



**City of Poquoson Parks and Recreation Application for Field Use**

- PPR Reserves the right to deny any usage that is not requested a minimum of 10 days in advance of the activity.

Applicant's Name: \_\_\_\_\_

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

Address of Organization: \_\_\_\_\_

Contact Phone for Applicant: \_\_\_\_\_ Secondary Contact Phone: \_\_\_\_\_

Contact for onsite Personnel if not the same as above: \_\_\_\_\_

Field/Facility Requesting: \_\_\_\_\_

Dates & Times Requesting: (Please list all dates if there are more than one) Include Specific Times with each date.

\_\_\_\_\_  
\_\_\_\_\_

No request for use will be approved without a Certificate of Liability Insurance submitted prior to the Poquoson Parks and Recreation. The Certificate must indicate that the users have \$1,000,000 in general liability coverage and that the city is named, "City of Poquoson" as additionally insured on the certificate. Event will be cancelled with out proper insurance. Is this document on file with PPR for the current year? \_\_\_\_\_yes \_\_\_\_\_no.

***If this document is not on file with the City 24 prior to your requested usage, your usage will be cancelled.***

Any group that is the guest/opponent/ of the applicant group listed above must also provide the same insurance documentation. Will there be other groups at the event? \_\_\_\_ yes \_\_\_\_ no

If yes, please list and attach insurance documents with this form. \_\_\_\_\_

**Conditions of Use**

1. Poquoson Parks and Recreation does not provide bases for use at fields.
2. Access to Firth Field Concession area is not available.
3. If event is approved applicant will rake areas on the field after use and pick up trash, with the understanding that privileges for future use can be lost if not done properly.
4. Lighting is available at an additional cost. Costs vary based on facility/field being used.
5. Poquoson Parks and Recreation reserves the right to cancel your event at any time prior to the start of the event.
6. Field Conditions and playability for fields are at the discretion of the Parks and Recreation Department. PPR will notify you of any field closure on the day of your event. Playing on a field that is closed will revoke all usage privileges for the future.
7. Moving any bases/ pitching rubbers/home plates, base mounts from their original positions as they are on the field prior to your use is strictly prohibited.
8. Driving on the field with a vehicle to drag the field is prohibited and will result in loss of usage privileges.
9. No marking for foul lines will be allowed.
10. No reservation for use is final until signed and returned to the organization. This signed form from Poquoson Parks and Recreation Staff will serve as confirmation of your reservation—marked "Departmental Approval"

Signing below indicates you agree to abide the above conditions and regulations for use. Failure to follow above listed rules will result in revocation of privileges at any City of Poquoson Facility.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Departmental Approval PPR STAFF Date