



Broomfield Athletic Field Reservation Request Form and Policy Agreement

Submit completed form by email to fieldrentals@broomfield.org

Rental Conditions of Use

Applicant agrees to the following conditions for use of the facility:

- This AGREEMENT is made between the CITY AND COUNTY OF BROOMFIELD, a Colorado municipal corporation and county (CCOB), and the Applicant, which may also be individually referred to herein as the “Lessee” and/or “Renter”.
- All rental priorities are based on a first-come, first-served basis UNLESS there is a permitted user. Priority is given to resident user groups. Organized teams or group practices or activities need to obtain a permit to conduct business on CCOB facilities.
- CCOB reserves the right to cancel, refuse, or revoke any rental without a refund.
- Usage of the facility does not imply CCOB’s endorsement of meetings, groups, or beliefs.
- Fields will not be rented to any organization whose use of the fields presents a conflict of interest.
- Parks and facilities are patrolled by local law enforcement agencies. All applicable rules and regulations including State Statutes and CCOB ordinances will be enforced.
- **Certificate of Insurance is required** from Youth Sports Groups, tournaments, on-going renters and/or leagues, special events, and camp renters. Lessee must provide CCOB with a certificate of insurance showing that the applicant has a comprehensive general liability policy for \$1,000,000 and that the City and County of Broomfield and its employees, officers, and authorized volunteers are endorsed on such certificates as additional insured.
- **Tournament requests** require a \$300 non-refundable application fee due upon booking. The application fee will be applied to the remaining balance due. The remaining balance is due 30 days prior to Renter’s event date.
- If a requesting Renter is affiliated with a Recognized Youth Group in Broomfield, the Renter must contact their organization’s respected field allocator and/or administrator to request a field on the Renter’s behalf.
- During the time the field and spectator area are being used by the Lessee, the lessee is responsible for all accidents, injuries, field damages, or loss of property. CCOB and its designated representatives shall be held harmless from any and all claims resulting from the use by the Lessee.
- Facilities must be left in clean and orderly condition. The Lessee is responsible and will be required to pay for any damage, loss, turf repair, or the cost of any excessive cleanup, including excess debris and trash removal, performed by CCOB due to a Lessee’s rental.
- **No motorized vehicles will be allowed on any field or park under any conditions.**
- No glass containers or weapons are allowed in any of CCOB parks, ball fields, or athletic fields.
- No smoking, tobacco, or alcohol use on fields. No exceptions.
- Lessee will conduct their activities in an orderly manner. Adults must accompany guests under 8 years old. No climbing on CCOB buildings, dugouts, etc.
- No dogs are allowed on the fields or playable surfaces at Community Park, Broomfield County Commons, Broomfield Industrial Park fields, and any synthetic turf fields. Dogs must remain on leashes.
- CCOB Parks will conduct maintenance on parks, ball fields, and athletic fields. Renters are not permitted to drag infields, mark, paint, or mow ball fields or athletic fields. Any attempt to do so may result in a fine or loss of permit.
- Raising funds, charging admission, or collecting money must have prior authorization.
- No advertising is permitted. No flags/banners can be staked or located in the park.
- Any inflatables/tents must have prior approval. Any inflatables/tents must be weighted down, not staked into the ground. Users must provide their own generator for inflatables.
- The Lessee may not sell or authorize the sale of food or concession items without the written approval of the Director of Operations or designee. Food trucks or tailgating activities must have prior authorization.



