



City of Englewood Field Rental Information

Englewood Recreation Center
1155 W. Oxford Ave. Englewood, CO 80110
303-762-2680

Step 1 - Submit A Request

1. Complete the Field Request Form and submit to Lindsay at Lpeterson@englewoodco.gov.
2. Requests must be submitted at least **ten days** prior to desired reservation date. Minimum of two hours rental is required.
3. See below for processing priority.
4. Submitting a request form does not guarantee rental.
5. Rental requests will not be considered if there is a past due balance on the organization's account.

Step 2 - Secure A Permit

1. The City of Englewood Department of Parks & Recreation Athletic Program Administrator will process field request forms according to the processing priority as listed below. The Administrator will then contact the potential renter in order to verify requests and/or availability in regards to the rental application.
2. A confirmation email will be sent to the renter when the permit is finalized.
3. The renter will submit their Certificate of Insurance (General Liability), naming The City of Englewood as additionally insured for a minimum of \$1,000,000 liability per occurrence.
4. Once the general liability insurance is submitted, the renter will receive the final permit, thus securing the rental.

Step 3 - Payment Process

1. Once the general liability insurance is submitted and the renter has the permit, the following process will be applied for payments:
 - For seasonal permits and tournament permits, 50% of the final balance is due prior to the start of the rental. The remaining balance is then calculated after rainouts, makeups, and additional fees and is due 30 days after the last practice or tournament date.
 - For single use permits, the full amount must be paid in full at least ten days prior to reservation.
2. The Athletics Program Administrator will email final invoices. Invoices must be paid in full within 30 days of rental.
3. In the event that the 50% of the final balance is not paid before the start of the rental, the permit can be revoked.
4. In the event that the final payment is not received within 30 days of rental, future reservations will not be processed.

Cancellation/Refund Process

1. The City of Englewood reserves the right to close fields due to safety issues or inclement weather. In the event of inclement weather and fields are closed, the renter will receive a rainout credit. If the renter is unable to apply the rainout credit, a full refund will be given.
 - Renters failing to honor any field closures are subject to additional fees to cover costs of repairs and any future permits will be revoked.
 - It is the responsibility of the renter to know the status of the field conditions to maintain safe and playable fields for all groups. Please call the Field Conditions Weather Line at 303-762-2598 x 3 for updates.
 - The field(s) may not be used and activities must be cancelled when any of the following conditions exist:
 - Standing water on the infields of ball fields or goal mouths/midfield
 - Muddy infields
 - If mud cakes or clings to shoes
 - Steady rain or snow is falling.
 - Grass is sparse or field is worn badly and ground is saturated or if turf can be displaced from the ground.
2. In the event the renter decides not to use the field, a 30 day notice must be given to the Athletics Program Administrator via email in order to receive a credit. If it is after the 30 day notice or no notice is given, the renter will be charged the full amount as stated in the original permit. It is the responsibility of the renter to accurately determine the number of fields and hours of usage. Unused fields or games/practices ending early will not be refunded.

Determination future ability to rent field(s)

The Athletics Program Administrator reserves the right to cancel or reschedule a rental at any time. Actions which may warrant cancellation include:

- Fees and/or required documentation are not submitted prior to the deadline.
- Damage to field(s) and/or surrounding property.
- Participants, spectators, coaches, or officials have demonstrated problematic, dangerous, or violent behavior.
- Sub-leasing of time is strictly prohibited. Renters found to be sub-leasing will lose all current and future access to field rentals.
- The organization is in violation of the City of Englewood's non-discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.

Processing Priority

1. Englewood Parks and Recreation Programs
2. Englewood School District and Englewood Youth Sports Organizations (EYSO)
3. Returning user groups/returning requests
4. New user groups/new requests

Rental Seasons

Requests Accepted

Spring: Mar 1 - May 31	Spring: Dec - Feb
Summer: Jun 1 - Aug 15	Summer: Mar - May
Fall: Aug 16 - Oct 31	Fall: May - Jul

- Weather Pending: Fields are open March 1-October 31 and water is on from April 15 - October 15.
- Park hours are 6am - 11pm.



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Please complete the information on this page and submit to Lindsay at Lpeterson@englewoodco.gov.
Submitting a request form does not guarantee rental.

Contact Information:

Organization:

Name:

Address:

Cell Phone: **Work Phone:**

Email:

Sport and Purpose:

Circle one: Baseball Softball Soccer Lacrosse Football Other:
Circle one: Practice Game Tournament

Specifics:

Field <small>field per line) (one</small>	Day(s) Requested	Date(s)	Start & End Times <small>(include set up & tear down)</small>	Additional <small>(bases, line & drag, mound, lights, etc.)</small>
<i>Example: Spencer Field</i>	<i>Thursday's</i>	<i>May 7 - Aug 20</i>	<i>6-10pm</i>	<i>bases; lines & drag; lights from dark-10pm</i>

Applicant Signature:

As the applicant, I have read and agree to the policies and procedures laid out in the City of Englewood's Athletic Field Rental Information. I hereby agree and understand that it is my responsibility to oversee all parties affiliated with the rental and to ensure compliance with all policies, rules, regulations, ordinances, and guidelines of the City of Englewood Parks, Recreation and Library Department. I understand that any violations may result in immediate cancellation of the reservation(s) and/or revocation of the current and/or future permit(s).

Signature of Applicant: _____ Date: _____

Office Use Only

Date Received:	Permit Sent:
COI Received:	Adjustments:
Approved:	Denied: