Hall, 5th Floor, Las Vegas NV 89101.

Business hours: Monday – Thursday, 7:00 am – 5:00 pm

Phone (702) 229-1642 ~ Fax (702) 464-5795

municipalsportsunit@lasvegasnevada.gov