Athletic Field Weather Policy

The following, but not limited to, are the guidelines used to determine whether or not turf damage can occur:

- Snow-covered fields
 - Standing water in goal mouths and midfields
 - Standing water or puddling exists on the field or surrounding area
 - Field is spongy when walked on or participants sink on the infield when walked on
 - Where grass is sparse or field is worn badly and ground is saturated
 - CCOB Parks Department reserves the right to determine field status as necessary
- **NO SNOW REMOVAL WILL BE PERMITTED**
 - When frost exists, there shall be no play on frost-covered fields; the games shall be delayed until fifteen minutes after the frost has melted.
 - In case of unusable conditions, athletic fields will be closed.
 - If athletic fields are locked/closed due to inclement weather or maintenance, NO field access is permitted.
 - There will be one primary contact for communications between Parks and Recreation Services. All communications will be channeled through these two individuals. A backup person or persons will be identified when the primary representative of either agency is unavailable.
 - Inquiries on field set-ups and/or maintenance must be made to Recreation Services. Recreation Services will communicate to Parks on behalf of Lessee.
 - CCOB has the ultimate authority to close the fields, if necessary, at any time due to weather conditions, unforeseen maintenance situations, or for the safety of its participants.
 - **ALL USERS WILL BE HELD MONETARILY LIABLE FOR DAMAGE TO TURF AND IRRIGATION IF FIELDS ARE DAMAGED FROM USE.**

Cancellation/Change Policy

- Reservations are not transferable between facilities/fields. A facility change, date change, or change in contract holder may result in a cancellation and rebooking of a reservation following the cancellation policy outlined below.
- Cancellations made two weeks or less before the event will forfeit 50% of the total reservation fee and the non-refundable application fee, if applicable.
- A minimum \$15 Administrative Fee is assessed on all reservation change requests. Changes include, but are not limited to, adding/reducing hours, and adding additional fields/facilities. Additional fees may apply.
- Additional Field Preparation due to inclement weather will be charged to the renter accordingly.
- If CCOB deems fields unplayable, the renter will be given the option to reschedule (if space is available) or receive a credit/refund for unplayable times. See *Athletic Field Weather Policy*.



Broomfield Athletic Field Reservation Agreement

Please read and initial each item and sign the bottom. Completed Agreements must be submitted with reservation requests. Signature on the reservation agreement is viewed as an affirmation to comply with Rental Conditions of Use.

_____ I agree that alcohol, glass containers, and weapons are prohibited from CCOB ball fields and athletic fields.

_____ I understand that as a Renter, I am not allowed to drag infields, mark, paint, or mow ball fields or athletic fields.

_____ I understand that I may be fined for any damage, turf repair, or extra trash collection that may occur during my rental time.

_____ I agree that when frost exists, there shall be no play on frost-covered fields; the games shall be delayed until fifteen minutes after the frost has melted.

_____ I agree that snow removal is NOT permitted.

_____ I agree that if athletic fields are locked/closed due to inclement weather or maintenance, field access is NOT permitted.

_____ I understand that Tournament Reservations require a \$300.00 non-refundable application fee at the time of reservation and will pay the balance in full 30 days before the reservation.

_____ I understand that cancellations made two weeks or less before the event will forfeit 50% of the total reservation fee and the non-refundable application fee, if applicable.

_____ I understand that a minimum \$15 Administrative Fee is assessed on all reservation change requests. Changes include, but are not limited to, adding/reducing hours, and adding additional fields/facilities.

_____ I understand that I may not sell or authorize the sale of food, retail items, or concession items without the written approval of the Director of Operation or designee.

_____ I understand that food trucks or tailgating activities must have prior authorization.

_____ I have read and agree to the policies of the Broomfield Athletic Field Rental Agreement.

_____ I agree that failure to abide by the above-mentioned policies may result in additional fees, cancellation of the current rental and/ or denial of future rentals.

_____ I understand that CCOB reserves the right to withdraw the permit at any time.

Requestor/ Responsible Party (Print)

Signature

Date



Field Request Due Dates

If an overlap in seasons occurs, submit one request.

Season Length	Request Submissions Accepted Beginning	Approved Permit Available
Spring: April 1 - May 31	March 1	Mid-March
Summer: June 1 - July 31	April 1	Mid-May
Fall: August 1 - October 31	June 1	Mid-July

Field Maintenance Dates *Weather Permitting*****

Season	Grass Field Status	General Timeline
Fall	CLOSED for Maintenance	Beginning of November
Spring	OPEN for Play	End of March/Beginning of April <i>*** Weather Permitting ***</i>

Field Rental Costs

- Organizations/Teams must be either a Broomfield Recognized Group OR submit a team roster showing 80% Broomfield residents to qualify for Resident Rates.
- Rosters are due before the first week of Renter’s scheduled games.
- Rectangular/multi-purpose fields may be charged weekly field prep fees for games.
- Additional rental and field prep fees may be applied for any game fields added after fields have been allocated and/or a permit has been issued.

