



**City of Helena Parks and Recreation Department
Field and Court Request Form**

**Due: February 1 (Spring and Summer)
August 1 (Fall and Winter)**

316 North Park Avenue, Suite 405; Helena, MT 59623 (406) 447-8463 (406) 447-8460 fax

HELENA'S CITY PARKS ARE TOBACCO-FREE.

FOR THE HEALTH AND ENJOYMENT OF ALL, THANK YOU FOR NOT USING TOBACCO PRODUCTS.

ACTIVITY – SPORT		
Organization Name:		
Address:		
City:	State:	Zip:
Contact Person Name:		
E-mail:		
Preferred Phone #:		
Type of Activity:		
Estimated # of Participants:		

Location(s) Requested: Check One:			
<input type="checkbox"/> Barney Park <input type="checkbox"/> Ball Field 1 <input type="checkbox"/> Tennis Court	<input type="checkbox"/> Centennial Park <input type="checkbox"/> Sports Field A <input type="checkbox"/> Sports Field B <input type="checkbox"/> Sports Field C <input type="checkbox"/> Other:	<input type="checkbox"/> Northwest Park <input type="checkbox"/> Sports Field A <input type="checkbox"/> Sports Field B <input type="checkbox"/> Softball Field 1 <input type="checkbox"/> Softball Field 2 <input type="checkbox"/> Other:	<input type="checkbox"/> Lockey Park <input type="checkbox"/> Softball Field A <input type="checkbox"/> Ramey Park <input type="checkbox"/> Softball Field A <input type="checkbox"/> Mihelish Field
Location(s) Other:			
<input type="checkbox"/> Other Park:			

Use / Practice Dates:
From:
To:

Check all days that apply and write in times	
<input type="checkbox"/> Monday	_____ M - _____ M
<input type="checkbox"/> Tuesday	_____ M - _____ M
<input type="checkbox"/> Wednesday	_____ M - _____ M
<input type="checkbox"/> Thursday	_____ M - _____ M
<input type="checkbox"/> Friday	_____ M - _____ M
<input type="checkbox"/> Saturday	_____ M - _____ M
<input type="checkbox"/> Sunday	_____ M - _____ M

Special Events (Competitions, tournaments, etc. associated with this specific activity-sport that may not fit into "normal times").	
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M



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IS THERE ANY ADDITIONAL INFORMATION? PLEASE PROVIDE BELOW:

FOR OFFICIAL USE ONLY TO BE COMPLETED BY PARKS ADMINISTRATION OFFICE

Application for special use

- Approved: Initial/Date:
- Not Approved: Initial/Date:
- Comments:

Additional Information Required By Applicant (check those that apply)

- | | | |
|--------------------|------------------------------|-----------------------------|
| Alcohol Permit | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Maps | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Noise Permit | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Proof of Insurance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Parking Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

SPECIAL CONDITIONS

The department manages certain parks that have restrictions. Here are some constraints to consider prior to submitting your request.

BATCH FIELDS:

1. Lights are an additional \$1,100 to be turned on, and additional costs will be charged for usage.
2. Field 2 may not be used for men’s softball or batting practice due to the close proximity of the golf course parking lot.

NORTHWEST PARK:

1. No lights may be used or installed.
2. Amplified music is not allowed.
3. Park is meant for youth activities. Adults may use the ball fields, only if the fields are not scheduled for youth activities.

LOCKEY PARK:

1. Ball field may only be used for by youth due to the proximity of homes. No adult batting.

BARNEY PARK:

1. Ball field may only be used for by youth due to the proximity of homes. No adult batting.

LINCOLN PARK:

1. Ball field may be used for practice, but is not suitable for competition play due to the large tree in the middle of the field.

GENERAL – FOR ALL PARK USE:

1. Off-road travel with motorized vehicles is strictly prohibited.
2. Restrooms/portable toilets need to be cleaned and left in good condition after your event or activity.
3. Litter shall be picked up and garbage removed from the park after your event or activity.
4. Use of threatening, profane or abusive language, quarreling, challenging to fight or creating a hazardous or offensive condition is considered Disorderly Conduct (MCA 45-8-101) and could result in criminal charges or park use being terminated.

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City’s ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490
 TTY Relay Service [1-800-253-4091](tel:1-800-253-4091) or 711
citycommunitydevelopment@helenamt.gov
 316 North Park, Avenue, Room 440, Helena, MT 59623