



City of Richmond
Parks and Recreation Services
5599 Lynas Lane
Richmond, BC V7C 5B2

Outdoor Sport Facility Rental Application Form

APPLICANT INFORMATION:

Organization's Name:	Contact Name:
Phone Number:	Fax Number:
E-mail:	Mailing Address:

BOOKING INFORMATION:

1. Sport being played: _____ 2. League Name _____

3. Please list your request(s) in the chart below. Be sure to clearly indicate the unit (i.e. NE, SW, NW etc.) and the exact dates and times. As an example you can refer to the sample below.

Facility	Unit	Day of Week	Start Date	End Date	Time From	Time To
<i>Example - Brighthouse</i>	<i>Lacrosse Box</i>	<i>M and W</i>	<i>Sept. 18</i>	<i>Dec. 13</i>	<i>6:00pm</i>	<i>8:00pm</i>

RENTALS OFFICE:

City Works Yard, Parks Department
5599 Lynas Lane, Richmond, BC V7C 5B2
Phone: 604-233-3304 Fax: 604-233-3340
E-mail: rentals@richmond.ca
Website: www.richmond.ca/fields

**Completed application can be e-mailed to rentals@richmond.ca or faxed to 604-233-3340.
For more information contact the Rentals Office at 604-233-3304 or rentals@richmond.ca**

Outdoor Sport Facility Terms and Conditions

RENTAL FEES:	The City of Richmond charges a rental fee for the use of both City and School District #38 natural grass fields/ball diamonds. A rental fee will also apply to the running track at Minoru Park. Please refer to the fee schedule that is attached to this document for a listing of the natural grass, artificial turf and track and field rental fees. <i>Fees for use of Facilities may increase over time, to cover inflationary increases in Facility operating costs, in compliance with the City's fees and charges bylaw process.</i>		
PAYMENT:	<p><u>One Time Field Bookings:</u> Payment is due in full at time of booking.</p> <p><u>Block Bookings:</u> Natural turf block bookings must be paid in full within 30 days upon receiving an invoice or before use. Artificial turf block bookings will be invoiced monthly.</p> <p>Payment can be made using cash, cheque or a credit card.</p> <p>Cheques are payable to the 'City of Richmond'. A \$25.00 fee is charged for NSF cheques.</p>		
INSURANCE:	All groups must purchase and provide proof of comprehensive general liability insurance. Groups must forward a copy of their insurance certificate, which shows the type of insurance, the expiry date, the amount of coverage (minimum \$2,000,000) and a statement naming the 'City of Richmond' and 'School District 38 (Richmond)' as additional insured.		
CANCELLATIONS BY THE RENTER:	No refund will be issued if less than 14 days notice is given. If more than 14 days notice is given a refund will be returned to the renter upon receipt of written notice of the cancellation.		
CANCELLATIONS BY THE CITY:	The City reserves the right to cancel, postpone or reschedule a rental slot with 48 hours notice.		
FIELD CLOSURES:	There are times when it becomes necessary to close fields during extreme weather conditions and maintenance. The field closure information is updated weekdays before 2pm. The Friday field report is in affect for the entire weekend. As a field user, it is your responsibility to check this report before using a field by calling 604-276-4300 or online at www.richmond.ca/fieldreport		
TOURNAMENTS:	The Special Event/Tournament form must be completed in addition to this form.		
PRIORITIES OF SPORT FIELD ALLOCATION:	<p><i>It is the City's position that Richmond's affiliated community groups holding current allotments will receive first priority for the same field allotments each year. Membership must be comprised of 60 % or more Richmond residents to qualify as a Richmond affiliated community group. Residency includes live or work in Richmond.</i> The City reserves the right to request a list of participants names and addresses to verify that groups meet this residency requirement. Once Richmond's affiliated community groups holding current field allotments are accommodated, the City will allocate any available field space to new community sport groups or private, non-resident or commercial groups in the following order of priority:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> First Priority Second Priority Third Priority Fourth Priority Fifth Priority </td> <td style="width: 50%; vertical-align: top;"> Richmond based youth field sport associations Richmond based adult field sport associations Private Richmond based recreational leagues Individual sports teams Non-resident or commercial renters </td> </tr> </table>	First Priority Second Priority Third Priority Fourth Priority Fifth Priority	Richmond based youth field sport associations Richmond based adult field sport associations Private Richmond based recreational leagues Individual sports teams Non-resident or commercial renters
First Priority Second Priority Third Priority Fourth Priority Fifth Priority	Richmond based youth field sport associations Richmond based adult field sport associations Private Richmond based recreational leagues Individual sports teams Non-resident or commercial renters		

Outdoor Sport Facility Terms and Conditions

CODE OF CONDUCT:

