



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.*



**City of Las Vegas
Parks and Recreation
Municipal Sports Unit**

COMPLEX/FACILITY AND FIELDS REQUESTED – SPORTING EVENT FIELD USE PERMITS ARE ISSUED FOR A MINIMUM OF 4 HOURS PER FIELD/PER DAY AND ISSUED ON THE HALF HOUR AND HOUR.

***CANCELLATION PENALTIES WILL APPLY TO THE APPROVED SPORTING EVENTS IF RESERVED FIELD TIME IS REDUCED WITHIN 30 OR 15 CALENDAR DAYS PRIOR TO THE SPORTING EVENT START DATE. LATE NOTICE PROCESSING FEES WILL APPLY FOR REQUESTS TO ADD FIELD TIME TO A SPORTING EVENT PERMIT WITHIN 30 DAYS PRIOR TO EVENT DATE.**

REQUESTED DATE(s) INCLUDE ANY FIELD PREP/TEAR DOWN DAYS	DAY(S) OF WEEK	REQUESTED COMPLEXES	# OF FIELDS	REQUESTED START TIME	REQUESTED END TIME

APPLICANT AGREES THAT HE/SHE IS DULY APPOINTED AND AUTHORIZED TO MAKE AND SUBMIT THE ABOVE REQUEST **IN THE NAME OF THE AFOREMENTIONED ORGANIZATION.**
 APPLICANT AFFIRMS THAT ALL ANSWERS GIVEN AND STATEMENTS MADE ON THIS APPLICATION ARE FULL AND TRUE TO THE BEST KNOWLEDGE OF THE APPLICANT. APPLICANT AFFIRMS HE /SHE IS 18 YEARS OF AGE OR OLDER AND HAS READ THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT. APPLICANT AGREES TO REVIEW THE MUNICIPAL SPORTS UNIT FIELD USE POLICIES AND AGREES TO ABIDE BY THEM. APPLICANT UNDERSTANDS THAT THE SUBMITTAL OF THIS APPLICATION DOES NOT GRANT PERMISSION OR CONFIRMATION TO CONDUCT THE PLANNED SPORTING EVENT AND ALL PROPOSED ACTIVITIES AND EVENTS ARE SUBJECT TO THE APPROVAL OF THE CITY OF LAS VEGAS DEPARTMENT OF PARKS AND RECREATION.

 NAME OF DESIGNATED REPRESENTATIVE (PLEASE PRINT)

 TITLE

 SIGNATURE OF DESIGNATED REPRESENTATIVE

 DATE

BY ENTERING MY SIGNATURE ABOVE, DIGITALLY OR HAND WRITTEN, I ASSERT THAT I HAVE READ AND COMPLETED THIS FORM AND AGREE TO ITS TERMS.



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.

APPLICABLE DEPOSIT DUE DATE FROM FEE SCHEDULE - JANUARY 1, MAY 1 OR DECEMBER 1

- COMPLETED, SIGNED AND DATED LICENSE AGREEMENT AND POLICIES HANDBOOK SIGNATURE PAGE
- COMPLEX SECURITY DEPOSIT PAYMENT DUE (\$100 PER FIELD WITH MINIMUM OF \$300 PER FACILITY 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, IF APPLICABLE
- 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.