



City of Las Vegas Parks and Recreation

Parks + Rec + Arts

SPORTING EVENT FIELD MAINTENANCE FORM

SPORTING EVENT NAME	PRE EVENT MEETING DATE
SPORTING EVENT COORDINATOR	PHONE
FIELD MAINTENANCE CONTACT (TRASH AND RESTROOMS)	PHONE
FIELD PREP CONTACT (FIELD LINING, DRAGGING, ETC.) **PLEASE PROVIDE A DETAILED SCHEDULE OF THE TIMES AND DATES THAT ACCESS WILL BE NEEDED TO PREP THE FIELDS**	PHONE

FOR FIELD ISSUES DURING THE SPORTING EVENT, CALL (702) 229-1527

ORGANIZATION MAINTENANCE:	REVIEWED				
FACILITY: IF THE PERMITTED LOCATION IS NOT IN SATISFACTORY CONDITION WHEN ARRIVING, THE ORGANIZATION SHOULD DOCUMENT THE CONDITION WITH PHOTOS AND FORWARD TO THE LV SPORTS EMAIL: MUNICIPALSPORTSUNIT@LASVEGASNEVADA.GOV WITH DETAILS. IT IS THEN THE ORGANIZATION'S RESPONSIBILITY TO RETURN THE PERMITTED LOCATION TO A SATISFACTORY CONDITION AT THE CONCLUSION OF USAGE.					
RESTROOMS: REVIEWED LOCATION OF ALL RESTROOMS AT THE SITE. CLEANING AND MAINTENANCE PROCEDURES HAVE BEEN REVIEWED. TOILET PAPER IS TO BE SUPPLIED BY THE ORGANIZATION. LOCATION OF ALL HOSE BIBS: ORGANIZATION WILL FURNISH ALL HOSES NEEDED FOR CLEANING.					
PORTABLE TOILETS: IF ELECTING TO PROVIDE PORTABLE TOILETS, THEY MUST BE PLACED ON A HARD SURFACE AND BE ACCESSIBLE TO THE ROADWAY OR HARD SURFACE.					
TRASH AND RECYCLING BINS: ORGANIZATION AGREES TO MONITOR AND REMOVE TRASH AND RECYCLING MATERIAL THROUGHOUT AND AFTER THE EVENT EACH DAY. ORGANIZATION WILL EMPTY ALL TRASH AND RECYCLING RECEPTACLES AND PUT IN NEW PLASTIC LINERS BEFORE BINS OVERFLOW.					
LOCATION OF DUMPSTER: ORGANIZATION AGREES TO PUT ALL REMOVED BAGS OF TRASH AND RECYCLING IN THE PROPER FACILITY DUMPSTERS AND NOT LEFT IN THE PLAY AREA. EQUIPMENT SUCH AS A WAGON OR DOLLY MAY BE USED TO ASSIST WITH TRANSPORTING BAGS TO DUMPSTER. NO GOLF CARTS OR MOTORIZED VEHICLES ARE ALLOWED ON THE FIELDS.					
FIELD PREPARATION REQUIREMENTS HAVE BEEN REVIEWED WITH THE ORGANIZATION. ALL FIELDS WILL BE PROPERLY PREPARED BEFORE AND AFTER USAGE AND AT THE CONCLUSION OF THE EVENT. TO INCLUDE THE FOLLOWING: <table><tr><th>DIAMOND FIELDS</th><th>BOX FIELDS</th></tr><tr><td><ul style="list-style-type: none">BLOW OUT DUGOUTS, CLEAN BULL PENSUSING A BALL DIAMOND RAKE/LANDSCAPE RAKE, MOVE EXISTING BALL DIAMOND MIX FROM THE PERIMETERS/FENCE LINES TO FILL AND LEVEL LOW AREAS AROUND BASES, PITCHING MOUNDS, HOME PLATE AND IN FRONT OF PITCHING RUBBERS IN BULL PENS.REMOVE LIDS TO ROTORS