



Town of Superior

**Parks, Recreation and Open Space  
Sports Complex Permit Application**

Town Hall ▪ 124 E. Coal Creek Drive ▪ Superior, CO 80027

303-499-3675 ▪ 303-494-2521(fax) ▪ www.superiorcolorado.gov

**Contact Information**

Organization Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Last name \_\_\_\_\_ First Name \_\_\_\_\_

Best Phone Number to be Reached at \_\_\_\_\_  Home  Cell  Work

Alternate Phone Number \_\_\_\_\_  Home  Cell  Work

Email \_\_\_\_\_

**Reservation Information • Single Date or Pattern #1**

Description of Event \_\_\_\_\_ Estimated Head Count \_\_\_\_\_

Dates (MM/DD/YY) \_\_\_\_\_ to \_\_\_\_\_ Days:  Su  M  T  W  R  F  S

Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Purpose:  Practice  Games

**Requested Location(s): please check applicable**

**Baseball Fields**

(fee/hour)	Resident	Non-Resident	Non Profit/ Comm. Org
<input type="checkbox"/> Stewart (West)	\$20	\$25	\$15
<input type="checkbox"/> Scanlan (East)	\$20	\$25	\$15
<input type="checkbox"/> Lights •\$15/hour	_____ am/pm to _____ am/pm		
<input type="checkbox"/> Drag	\$10	\$10	\$10
<input type="checkbox"/> Line	\$10	\$10	\$10
Base Distance	<input type="checkbox"/> 60'	<input type="checkbox"/> 65'	<input type="checkbox"/> 75' <input type="checkbox"/> 80'
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Multipurpose Fields**

(fee/hour)	Resident	Non-Resident	Non-Profit
Williams Turf Field			
<input type="checkbox"/> Full Field	\$45	\$50	\$30
<input type="checkbox"/> North 1/2	\$22.50	\$25	\$15
<input type="checkbox"/> South 1/2	\$22.50	\$25	\$15
<input type="checkbox"/> Lights •\$15/hour	_____ am/pm to _____ am/pm		
<input type="checkbox"/> West Multipurpose	\$20	\$25	\$15

**Courts**

(fee/hour)	Resident	Non-Resident	Non Profit/ Comm. Org
N. Pool Tennis Courts			
<input type="checkbox"/> Court 1	\$10	\$20	\$5
<input type="checkbox"/> Court 2	\$10	\$20	\$5
<input type="checkbox"/> Court 3	\$10	\$20	\$5
<input type="checkbox"/> Court 4	\$10	\$20	\$5
<input type="checkbox"/> Purple Park Volleyball Court	\$15	\$15	\$5
<input type="checkbox"/> Community Park Basketball Court	\$15	\$15	\$5

**PLEASE NOTE:**

Motorized vehicles are not allowed beyond parking areas (including vehicles used for unloading or loading supplies and equipment). **SNOW REMOVAL IS PROHIBITED.** Tents, stakes, and metal cleats are not permitted on Williams field. All schedule additions/changes/cancellations made after the approval of this permit must be completed using the Facility Reservation Change form attached to this packet.

**Fee Information and Payment (OFFICE USE ONLY)**

Total Fees \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Visa/MC

Registration Initials \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

## Facility Use Permit Agreement

### Priority Use and Allocation of Fields

Sports Complex permits will be issued in the following order:

- 1) Town of Superior Sponsored or Co-sponsored Programs, Events and Activities
- 2) Recognized Preferred Partner Groups
- 3) Residents and Organizations located in Superior (must provide proof of residency in the form of a driver's license or business license)
- 4) Non-Residents and Organizations located outside of Superior

The Town reserves the right to increase or decrease the number of fields or reservations due to maintenance, priority scheduling, failure to use assigned fields, failure to pay fees, failure to submit a formal request by the deadline, or the availability of new fields.

### Facility Fees

The Parks, Recreation and Open Space Department is responsible for determining the priority of intended use and the fees for each park and facility with the Town of Superior. The priorities and fees are based upon the following categories:

**Non-Profit:** This category corresponds with groups that can prove 501(c)(3) status.

**Community Organization:** This category corresponds with groups that are not certified 501(c)(3) organizations or cannot provide proof of status at the time of registration (i.e. All Homeowner Associations, Schools and the Chamber of Commerce within the Town of Superior).

**Resident:** Any verified resident or business located in Superior qualifies under this category. Official proof of residency includes a valid recreation identification card or utility bill.

**Non-Resident:** Any individual or business whose address is located outside the Town of Superior limits.

**Recognized Preferred Partner Group:** Please refer to **Section II.** in the Sports Complex Permit Manual

A refundable \$200 damage deposit is due upon permit application for all user groups. The contact person, by signing the Facility Use Permit, is responsible for any costs associated with damage to parks, facilities or pools. Any costs for damage to the facilities beyond \$200 will be assessed by the PROS Department and billed to the contact person for the user group. Facilities will be designated as "unusable" for 30 minutes between reservations to give Town Staff time to inspect and prepare the facility for the next user group. Damage deposits are not required for court (basketball, tennis and volleyball) reservations.

