



ATHLETIC FIELD RESERVATION REQUEST

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

Section I – General Information

Thank you for choosing our field 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 field.

Section II – Fee Schedule

Field Rental Fee – Non-Tournament Use

Fee for renting an athletic field for city residents for non-tournament use is as follows:

- \$12.50 per hour

Fee for renting an athletic field for non-city residents for non-tournament use is as follows:

- \$17.50 per hour

Field Rental Fee – Tournament Use

Fee for renting an athletic field for tournament use is as follows:

- \$200 refundable deposit
- \$125.00 per field per day
- OR-
- \$5 per team
- Whichever is greater

Tournament Use Fee includes one marking and dragging per day. Lighting is not included.

Lighting

Fee for using lights is as follows:

- \$7.50 per hour (Spring/Summer 7:00 p.m. and later, Fall/Winter 6:00 p.m. and later)

Marking and Dragging

Fee for marking a full football, full lacrosse, and full rugby field is as follows:

- \$175.00 per field
- Includes lines at five-yard intervals, all hash marks, and numbers at ten-yard intervals

Fee for marking a flag football and soccer field is as follows:

- \$125.00 per field
- Includes field perimeter outline, lines at ten-yard intervals for flag football, midfield line and circle and six-yard and 18-yard boxes for soccer

Youth soccer fields are marked proportionately to field size

Fee for marking and dragging a baseball and softball field is as follows:

- \$100.00 per field
- Includes marking all foul lines, coaches boxes, batter’s boxes, pitcher’s circle, and broom dragging and filling obvious holes.

Section III – 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 IV – 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: _____

For Office Use Only

Special Considerations: Neighborhood Partnership Roanoke City Public Schools Co-Sponsored Event Internal Use

Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____