



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. Non-profit organizations within the City of Roanoke administering recreationally-based leagues will have use of athletic fields for regular season play at no cost. Post-season and tournament play are subject to the fee schedule below. League administration requires proof of insurance with the City of Roanoke listed as an additional insured.

Section II – Fee Schedule

Field Rental Fee – Non-Tournament Use

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

- \$15.00 per hour

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

- \$30.00 per hour

Field Rental Fee – Tournament Use of Ball Diamonds

Fee for renting a ball diamond for city residents and city non-profits for tournament use is as follows:

- \$200 refundable deposit
- \$100.00 per field, per day
- OR-
- \$200 per field, per day with marking and dragging

Fee for renting a ball diamond for non-city residents, non-city non-profits, and for profits for tournament use is as follows:

- \$200 refundable deposit
- \$200.00 per field, per day
- OR-
- \$400 per field, per day with marking and dragging

Lighting is not included.

Field Rental Fee – Tournament Use of Rectangular Fields

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

- \$200 refundable deposit
- \$100.00 per field, per day
- OR-
- \$200 per field, per day with marking and dragging

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

- \$200 refundable deposit
- \$200.00 per field, per day
- OR-
- \$400 per field, per day with marking and dragging

Lighting is not included.

Lighting

Fee for using lights for city residents and city non-profits is as follows:

- \$10.00 per hour

Fee for using lights for non-city residents, non-city non-profits, and for profits is as follows:

- \$20.00 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 for city residents and city non-profits is as follows:

- \$200.00 per field

Fee for marking a full football, full lacrosse, and full rugby field for non-city residents, non-city non-profits, and for profits is as follows:

- \$400.00 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 for city residents and city non-profits is as follows:

- \$150.00 per field

Fee for marking a flag football and soccer field for non-city residents, non-city non-profits, and for profits is as follows:

- \$300.00 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 for city residents and city non-profits is as follows:

- \$125.00 per field

Fee for marking and dragging a baseball and softball field for non-city residents, non-city non-profits, and for profits is as follows:

- \$250.00 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/League Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

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

City Resident? Yes No Non-Profit Organization? Yes No Non-Profit ID: _____

Purpose of Reservation: _____ Number of Expected Guests: _____

Desired Location(s): _____

Total Number of Age Groups: _____ Total Number of Teams per Age Group: _____

Event/League Start Date: _____ Event/League End Date: _____

Event/League Start Time (to include set-up): _____ Event/League 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
Authorized Signatures and Work Flow

Athletics Coordinator: _____ Date: _____

Recreation Manager: _____ Date: _____

Director of Parks and Recreation: _____ Date: _____