

City of Helena Parks and Recreation Department
Field and Court Request Form – Public Use

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

POLICY: A field/court request form is required for sporting activities held in a city park. An administration fee is required when an application is submitted. If the event is approved, an additional park use fee may be assessed.

PROCESS:

1. Field/court events and activities require the completion of an application and review process. Applications will not be considered without a signed liability waiver.
2. Applications must be submitted no later than **30 days prior** to the date of the event.
3. An administration fee of **\$20** is required before the approval process can begin.
4. In some instances, the organization or event sponsor(s) may be required to provide proof of insurance with a minimum \$1 million/occurrence and \$2 million general aggregate, with the city named as an additional insured. Determination will be made during the application review process.
5. If the event or activity involves the sales of food and beverages, all health department regulations must be met. Food Vendors must also must obtain a permit to be in a city park.
6. Fees are based on City Commission approved fees. Additional fees may be assessed if the event is a commercial or fund-raising activity.
7. Field/court use fees and damage deposits are due once the application has been approved by the department. If the application is denied, no use fees or damage deposits will be collected.
8. Reservations are FINAL with the approval of the application form and when the all fees and the damage deposit are received.
9. Please note: The City of Helena Parks and Recreation Department reserves the right to approve or deny events that occur in city parks or on Helena Open Lands.
10. The City of Helena Parks and Recreation Department reserves the right cancel any events due to inclement weather conditions.

ADA NOTICE - CITY

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 of Helena Community Development Office as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447-8490; TTY Relay Service 1-800-253-4091 or 711; Email: citycommunitydevelopment@helenamt.gov; Mailing address & physical location: 316 North Park, Avenue, Room 445, Helena, MT 59623.



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HELENA’S CITY PARKS ARE TOBACCO-FREE.

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

ACTIVITY – SPORT									
Today’s Date:									
Organization Name:									
Address:									
City:			State:				Zip:		
Contact Person Name:									
E-mail:					Preferred Phone #:				
Type of Activity:					Estimated # of Participants and Spectators:				
Alcohol?:	Yes	No	Amplified Noise?:	Yes	No	Tents/Canopies?:	Yes	No	
Is there a fee for this Event?: Yes No If yes, please provide cost?:									

Location(s) Requested: Check One:				
CENTENNIAL PARK		NORTHWEST PARK	OTHER LOCATIONS	
SPORTS FIELDS	SOFTBALL FIELDS	SPORTS/SOFTBALL FIELDS	BARNEY PARK	CIVIC CENTER
Sports Field A**	Softball Field 1	Sports Field A	Sports Field A	Tennis Courts*
Sports Field B	Softball Field 2	Sports Field B	Tennis Courts*	<i>If requesting</i>
Sports Field C	Softball Field 3	Softball Field 1	LOCKEY PARK	<i>Tennis Court use,</i>
	Softball Field 4	Softball Field 2	Basketball Court	<i>please specify</i>
** Field A = Adult Use Only	Other:	Other:	Tennis Courts*	<i>how many courts</i>
			Softball Field 1	<i>are needed below.</i>
*How many tennis courts are needed: (Barney Park – 4; Civic Center – 4; Lockey Park – 4)				
Other Park: Please list:				

Use / Practice Dates:
From:
To:

Check all days that apply and write in times
Monday _____ M - _____ M
Tuesday _____ M - _____ M
Wednesday _____ M - _____ M
Thursday _____ M - _____ M
Friday _____ M - _____ M
Saturday _____ M - _____ M
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:

Empty box for providing additional information.

Applications will not be considered without a signed liability waiver.

LIABILITY WAIVER: I _____, by signing below, hereby acknowledge that there is an inherent risk of injury when using outdoor facilities, such as City Parks, and factors outside of the City’s control, such as the weather, may increase the risk of injury. Therefore, I voluntarily release, to the full extent permitted by law, the City of Helena and its elected and appointed officials, officers, agents, employees, and volunteers, from any liability in connection with my use of the City’s facilities or equipment as specified in this application, including any claims which allege negligent acts or omissions on the part of the City. I understand that by signing this document, I may be waiving my legal rights to a jury trial to hold the City legally responsible for any injuries or damages resulting from risks inherent in sport and outdoor recreational opportunities or for any injuries or damages I may suffer due to the City’s ordinary negligence that are the result of the City’s failure to exercise reasonable care.

Signatures

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures set forth in this City of Helena Park Reservation Application Form.

Applicant’s Signature:

Date:

Applicant’s Printed Name:

Approved By:

Date:

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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	Yes	No
Maps	Yes	No
Noise Permit	Yes	No
Proof of Insurance	Yes	No
Parking Plan	Yes	No

Fee Type	Amount
Application/Reservation Fees	
Recurring use/scheduling fee	
Park use fee**	
Total deposit	
Other	
TOTAL FEES DUE	

Fees Breakdown**

<i>Please submit 2 checks:</i>
<i>One for Fees and one for Deposit</i>
Total Fees Collected
Date:
Amount:



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SPECIAL CONDITIONS

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

BARNEY PARK:

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

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.

CENTENNIAL PARK

1. Centennial Park Field A is for adult use only.

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.

LOCKEY PARK:

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

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.

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.
5. The City of Helena Parks and Recreation Department reserves the right to cancel any event due to inclement weather conditions.

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