



## Sugar House Park Authority

3383 South 300 East, Salt Lake City, UT 84115  
ph. 385-468-7275 fax. 385-468-1855

[www.sugarhousepark.org](http://www.sugarhousepark.org)

## Athletic Fields Rules, Regulations and Reservation Request Form

The Sugar House Park Authority (the “Authority”) offers reserved use of the athletic fields in Sugar House Park (the “Park”) with the following regulations and fees. Reserved use of the athletic fields shall be secondary to the contractual obligations that the Authority has with the Salt Lake City School District. To avoid potential conflict, pavilions adjacent to a field may be required to be included in reservations.

The Authority reserves the right to limit or prohibit use of any field or area when the Authority, in its discretion, determines:

1. weather conditions create a situation in which use of the field may damage the field;
2. the area is over-used or in need of repair;
3. conflicting uses exist; or
4. it is in the best interest of the Park and its patrons, as deemed appropriate by the Authority or its authorized designee.

Among the criteria to be considered in granting reservations are the following:

1. timeliness of application;
2. availability of field space and time slots;
3. field condition as determined by the Authority or its authorized designee;
4. proposed use schedules;
5. the type of activity and likely effect on the field; and
6. potential interference with the public ability to use and enjoy the Park.

The following fields in the park are available for reserved use (see map):

1. Soccer/lacrosse field
2. Southeast field
3. East Hill field (east of the baseball diamond)
4. Baseball Diamond
5. Basketball courts
6. Sugar House Garden Center lawn
7. Sugar House Park trails
8. Sugar House Park cross country course
9. Other: \_\_\_\_\_

**All fields are open to the public unless there is a reservation permit issued. No party can inhibit another party from using a field unless they have a permit.**

**Application by mail, email or in person**

Non-refundable application fee submitted with application: \$20.00

Requests for field use will be accepted up to a year in advance of the event date. Requests must be submitted at least 30 days prior to the requested date. Applicants must state specific dates and times requested, what fields are being requested and estimate the number of participants, staff and spectators. Additionally, applicants must read and agree to all listed rules and regulations by signing the Rules and Regulations form below and initialing next to each Rule and Regulation. No reservation or permit will be issued until approved by the Authority, fees are paid in full and proof of insurance naming the Authority as an additional insured is provided. An incomplete or inaccurate request form will not be processed. The applicant may be required to appear at the next available Authority Board meeting.

Upon conclusion of the application process, receipt of full payment of fees and receipt of a certificate of liability insurance, a Field Reservation Permit will be issued to the approved applicant (Permittee) before a reservation is deemed final. The approved Permit must be available for inspection at the field during the time(s) of reservation(s).

**Athletic Field Reservation Fees**

<b>Fee Description</b>	<b>*Non-profit Groups</b>	<b>Other Groups</b>
<b>Athletic Field Use Fee</b> For use up to 6 hours	\$15.00 per hour	\$30.00 per hour
For use more than 6 hours	\$150.00 per day	\$300.00 per day
<b>Basketball Courts Use Fee.</b> Only applies to use of court. Any area beyond simply playing a game also requires a special event permit with applicable fees.	\$15.00 per hour	\$30.00 per hour

\*Non-profit groups include 501(c)3 registered groups, educational and government organizations.

Under the direction of the Authority, staff will perform spot checks for times and length of use. Underpayment of fees will result in immediate termination of Permit and may affect future field reservation requests.

**Rules and Regulations for Use of Athletic Fields**

(Initial)