As a responsible user of the City of Richmond and School District #38 outdoor sports facilities, all leagues/teams/individuals are expected to follow these guidelines:

- The consumption of alcohol and/or illegal drugs is not permitted.
- No smoking on or within 25 metres of any outdoor sports facility or playground.
- Players, coaches and team supporters must be courteous and respectful to residents, other park users, caretakers, City staff and other agencies at all times.
- Use designated washroom facilities.
- Obey all traffic and parking signs, regulations, by-laws and conditions.
- Pick-up and remove all litter generated while using the park
- Respect and protect public and private property.
- Obey City of Richmond Park by-laws and regulations.
- Lighting of fields, diamonds, tennis, basketball and lacrosse box is permitted until 11:00pm (exceptions London and Hugh Boyd Park the lights are shut-off no later than 10:30 pm). Written authorization is required from the Parks Department for use beyond 11:00 pm.
- Pick-up after your pets (dogs must be on leash at all times).
- Sport facility access is limited to your assigned allocation times as noted on your group's rental contract. Permit holders are allowed onto their assigned area at their contract start time. All users must leave the area by the end time on your contract.
- The applicant will not sublet the use of their allotted sport facility time to any person, group or organization not named on the rental contract to use or occupy the field without the City of Richmond's written consent.

ARTIFICIAL TURF CONDUCT:

In addition to the above, the following conditions specific to using the artificial turf must be adhered to at all times:

- No food or beverages except water
- No gum, sunflower seeds, or tobacco products
- No pets
- No portable practice nets (without prior approval)
- Footwear: A wide variety of footwear may be used effectively; soccer shoes, multi-cleat shoes, turf shoes and runners. No metal cleats or track spikes are permitted.
- Spectators: All spectators must remain outside the fenced area. The playing field and sidelines are for players, coaches, officials and medical personnel only.

CODE OF CONDUCT VIOLATIONS:

The City of Richmond and the R.C.M.P. have agreed on procedures for dealing with groups that disregard the above Terms and Conditions and Code of Conduct. For an explanation of penalties and disciplinary action, please review the Code of Conduct violations policy at www.richmond.ca.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE 'TERMS AND CONDITIONS' FOR PARKS AND FACILITY USAGE AND MY LEAGUE/TEAM /SUPPORTERS AGREE TO ABIDE BY THEM. It is a privilege to use the facilities and these conditions are necessary to ensure that the park is enjoyed by everyone.

Date

Signature of Representative /Contact Person

Outdoor Sport Facility Fee Schedule

Artificial Turf Fees per hour 2012

	Full Size	Mini Field
Richmond Youth Groups	\$20.51	\$10.25
Richmond Adult Groups	\$34.54	\$17.28
Commercial/Private (all ages)	\$50.94	\$25.47

Ball Diamonds: Natural Turf Fees and Charges per hour 2012

Sand Turf (With Lights - After 8pm only)	Commercial (all ages)	\$21.37
	Private or Non-Residential (all ages)	\$17.11
	Richmond Youth Groups	\$5.99
	Richmond Adult Groups	\$12.85
Sand Turf (No Lights)	Commercial (all ages)	\$19.59
	Private or Non-Residential (all ages)	\$15.66
	Richmond Youth Groups	\$5.50
	Richmond Adult Groups	\$11.77
Soil Turf (No Lights)	Commercial (all ages)	\$5.72
	Private or Non-Residential (all ages)	\$4.59
	Richmond Youth Groups	\$1.63
	Richmond Adult Groups	\$3.46

Fields: Natural Turf Fees and Charges per hour 2012

Sand Turf (With Lights - After 5pm only)	Commercial (all ages)	\$33.74
	Private or Non-Residential (all ages)	\$26.98
	Richmond Youth Groups	\$9.44
	Richmond Adult Groups	\$20.24
Sand Turf (No Lights)	Commercial (all ages)	\$24.30
	Private or Non-Residential (all ages)	\$19.43
	Richmond Youth Groups	\$6.80
	Richmond Adult Groups	\$14.58
Soil Turf (No Lights)	Commercial (all ages)	\$8.10
	Private or Non-Residential (all ages)	\$6.48
	Richmond Youth Groups	\$2.26
	Richmond Adult Groups	\$4.86

**Note: Mini fields are 50% the cost of a full size field.

Track and Field Fee Schedule 2012

Training fee – All ages	Track and Field Club	\$712.44/year
Richmond Youth Meets	Track and Field Club	\$129.54/meet
Richmond Adult Meets	Track and Field Club	\$206.15/meet
Private Group Meets	Meets/day	\$518.14/day

A complete listing of our user fees can also be viewed at www.richmond.ca/fields