



RESERVATION APPLICATION - SPORTING EVENT

ALL PROPOSED ACTIVITIES AND EVENTS ARE SUBJECT TO THE APPROVAL OF THE CITY OF LAS VEGAS DEPARTMENT OF PARKS AND RECREATION. PLEASE FAX COMPLETED FORM TO THE ATTENTION OF **SPORTING EVENTS** AT FAX (702) 464-5795 OR SEND AS AN EMAIL ATTACHMENT TO MUNICIPALSPORTSUNIT@LASVEGASNEVADA.GOV.

MSU Use: RECEIVED BY	RECEIVED DATE	HH#	RESERVATION PERMIT #		
NAME OF SPORTING EVENT					
REQUESTED DATE(S) OF EVENT					
FROM		To			
DATE PREVIOUSLY HELD IN CLV	HOSTED PREVIOUSLY IN CITY/STATE	DESCRIPTION OF SPORT/EVENT TO OCCUR			
OR					
PLEASE SELECT AN AGE GROUP PARTICIPATING: <input type="checkbox"/> YOUTH (0-17) <input type="checkbox"/> ADULT (18+)		ESTIMATED # OF TEAMS OR PARTICIPANTS EXPECTED			
HOST ORGANIZATION/EVENT PRODUCER		ORGANIZATION MAIN PHONE	TAX ID #		
MAILING ADDRESS		CITY	STATE	ZIP	
WEBSITE ADDRESS FOR EVENT		CITY OF LAS VEGAS BUSINESS LICENSE NUMBER:			
NAME OF DESIGNATED REPRESENTATIVE OF ORGANIZATION / EVENT CONTACT		DAYTIME PHONE	DATE OF BIRTH		
TITLE		CELL PHONE			
EMAIL ADDRESS					
ALTERNATE DESIGNATED REPRESENTATIVE OF ORGANIZATION / EVENT CONTACT		DAYTIME PHONE	DATE OF BIRTH		
TITLE		CELL PHONE			
EMAIL ADDRESS					
I, THE APPLICANT, AUTHORIZE THE ALTERNATE CONTACT NAMED ABOVE TO PAY FOR, SIGN AND PICK -UP THE FIELD USE PERMIT FROM THE MUNICIPAL SPORTS UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
WILL YOUR ORGANIZATION REQUEST CONCESSIONS AND/OR VENDORS AT YOUR EVENT?	<input type="checkbox"/> NO <input type="checkbox"/> YES → <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> 3 RD PARTY VENDING	WILL YOUR ORGANIZATION BE CHARGING A PARTICIPANT REGISTRATION FEE?	<input type="checkbox"/> NO <input type="checkbox"/> YES	FEE AMOUNT	

**IF YOUR ORGANIZATION IS SEEKING TO RESERVE PICNIC SHELTERS/PAVILIONS THROUGH THE CITY OF LAS VEGAS PARK RESERVATIONS DEPARTMENT IN CONJUNCTION WITH THIS EVENT, CALL PAVILION/PICNIC RESERVATIONS AT (702)229-6718.*



SPORTING EVENT PERMITTING PROCESS AND TIMELINE

THE REVIEW AND APPROVAL OF SPORTING EVENT RESERVATION APPLICATIONS ARE COORDINATED THROUGH THE MUNICIPAL SPORTS UNIT. THE LIST BELOW OUTLINES THE SUBMISSION DEADLINES AND THE REQUIRED DOCUMENTS THAT ARE DUE RELATIVE TO THE SPORTING EVENT START DATE. FAILURE TO MEET THE SUBMISSION AND PAYMENT DEADLINES MAY RESULT IN CANCELLATION OF APPROVED SPORTING EVENT RESERVATIONS.

10 MONTHS OR MORE PRIOR TO REQUESTED EVENT START DATE

- COMPLETED, SIGNED AND DATED RESERVATION APPLICATION OR A RETURNING OFFER FROM MSU.

90 DAYS OR MORE PRIOR TO REQUESTED EVENT START DATE

- COMPLETED, SIGNED AND DATED LICENSE AGREEMENT (PAGES 1-5) AND POLICIES HANDBOOK SIGNATURE PAGE (PAGE 25)
- COMPLEX SECURITY DEPOSIT PAYMENT DUE (\$300 REQUIRED PER COMPLEX RESERVED)**
RESERVATION WILL BE CANCELLED IF PAYMENT DEADLINE IS NOT MET AND RESERVED FIELDS WILL BE RELEASED TO THE PUBLIC FOR PERMITTING.

30 DAYS OR MORE PRIOR TO REQUESTED EVENT START DATE

- COMPLETED, SIGNED AND DATED SUPPLEMENTAL QUESTIONS FORM (N/A MARKED FOR NON-APPLICABLE ITEMS)
- SITE MAP(S) WITH EVENT FEATURES IDENTIFIED
- PROOF OF LIABILITY INSURANCE
 - CERTIFICATE OF INSURANCE
 - ENDORSEMENT PAGE SHOWING CITY OF LAS VEGAS AS ADDITIONAL INSURED
 - PROOF OF PARTICIPANT LEGAL LIABILITY COVERAGE
- FACILITIES MAINTENANCE CHECKLIST

- RENDERINGS OF ANY BANNER/PROMOTIONAL SIGNAGE
- SECURITY LOGISTICS PLAN
- LIST OF VENDORS/CONCESSIONS WITH THE REQUIRED INFORMATION

PRIOR TO ISSUANCE OF FIELD USE PERMIT

- ATTENDANCE AT PRE EVENT MEETING WITH PARKS MAINTENANCE STAFF AND MUNICIPAL SPORTS UNIT STAFF HELD ON WEDNESDAY MORNINGS.
- COMPLETED, SIGNED AND DATED PRE EVENT SPORTING INFORMATION FORM AND FIELD USE/ LIGHT SCHEDULE
- ACTIVITY/ GAME SCHEDULE
- PROOF OF ORGANIZATION LICENSES AND/OR PERMITS MUST BE ON FILE WITH THE MUNICIPAL SPORTS UNIT

- COPIES OF REQUIRED ALCOHOL LICENSES/PERMITS MUST BE ON FILE WITH THE MUNICIPAL SPORTS UNIT

PRIOR TO COMPLEX SECURITY DEPOSIT REFUND

- THE COMPLETED, SIGNED AND DATED POST EVENT INFORMATION FORM MUST BE SUBMITTED
 - A FINAL ACTIVITY/GAME SCHEDULE INCLUDING THE PUBLISHED SCORES MUST BE SUBMITTED OR IF AVAILABLE ONLINE, THE LINK TO THE ONLINE LISTING MUST BE PROVIDED

THE SECURITY DEPOSIT WILL BE RETAINED BY THE CITY OF LAS VEGAS UNTIL THE ORGANIZATION HAS PERFORMED ITS OBLIGATIONS TO THE CITY OF LAS VEGAS, INCLUDING WITHOUT LIMITATION, SUBMISSION OF ALL REQUIRED DOCUMENTS, AND THE CITY HAS DETERMINED THAT THERE IS NO DAMAGE OF ANY KIND SUFFERED BY THE SPORTS COMPLEX OR ATHLETIC FIELDS USED IN CONJUNCTION WITH THE SPORTING EVENT.