- \_\_\_1. Proof of liability insurance is required in the amount of \$1,000,000 per occurrence. House Park Authority must be named as additional insured.
- \_\_\_2. Reservation groups are required to leave the area clean. Reservation groups will be assessed a fee of \$55.00 per hour of Park Staff labor for any field repairs or clean-up required after field use plus damage costs.
- \_\_\_3. No alcoholic beverages are allowed in the Park.
- \_\_\_4. No refunds will be issued for cancellations or unused reservations. Reservations may be rescheduled **due to inclement weather or unplayable fields** depending upon availability. Specific athletic field reservation dates and times may not be changed without prior written approval from the Authority or its designee.
- \_\_\_5. Permittee must abide by the time regulations permitted to use the field. All facilities and the Park are closed at 10:00 PM, and the Park must be vacated.
- \_\_\_6. Equipment is not included in your reservation.
- \_\_\_7. No soliciting or sale of merchandise, raffles, food or other concessions is allowed in the Park.
- \_\_\_8. No vehicles are allowed on the grass at any time.
- \_\_\_9. Alterations or additions to existing athletic field facilities are prohibited. The use of backstops and fence lines for batting practice is strictly prohibited.
- \_\_\_10. The introduction of soils or substances onto athletic fields is prohibited. Except for field paint, this includes the use of line-marking substances and of "Diamond Dry" or similar moisture absorption materials.
- \_\_\_11. The use of detergents, fertilizers, fuels or other materials to burn boundary lines or any markings into any park grass or the installation of goals, barriers or fences is strictly prohibited.
- \_\_\_12. Overnight or off-season storage of athletic equipment is prohibited.
- \_\_\_13. A permit to use any field may not be assigned or transferred to any other group.
- \_\_\_14. Vandalism or intentional damage to Park fields or facilities will be referred to the appropriate agency for prosecution.
- \_\_\_15. Use of the field shall cease should any hazardous condition on the field arise.
- \_\_\_16. Use of the field may be ordered to cease if, in the judgment of the Authority or its designated agents, the continued use is hazardous to the users or extensive damage to the field is occurring.

**Sugar House Park Athletic Field Use Request Form**

All requests are subject to approval by the Sugar House Park Authority.

Sponsoring Group Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Area or Field Requested:

\_\_\_\_\_ Soccer/Lacrosse Field/ \_\_\_\_\_ Baseball Diamond/ \_\_\_\_\_ Southeast Field/  
 \_\_\_\_\_ East Hill Field/ \_\_\_\_\_ Basketball Courts/ \_\_\_\_\_ Garden Center Lawn/  
 \_\_\_\_\_ Park trails/ \_\_\_\_\_ Cross Country course/ Other \_\_\_\_\_

Intended Activity: \_\_\_\_\_

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

Estimated **TOTAL** Number of Participants, Spectators & Support Staff \_\_\_\_\_  
 (If 500 or more people, a Mass Gathering Permit is needed)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Starting Time							
Ending Time							

Additional Dates and Times of Special Events or Tournaments:

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

Athletic Fields Rules, Regulations and Reservation Request Form

The Authority assumes no responsibility for lost items or any cost or expenses arising from use of the athletic fields. Responsibility for injury, damage, loss and all liability rests with the Permittee and its representative, who shall hold the Authority harmless. Users agree to conduct themselves in such a manner to avoid potential conflict or injury to non-participating bystanders, and to comply with all rules and regulations governing the Park.

All groups reserving Park athletic fields are liable for damage to fields occurring during their use.

Any person or group violating the rules and regulations of its Permit or of the Park shall be subject to immediate cancellation of all reservations, forfeitures of fees and denial of future use.

The Salt Lake County Parks staff monitors field use to prevent abuse of fields. Please cooperate with Park Staff to ensure a smooth season. The Salt Lake County Parks Staff is authorized by the Authority to enforce all Park rules and regulations.

***I agree to abide by all Rules and Regulations as contained within this Athletic Fields Rules, Regulations and Reservation Request Form.***

Signature of Responsible Party: \_\_\_\_\_

**Complete the reservation form, sign above, initial all rules on page 3 and submit to:**

Salt Lake County Parks Operations  
ATTN: Heather Valero  
3383 South 300 East  
Salt Lake City, Utah 84115-4590

E-mail: [hvalero@slco.org](mailto:hvalero@slco.org)  
FAX: 385-468-1855  
Telephone: 385-468-7275 (385-GOT-PARK)

**If your event is more than single day use, you must attend one of the Authority's monthly board meetings.**

The meetings are held on the **second Thursday** of each month (except for July and December) at 6 pm at the Garden Center, which is located at the northeast corner of the Park. The building's parking lot may be accessed directly from 2100 South at about 1600 East.

Your request form must be received by the County Parks office at least one week prior to the next scheduled board meeting in order for it to be heard on that meeting's agenda. Otherwise your request will be heard on the following month. A representative from your group must be present to answer any questions the board may have about your event unless that requirement is waived.

**Athletic Fields Map**

You may obtain an electronic copy of this map at:

[http://www.sugarhousepark.org/wp-content/uploads/2011/01/map\\_athletic1.jpg](http://www.sugarhousepark.org/wp-content/uploads/2011/01/map_athletic1.jpg)

