



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

Ball Fields			
(fee/hour)	Resident	Non-Resident	Non-Profit
<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'

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
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
Purple Park			
<input type="checkbox"/> Volleyball Court	\$15	\$15	\$5
Community Park			
<input type="checkbox"/> 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

Allocation of Use Permits

1. The Town reserves the right to increase or decrease the number of permits or time of use based on changes in need, availability or fields due to maintenance, priority scheduling, abusive use and/or failure to use assigned fields, failure to pay fees, failure to pay fees in a timely manner. Facilities will be designated "unusable" for 30 minutes between reservations to give Town Staff time to inspect and prepare the facility for the next user group.
2. Space accommodations for concessions are available at Community Park. All concessions must be pre-approved on the permit application.
3. Special events that include more than 200 participants at any one time may be subject to review and additional requirements. Portable toilets may be requested at user expense. The contact person or designee is responsible for providing traffic and medical plans. The impact of special events on fields and facilities are subject to annual review to determine the number of special event permits that may be issued in the future.

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 & 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 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: 2nd violation \$550 fine, 3rd 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.

Damage/Clean Up Deposit and Fees

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.

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/Community Organization- This category corresponds with groups that can prove 501(c)(3) status or with official community organizations 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.

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 thereof 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 _____