LOCATED BEHIND PITCHING RUBBERS. PUT LIDS BACK ON ROTORS. (AT PARKS WHERE APPLICABLE.)CONNECT HOSE TO QUICK COUPLERS LOCATED BEHIND PITCHING RUBBERS AND AT EACH ENTRANCE OF ALL DUGOUTS. WATER PITCHING MOUNDS, BASES, HOME PLATE AND IN FRONT OF PITCHING RUBBERS IN BULL PENS. (AT PARKS WHERE APPLICABLE.)COMPACT BALL DIAMOND MIX WITH A TAMPER AROUND PITCHING MOUNDS, BASES, HOME PLATE AND PITCHING RUBBERS IN BULL PENS.WATER INFIELDS WITH PUSH BUTTONS. (MAJESTIC AND DOOLITTLE ONLY)SPIN INFIELDS. START FROM OUTER EDGES AND WORK YOUR WAY TOWARDS THE PITCHING MOUND TO AVOID PUSHING BALL DIAMOND MIX TO PERIMETERS.CHECK OUTFIELD TURF FOR HOLES AND OR SAFETY CONCERNS. REPORT ANY CONCERNS TO ASSIGNED PGM STAFF AS LISTED ON PAGE 2.REMOVE BASES AND CLEAN OUT BASE POD SLEEVES ONCE PER WEEK.</td><td><ul style="list-style-type: none">COORDINATOR MAY INFORM LEAGUE REPRESENTATIVE THAT THEIR LEAGUE TEAMS MAY NEED TO MOVE THEIR FIELDS PERIODICALLY TO AVOID WEAR PATTERNS. THIS PERTAINS TO NATURAL GRASS FIELDS FOR SOCCER, FOOTBALL AND LACROSSE ONLY. IT IS THE LEAGUE'S RESPONSIBILITY TO ADH TO THIS REQUEST.REMOVE LEAGUE EQUIPMENT AFTER EACH USAGE, SUCH AS GOALS, NETS ETC.FIELD LINING MUST BE COORDINATED WITH CLV STAFF. USAGE OF SMALL SIDED FIELDS MAY REQUIRE APPROVAL FOR PAINTING AND TURNING OF FIELDS.</td></tr></table>	DIAMOND FIELDS	BOX FIELDS	<ul style="list-style-type: none">BLOW OUT DUGOUTS, CLEAN BULL PENSUSING A BALL DIAMOND RAKE/LANDSCAPE RAKE, MOVE EXISTING BALL DIAMOND MIX FROM THE PERIMETERS/FENCE LINES TO FILL AND LEVEL LOW AREAS AROUND BASES, PITCHING MOUNDS, HOME PLATE AND IN FRONT OF PITCHING RUBBERS IN BULL PENS.REMOVE LIDS TO ROTORS LOCATED BEHIND PITCHING RUBBERS. PUT LIDS BACK ON ROTORS. (AT PARKS WHERE APPLICABLE.)CONNECT HOSE TO QUICK COUPLERS LOCATED BEHIND PITCHING RUBBERS AND AT EACH ENTRANCE OF ALL DUGOUTS. WATER PITCHING MOUNDS, BASES, HOME PLATE AND IN FRONT OF PITCHING RUBBERS IN BULL PENS. (AT PARKS WHERE APPLICABLE.)COMPACT BALL DIAMOND MIX WITH A TAMPER AROUND PITCHING MOUNDS, BASES, HOME PLATE AND PITCHING RUBBERS IN BULL PENS.WATER INFIELDS WITH PUSH BUTTONS. (MAJESTIC AND DOOLITTLE ONLY)SPIN INFIELDS. START FROM OUTER EDGES AND WORK YOUR WAY TOWARDS THE PITCHING MOUND TO AVOID PUSHING BALL DIAMOND MIX TO PERIMETERS.CHECK OUTFIELD TURF FOR HOLES AND OR SAFETY CONCERNS. REPORT ANY CONCERNS TO ASSIGNED PGM STAFF AS LISTED ON PAGE 2.REMOVE BASES AND CLEAN OUT BASE POD SLEEVES ONCE PER WEEK.	