



# CITY OF SPRINGBORO

## ATHLETIC FIELD REQUEST

Complete, scan, and return to:

Cody Brem  
[cody.brem@cityofspringboro.com](mailto:cody.brem@cityofspringboro.com)

City of Springboro  
Athletic Field Request  
220 E. Mill St.  
Springboro, OH 45066

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

# Athletic Field Request

Please complete this form, scan, and send back to Cody Brem at [cody.brem@cityofspringboro.com](mailto:cody.brem@cityofspringboro.com)

**The form is a request and not a guarantee of facility space.**

**Contact Information:**

Name of Group Requesting Facility Space: \_\_\_\_\_

Group Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Facility Request:**

Field(s) Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

**Days and Times Requested:**

Day	Time Requested
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

I, \_\_\_\_\_, as representative of \_\_\_\_\_  
(Representative Name) (Group Requesting Usage)

Understand this form is a request for use of a City of Springboro facility and not a guarantee of usage. I understand the City of Springboro has contracted with several area organizations, giving them priority usage of several facilities. In addition, I have received and understand the Park Athletic Usage Policy, a copy of the Park Rules and Regulations, and the City's Inclement Weather Policies. I further understand that any failure to abide by these policies can and will lead to all scheduled complexes being removed from our use.

\_\_\_\_\_  
Group Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative Signature

\_\_\_\_\_  
Date

Date rec'd: \_\_\_\_\_ Approved  Not Approved

# Athletic Field Usage Agreement

For the Rental of: \_\_\_\_\_

Organization: \_\_\_\_\_

Group Representative: \_\_\_\_\_

*(The Group Representative must at least 18 years of age)*

Address: \_\_\_\_\_

Phone number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email address: \_\_\_\_\_

Agrees to rent \_\_\_\_\_ with the terms set forth in the Athletic Field request form and with the terms set forth in this agreement.

I. Rental

- a. The rental fee for the field will be \$35.00 per home game or \$150.00 for the entire day.
- b. The city will not supply any bases.
- c. The city will not be responsible for lining the field.
- d. The city will not provide goals.
- e. Rental fees are not refundable.

II. Insurance

- a. Must have on file with the city proof of liability

Group Representative: \_\_\_\_\_  
signature

City Representative: \_\_\_\_\_  
signature

# CITY OF SPRINGBORO ATHLETIC FIELD USAGE POLICY

The City of Springboro is responsible for maintaining and scheduling various athletic and recreational fields within the park system. This policy is designed to establish criteria for scheduling these fields in an equitable manner while maximizing the benefits these facilities offer to our residents.

**Request for Usage Procedures / Policy:**

Groups requesting the use of the City of Springboro park complexes / areas must follow the following procedure to be considered for scheduling on City areas:

1. City park area requests will be accepted only in writing on the Request Form to be provided by the Service Department. This form can be found on the city website and returned via scanned email.
2. Request for the calendar year will be accepted anytime after January 1<sup>st</sup> of that year.
3. Continued abuse and/or damage of park areas may lead to groups being affected and banned from further use of park areas.
4. Non-Springboro groups utilizing City park areas will be subject to fees as established by the City of Springboro.
5. Inclement Weather – All usage of the park and cancellation of rentals due to inclement weather is at the sole discretion of the city.