



ATHLETIC FACILITY RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – General Information

Thank you for choosing our facility for your athletic event. To ensure proper scheduling, all requests and appropriate payment must be received a maximum of three months and a minimum of two weeks in advance of your event. No alcoholic beverages are allowed at any time at any athletic facility.

Section II – Fee Schedule

Outdoor Basketball Court

Fee for renting an outdoor basketball court for city residents is as follows:

- \$10.00 per hour

Fee for renting an outdoor basketball court for non-city residents is as follows:

- \$15.00 per hour

Tennis Court

Fee for renting a tennis court for city residents is as follows:

- \$2.50 per hour

Fee for renting a tennis court for non-city residents is as follows:

- \$3.00 per hour

Indoor Basketball Court

Fee for renting an indoor basketball court for city residents is as follows:

- \$25.00 per hour

Fee for renting an indoor basketball court for non-city residents is as follows:

- \$30.00 per hour

Volleyball Court

Fee for renting a volleyball court for city residents is as follows:

- \$10.00 per hour

Fee for renting a volleyball court for non-city residents is as follows:

- \$15.00 per hour

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Desired Location(s): _____

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

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Fee Calculation: Court(s): _____ @ \$ _____ per hour = \$ _____	Total Due: \$ _____
Special Considerations: <input type="checkbox"/> Neighborhood Partnership <input type="checkbox"/> Roanoke City Public Schools <input type="checkbox"/> Co-Sponsored Event <input type="checkbox"/> Internal Use	
Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____	