<ul style="list-style-type: none">COORDINATOR MAY INFORM LEAGUE REPRESENTATIVE THAT THEIR LEAGUE TEAMS MAY NEED TO MOVE THEIR FIELDS PERIODICALLY TO AVOID WEAR PATTERNS. THIS PERTAINS TO NATURAL GRASS FIELDS FOR SOCCER, FOOTBALL AND LACROSSE ONLY. IT IS THE LEAGUE'S RESPONSIBILITY TO ADH TO THIS REQUEST.REMOVE LEAGUE EQUIPMENT AFTER EACH USAGE, SUCH AS GOALS, NETS ETC.FIELD LINING MUST BE COORDINATED WITH CLV STAFF. USAGE OF SMALL SIDED FIELDS MAY REQUIRE APPROVAL FOR PAINTING AND TURNING OF FIELDS.	
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CONCESSIONS: ORGANIZATION WILL ENSURE AREA UNDER FOOD OR DRINK CONCESSIONS IS PROPERLY PROTECTED WITH PLASTIC TYPE MATERIAL TO PROTECT FROM SPILLAGE OR WASTE.					
ORGANIZATION RESPONSIBILITIES:	REVIEWED				
ORGANIZATION SHALL NOT ALLOW THE DRIVING OR PARKING OF ANY KIND OF VEHICLE ON ANY FIELDS OR ADJACENT AREAS NOT SPECIFICALLY DESIGNATED FOR VEHICULAR TRAFFIC. Per section 9.2 of the Policies Handbook, charging fees for facility parking or otherwise restricting access for those wishing to perform non-event activities at the facility is strictly prohibited at parks on City/BLM land. A fee of \$1,000 will be assessed if an organization is found charging for parking.					
ORGANIZATION WILL ENSURE THAT ONLY TEAM PLAYERS, COACHES AND REFEREES ARE ON THE FIELD . SPECTATORS ARE TO REMAIN ON SIDELINES OR BLEACHERS.					
ORGANIZATION WILL NOT USE ANY STAKES OF ANY TYPE IN THE SECURING OF ANY EQUIPMENT.					
ORGANIZATION WILL CONVEY TO SPECTATORS AND PARTICIPANTS THAT STAKING IS NOT PERMITTED (INCLUDING USE OF UMBRELLAS/SHADE STRUCTURES)					
THE CITY OF LAS VEGAS DOES NOT PROVIDE FIELD MAINTENANCE OR CLEANING EQUIPMENT. LIMITED SUPPLIES OF BASES OR NETS MAY BE AVAILABLE UPON REQUEST.					
ORGANIZATION IS TO RETURN THE WATER AND TOILET KEYS TO LV CITY SPORTS AT THE END OF THE SPORTING EVENT.					
IF ANY FIELD ISSUES OCCUR DURING THE SPORTING EVENT, THE ORGANIZATION IS TO IMMEDIATELY NOTIFY CITY OF LAS VEGAS STAFF AT (702) 229-1527.					

ORGANIZATIONS: I HAVE RECEIVED INFORMATION ON THE ITEMS CHECKED ON THIS FORM AND UNDERSTAND THE RULES FOR USAGE OF THE FIELDS LISTED. I FULLY AGREE TO COMPLY WITH THE RULES AND REGULATIONS OUTLINED. I HAVE HAD AN OPPORTUNITY TO ASK QUESTIONS AND CLARIFY EXPECTATIONS. ANY ISSUES OF CONCERN HAVE BEEN ADDRESSED WITH CLV STAFF.

SPORTING EVENT COORDINATOR SIGNATURE	DATE
PARKS REPRESENTATIVE	DATE