Field Type	Broomfield Resident Fee, Per Hour	Standard Fee, Per Hour	For-Profit Fee Per Hour
Grass, per field	\$16.00	\$32.00	\$60.00
Tournament, per field \$300 Tournament Non-Refundable Application Fee Required	\$127.00 per day	\$250.00 per day	-
Championship Turf	\$42.00	\$96.00	-
Yellow Pod Turf, per field	\$32.00	\$64.00	-
Yellow Pod Turf, per field	\$256.00 per day	\$500.00 per day	-
Tennis Court	\$6.00	\$20.00	-
Inline rink at Broomfield Industrial Park	\$14.00	\$22.00	-
Add-On Fee	Broomfield Resident Fee	Standard Fee, Per Hour	For-Profit Fee
Field Prep: Baseball/Softball	\$34.00 per field	\$35.00 per field	\$55.00 per field
Field Prep: Football/Soccer/Lacrosse	\$54.00 per field	\$73.00 per field	\$104.00 per field
Field Lights, where applicable	\$30.00 per hour	\$30.00 per hour	-
Base Rental	\$25.00 per field	\$25.00 per field	-
Temporary Fencing	\$100.00 per field	\$100.00 per field	*Community Park Only



Broomfield Athletic Field Reservation Request

For One-Time or Short-Term Requests

Print Legibly. Illegible forms may not be reviewed.

Checklist

- Certificate of Insurance (*see Rental Conditions of Use*)
- Team Roster (*for Broomfield residency verification*)
- Submit completed form by email to fieldrentals@broomfield.org

Select, only if applicable:

- For-Profit

Requestor/Contact Name: _____

Organization (if applicable): _____

Use Organization Address for Organization, Group, or Team Requests

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Payment Information:

Billing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Type of Sport (Select all that apply):

- | | |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Football |
| <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Baseball |
| <input type="checkbox"/> Softball | <input type="checkbox"/> Other: _____ |

Age Group or Level of Participants: _____

Total Number of Attendees: _____

Certificate of Insurance is required from Youth Sports Groups, tournaments, special events, and camp renters. See *Policy Agreement, Conditions of Use* showing that the applicant has a comprehensive general liability policy for \$1,000,000 and that the City and County of Broomfield and its employees, officers, and authorized volunteers are endorsed on such certificates as additional insured at the following address:

*City and County of Broomfield
One Descombes Drive
Broomfield, CO 80020*



Broomfield Athletic Field Reservation Request

For One-Time or Short-Term Requests

PARKS, RECREATION AND SENIOR SERVICES

280 Spader Way • Broomfield, CO 80020 • 303.464.5500 • BroomfieldRecreation.com • BroomfieldSeniors.com

Print Legibly. Illegible forms may not be reviewed.

Submit completed form by email to fieldrentals@broomfield.org

Check one box for the requested season

- Spring
- Summer
- Fall

	Practices	Games
Start Date		
End Date		
Days of the Week		
Times		
Date Exclusions		

Number of Fields Requesting	Field Dimensions (Ex. 11v11 soccer field, 65 ft baseball field) Specific field locations are <u>not</u> guaranteed

For Special Events, Tournaments, or Camps ONLY:

Event/Camp Name	Date(s)	Time (Start/End)

# of Fields Requesting	Field Dimensions (Ex. 11v11 soccer field, 65 ft baseball field) Specific field locations are <u>not</u> guaranteed

FOR OFFICE USE ONLY

Date Received: _____ Walk-in / Fax/ / Email PDRC / BCC Time: _____ Staff: _____