



## 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](mailto:MUNICIPALSPORTSUNIT@LASVEGASNEVADA.GOV).

INTERNAL USE: RECEIVED BY		RECEIVED DATE				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 LAS VEGAS CITYWIDE SPORTS? <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 <sup>RD</sup> 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.



**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 LAS VEGAS CITYWIDE SPORTS 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 LAS VEGAS CITYWIDE SPORTS. 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 LAS VEGAS CITYWIDE SPORTS.

### 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.

### 45 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

#### APPLICABLE:

- ☐ 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 LAS VEGAS CITYWIDE SPORTS 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 LAS VEGAS CITYWIDE SPORTS

#### APPLICABLE:

- ☐ COPIES OF REQUIRED ALCOHOL LICENSES/PERMITS MUST BE ON FILE WITH LAS VEGAS CITYWIDE SPORTS

### 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.