

CITY OF HAPPY VALLEY (COHV)  
SPORTS FIELD RESERVATION APPLICATION



CLUB / ORGANIZATION NAME:

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Name of Applicant/Responsible Party:

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Mailing Address: (Street, City, Zip Code)

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Sports Activity:

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Field(s) Requested:

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Dates and Times of Field Usage: (please submit a detailed schedule of dates/times of practices and games with this application.)

**SPORTS FIELD USER FEES:**

Youth In-City	\$5.00 ~ hourly rate per field	(\$2.50 prorate ½ hour)
Youth Out-of-City	\$10.00 ~ hourly rate per field	(\$5.00 prorate ½ hour)
Adult	\$20.00 ~ hourly rate per field	(\$10.00 prorate ½ hour)
All	\$25.00 ~ processing fee due at time of application	

Youth Organizations receive priority over Adult Organizations.

**REQUIRED ATTACHMENTS TO THIS FORM:**

- TEAM ROSTER(S)
- PROOF OF LIABILITY INSURANCE COVERAGE WITH THE CITY NAMED ADDITIONAL INSURED (DESCRIBED IN THE JOINT USE AGREEMENT)
- DETAILED INFORMATION ON REQUESTED FIELD(S): DATES AND TIMES OF PRACTICES AND GAMES
- SIGNED 'JOINT USE AGREEMENT'
- DEPOSIT PAYMENT OF 25% OF ANTICIPATED FEE

**APPLICATIONS THAT DO NOT HAVE THE ABOVE ATTACHED WILL NOT BE ACCEPTED**

**CANCELLATION/REFUND POLICY:** All requests for cancellation or refund of an event must be submitted by the original applicant IN WRITING. A full refund of user fees and/or team club fees will be given if the request is received at least 30 working days prior to the scheduled event. If written request is received less than 30 working days prior to the scheduled event, a 50% refund of user fees and/or club fees will be given. If written request is received less than 72 hours prior to the scheduled event, NO REFUND WILL BE GIVEN.