

**City of Hampton Parks, Recreation & Leisure Services Department  
Field Use Request**

Organization: _____		Contact Name _____	
Tournament Name (if applicable): _____		Date of Tournament (if applicable): _____	
Address _____		City _____	State _____ Zip _____
Day Phone _____		Evening Phone _____	
Fax _____		Email _____	
Type of Facility Requesting: (Please Circle)      Ball Diamond      Athletic Field      Gymnasium			
Number of Projected Teams? _____		Will you be charging admission? _____	
Date Application Submitted: _____		Age Groups: _____	
Season: Spring ____	Summer ____	Fall ____	Winter ____

Field Requested	Start Date	End Date	Days/Time of Week	Lights	Purpose (practice, tryout, game)

Applicant's Signature: \_\_\_\_\_

**DEADLINE FOR SUBMITTING REQUEST**  
 Spring/Summer – January 1      Fall/Winter – July 1

- Requests will be reviewed on a case by case basis based off of the following priority:
1. Hampton Parks, Recreation & Leisure Services Department Sponsored Programs
  2. Hampton City Schools (1<sup>st</sup> priority if granted by the Director of Parks and Recreation)
  3. Hampton Based Youth Leagues/Teams – 100% Residency
  4. Partial Hampton Based Youth Leagues/Teams – 75% Residency
  5. Select/Independent/Travel or Non Partial Hampton Based Youth Leagues/Teams
  6. Adult Leagues/Teams

Light Rental Fees: \$25/hour per field  
 Field Rental Fees: \$25/hour per field  
 Fields must be rented in 1 hour blocks for a minimum of a one hour block.  
 All participants must be off the field prior to the conclusion of their rental period.

City of Hampton Parks, Recreation & Leisure Services Department  
Field Use Contract

Terms of Agreement:

The User, \_\_\_\_\_, agrees:

1. Field usage may only be conducted between the hours of 7am to 10pm Monday through Sunday. All fields on school grounds will be limited to usage between the hours of 4pm to 10pm Monday through Friday when school is in session.
2. To maintain, keep and leave the premises or areas, including any property adjacent thereto, in a clean, presentable condition free from weeds, debris, litter or other matter detrimental to the appearance of the area.
3. To promote recycling at practice and game sites when possible.
4. That the organization, its participants and invited guests agree to waive all rights to recover against the City of Hampton, its agents and employees by subrogation, assignment or otherwise for any loss or damage growing out of injuries to persons while utilizing the above-referenced field(s).
5. All Youth Sport coaches, commissioners, and managers must have completed a formal coach's training via the certification process of the National Youth Sports Coaches Association (NYSCA) or other statewide or nationally recognized agency (documentation must be provided listing coaches trained and the provider of the training two weeks prior to the start of field usage).
6. All Youth Sport coaches, commissioners, board members and managers must also pass a national background check (documentation must be provided stating background check process and provider, along with disqualifiers two weeks prior to the start of field usage).
7. Provide a copy of the organization's player concussion policy and documentation that all coaches have completed a concussion training program.
8. That no permanent structure or equipment will be installed or removed, nor will there be placed on or taken from the area stated above, any matter or material except as hereinafter state, unless written permission from the Director of Hampton Parks, Recreation & Leisure Services Department or the Hampton City School Board is obtained. All organizations who obtain written permission to erect building, fences, dug-outs and announcement booths are responsible for year-round maintenance and upkeep. If the organization does not abide by the above, the City of Hampton reserves the right to remove part or all of the defective areas.
9. That all keys and light switches remain the property of the City of Hampton Parks, Recreation & Leisure Services Department and must be returned on the final date of use as noted in the agreement. There will be a \$100 deposit for all light controllers. There will be a \$250.00 fee for all light controllers not returned within 30 days of the program end date. The Light Fee will consist of \$25 per hour per field.
10. To furnish Hampton Parks, Recreation & Leisure Services Department, Athletics Division with copies of all schedules (league, non-league, tournaments and practice) no later than two (2) weeks prior to intended use. The City of Hampton Parks, Recreation & Leisure Services Department reserves the right to use the stated field(s) when it is not scheduled for use by stated organization.

11. To furnish Hampton Parks, Recreation & Leisure Services Department, Athletics Division with a copy of the stated organizations by-laws as well as a list of all officers for the stated organization. The list of officers must include address and phone number. This information must be turned in no later than two (2) weeks prior to intended use.
12. The selling of concessions or other items is forbidden unless prior permission has been granted by the Athletic Division. All applicable fees and licenses must have been acquired through the proper City of Hampton Departments prior to the start of the field usage agreement.
13. The use of alcohol or illegal drugs is strictly prohibited before, during and after any and all activities at the requested field(s).
14. No field use permit(s) will be issued to the requesting individual/organization until all required documents have been submitted and approved by the Athletic Division.
15. That should the stated organization not perform each and every one of the above covenants, the City of Hampton Parks, Recreation & Leisure Services Department may cancel this agreement.

Our organization does hereby understand and agree to the above stated terms of agreement. Our organization also understands and agrees that no one organization has “exclusive” rights to any field/facility owned and maintained by the City of Hampton Parks, Recreation & Leisure Services Department.

The applicant’s proposed activities are covered by a liability insurance policy with a \$1,000,000.00 minimum issued by \_\_\_\_\_. A certificate of insurance with endorsement naming City of Hampton Parks, Recreation & Leisure Services Department as additional insured must be provided prior to usage of field(s).

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Hampton Athletic Division

\_\_\_\_\_  
Date