### Cancellation/Refund/Transfer Policy

The Town reserves the right to cancel use of a park, facility or pool due to needed maintenance, facility conditions, or inclement weather. The Town will make every attempt to arrange maintenance operations around scheduled reservations. If unavoidable, the user group will be credited for canceled time.

- If the facility is closed by the Town, 100% of the fee will be refunded.
- Refunds will be made by check and mailed within 4 weeks of cancellation. Refunds by cash or credit card are not available.
- If a permittee cancels their reservation at least three business days before the start of the reservation, 100% of the fee will be refunded.
- If inclement weather causes the permittee to request cancellation of the reservation, the PROS department staff must be notified within 24 hours following the reservation in order to refund 100% of the fees. Refunds may not be considered after 24 hours.
- Fees for staff to complete field line, drag or prep before the notification of cancellation may not be refunded.
- A facility reservation change form must be completed and a fee of \$10 will be assessed for each occurrence of reservation changes.

### Weather Closure Rules and Regulations

1. The Department of Parks, Recreation and Open Space (PROS) will determine if the fields are playable due to weather and or field conditions. Weather closures are not made before 3pm on weekdays and 8am on Saturdays and Sundays. Please visit [www.superiorrec.com](http://www.superiorrec.com) for all weather/field closure information.
2. No motorized vehicles are allowed on the fields at any time, and vehicles are not permitted to clear off snow.
3. Permittees are not allowed on to the fields once they have been closed due to weather and/or field conditions.
4. Any violation of these rules and regulations will result in a fine of \$500, and additional fines will be charged for damages. Continued violation will result in addition fees of the following: 2<sup>nd</sup> violation \$550 fine, 3<sup>rd</sup> violation \$600 fine. Three violations in a year will result in the revocation of the user's privileges.
5. Snow policies specific to Williams Field:
  - A. With prior approval from the recreation office, permittees may be permitted to brush snow off of Williams Field with brooms only.
  - B. Williams field will be closed for all use with 4 inches or more of snow accumulation.
  - C. No snow shovels and or blades of any type are allowed to clear off snow.

### Waiver of Liability

I have read and fully agree with and accept all responsibility for the terms and conditions of this permit. I certify that all information provided in this Facility Use Permit agreement is true and complete. I understand that false information or omission there-of may result in the termination of this and any other Town of Superior Parks, Recreation and Open Space facility use agreements. I further certify that I have read, understand, will abide by, and will communicate to all individual users, all procedures rules, and regulations as stated herein.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Pattern #2**  Stewart  Scanlan  Williams  West Tennis Court:  1  2  3  4  
Description of Event \_\_\_\_\_ Estimated Head Count \_\_\_\_\_  
Dates (MM/DD/YY) \_\_\_\_\_ to \_\_\_\_\_ Days:  Su  M  T  W  R  F  S  
Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Purpose:  Practice  Games  
Light Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Estimated Head Count \_\_\_\_\_

**Pattern #3**  Stewart  Scanlan  Williams  West Tennis Court:  1  2  3  4  
Description of Event \_\_\_\_\_ Estimated Head Count \_\_\_\_\_  
Dates (MM/DD/YY) \_\_\_\_\_ to \_\_\_\_\_ Days:  Su  M  T  W  R  F  S  
Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Purpose:  Practice  Games  
Light Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Estimated Head Count \_\_\_\_\_

**Pattern #4**  Stewart  Scanlan  Williams  West Tennis Court:  1  2  3  4  
Description of Event \_\_\_\_\_ Estimated Head Count \_\_\_\_\_  
Dates (MM/DD/YY) \_\_\_\_\_ to \_\_\_\_\_ Days:  Su  M  T  W  R  F  S  
Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Purpose:  Practice  Games  
Light Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Estimated Head Count \_\_\_\_\_

**Pattern #5**  Stewart  Scanlan  Williams  West Tennis Court:  1  2  3  4  
Description of Event \_\_\_\_\_ Estimated Head Count \_\_\_\_\_  
Dates (MM/DD/YY) \_\_\_\_\_ to \_\_\_\_\_ Days:  Su  M  T  W  R  F  S  
Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Purpose:  Practice  Games  
Light Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Estimated Head Count \_\_\_\_\_

**Pattern #6**  Stewart  Scanlan  Williams  West Tennis Court:  1  2  3  4  
Description of Event \_\_\_\_\_ Estimated Head Count \_\_\_\_\_  
Dates (MM/DD/YY) \_\_\_\_\_ to \_\_\_\_\_ Days:  Su  M  T  W  R  F  S  
Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Purpose:  Practice  Games  
Light Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Estimated Head Count \_\_\_\_\_

**Pattern #7**  Stewart  Scanlan  Williams  West Tennis Court:  1  2  3  4  
Description of Event \_\_\_\_\_ Estimated Head Count \_\_\_\_\_  
Dates (MM/DD/YY) \_\_\_\_\_ to \_\_\_\_\_ Days:  Su  M  T  W  R  F  S  
Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Purpose:  Practice  Games  
Light Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Estimated Head Count \_\_\_\_\_