



Independence Parks, Recreation & Tourism Department

**PARK FACILITY & FIELD REQUEST FORM**

Date Received	
Date Confirmed	
Staff Initial	

This form requests space only.

Completed form must be submitted to the Truman Memorial Building, 416 W Maple, at least 14 business days prior to the requested date(s). Confirmation will follow in 7 to 10 business days.

1. If you are requesting multiple dates, please attach a schedule with your event days and times listed.
2. All requests require a minimum of 14 business days to process and will be done in order of start date.
3. You will be notified of preliminary approval or denial. Rental and staffing fees will then be finalized.
4. Once all information and payment(s) are received, a confirmation copy of this form will be sent.
5. For additional information, please call Independence Parks, Recreation & Tourism at 816 325-7843.

Sponsoring Organization \_\_\_\_\_

Name of State/National Affiliation \_\_\_\_\_

Event Supervisor \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Alternate Supervisor \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Facility/Field Requested	Start Date	Day(s) of Week	Time Requested (include prep/tear-down)	
			am/pm to	am/pm
			am/pm to	am/pm
			am/pm to	am/pm
			am/pm to	am/pm
	<b>End Date</b>		am/pm to	am/pm
			am/pm to	am/pm
			am/pm to	am/pm

**ALCOHOL IS NOT ALLOWED IN THE FACILITY OR ON CITY PROPERTY.**

Description of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Name of On-Site Event Supervisor \_\_\_\_\_ Admission Fee(s) \_\_\_\_\_

Concessions Requested? Yes No Medical Staff Present Yes No

VIPS Attending? Yes No Name(s) \_\_\_\_\_ Press or Media Expected Yes No

Ball fields, indicate base path distance needed:	Program Needs & Special Requests* Facility/field as is      Microphone      Scoreboard use Field lights              Water access Electricity                  For Other (specify) <b>*Sponsoring organization is liable for any loss and/or damage.</b>
All other fields, indicate dimensions needed:	

*I have read the policies governing the services, equipment and facility requested. I understand them and accept responsibility for my organization to adhere to these regulations.*

Signature of Event Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Rental Fee \$ _____ + Damage Deposit \$ _____ = \$ _____	***Office Use Only***
Staffing Fee(s) (if applicable) \$ _____/hr for _____ \$ _____/hr for _____	
Total for Event \$ _____ Cash/Check/CC # _____	
Received by _____	
Insurance Certificate Received YES NO Date entered into Rec Trac _____ Initials _____	
Approved by _____ Date _____	
Copies to _____ Park Services _____ Business Licensing _____ Health Dept _____ IPD/Park Patrol _____	
_____ Concession Mgr _____ Emergency Prep/IFD _____ Other _____	

**Independence Parks, Recreation & Tourism Department**  
**General Conditions and Facility Rules**

*The City of Independence reserves the right to manage events and facilities in a manner that ensures general public safety and safeguards municipal facilities.*

1. Park lights are turned off promptly at 11 p.m., per city ordinance, whether a program has concluded or not. Please prepare a protocol for your event to accommodate this curfew.
2. No holes dug will be dug or fixtures added unless permission is granted by the Parks, Recreation and Tourism Department.
3. No bicycles or vehicles will be driven on sport fields. All vehicles must stay in designated areas.
4. Facilities are often scheduled back-to-back. As such, programs must conclude at the time indicated on this form unless advance arrangements have been made.
5. If there is any damage to the facility, or it is not cleaned properly, the cost of the repair and/or clean-up will be charged to the responsible group.
6. Field lining is not provided, unless stated.
7. A certificate of insurance is required insuring your program.\*
8. The City of Independence is not liable for any charges incurred by the group reserving the field, or injury to a participant or anyone hired/volunteering for the event by the group reserving the facility.
9. No glass bottles or containers allowed in City of Independence park facilities.
10. Consumption or possession of alcohol is prohibited from all park areas per City ordinance.
11. Tobacco products are prohibited in all park areas except for parking lots or other designated areas.
12. Solicitations are prohibited.
13. Bands, DJs, amusement-type rides, games, booths, and activities are prohibited unless permission is specifically granted.
14. No overnight camping allowed.
15. Receptacles are provided throughout the parks for trash/waste disposal. Please use them.
16. Hunting and firearms are forbidden.

**CLOSED FOR MAINTENANCE/REPAIR**

On occasion, a facility and/or sports field will be closed for maintenance or repair, which may include infield renovation, turf overseeding, aeration, irrigation, fertilization, and chemical application. Any facility and/or sports field designated as "Closed for Maintenance/Repair" will be posted as "Off-Line" and will not be available for use.

**\*CERTIFICATE OF INSURANCE**

Facility users must provide a certificate of general liability insurance with per-occurrence and aggregate limit of not less than \$1,000,000. The City of Independence must be listed on the certificate of insurance as additionally insured.