



# Meridian Parks and Recreation Department HOMECOURT Reservation Application

## ORGANIZATION INFORMATION

ORGANIZATION NAME: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME OF LEAGUE/TOURNAMENT/ CAMP: \_\_\_\_\_

ACTIVITY TYPE: (Example Basketball league, Volleyball tournament, Basketball camp) \_\_\_\_\_

AGE GROUP: Adult \_\_\_\_ Youth \_\_\_\_ If Youth, what ages; \_\_\_\_\_

ORGANIZATION'S PRESIDENT/ATHLETIC DIRECTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION'S LIAISON TO THE CITY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### FOR OFFICE USE ONLY

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> TENTATIVE SCHEDULE INPUTTED | <input type="checkbox"/> INVOICE SENT TO LIAISON          | <input type="checkbox"/> LIABILITY INSURANCE RECEIVED |
| <input type="checkbox"/> FINAL SCHEDULE RECEIVED     | <input type="checkbox"/> STCP FOR CONCESSIONAIRE RECEIVED | <input type="checkbox"/> PAYMENT RECEIVE              |

Meridian Parks and Recreation  
33 E. Broadway Ave. Suite 206  
Meridian, ID 83642



Phone: 888-3579  
Fax: 898-5501  
recreation@meridiacity.org

**REQUESTED RESERVATION**

NUMBER OF COURTS: \_\_\_\_\_

OTHER AREAS NEEDED: \_\_\_\_\_

**REQUESTED RESERVATION DATES/TIMES**

STARTING DATE REQUESTED: (first date facility will be used) \_\_\_\_\_

ENDING DATE REQUESTED: (last date facility will be used) \_\_\_\_\_

DAYS AND TIMES REQUESTED:

- MONDAY      START TIME: \_\_\_\_\_      END TIME: \_\_\_\_\_
- TUESDAY      START TIME: \_\_\_\_\_      END TIME: \_\_\_\_\_
- WEDNESDAY      START TIME: \_\_\_\_\_      END TIME: \_\_\_\_\_
- THURSDAY      START TIME: \_\_\_\_\_      END TIME: \_\_\_\_\_
- FRIDAY      START TIME: \_\_\_\_\_      END TIME: \_\_\_\_\_
- SATURDAY      START TIME: \_\_\_\_\_      END TIME: \_\_\_\_\_
- SUNDAY      START TIME: \_\_\_\_\_      END TIME: \_\_\_\_\_

Brief description of your reservation and or additional information regarding your reservation that City Staff needs to know about;

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**HISTORY OF FACILITY USE FOR PRIOR YEAR**

LIST THE NUMBER OF PARTICIPANTS IN EACH AGE DIVISION AND THE TOTAL NUMBER OF PARTICIPANTS IN THE ORGANIZATION'S PROGRAM WHO RESIDE IN THE MERIDIAN CITY LIMITS FOR THE SAME SEASON OF THE PREVIOUS YEAR.

<i>Age Division</i>	<i># of Meridian Residents</i>	<i># of Non-Meridian Residents</i>	<i>Total Participants In Age Group</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL PARTICIPANTS</b>			_____



LIST NUMBER OF COURTS USED DURING THE SAME SEASON OF THE PREVIOUS YEAR:

<i>Number of Courts</i>	<i>Starting Date</i>	<i>Ending Date</i>	<i>Brief Description of Days/Times Used</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Special Conditions of Renter**

1. Any Damages to the building and or equipment caused by the renter, will be replaced and or repaired at the renters expense.
2. Adult Supervision will be required for all youth and teen reservations and will be provided by the renter.
3. Additional personnel services, if required by City Staff, will be paid for by the renter in addition to all rental fees.
4. If City Staff feels the renter is not properly caring for the facility, City Staff retains the right to break any contracts and stop use of the facility immediately.
5. Additional First Aid stations or other special services needed for the safety and welfare of the group will be provided by the renter and at the expense of the renter.
6. NO Smoking will be allowed in the facility.
7. NO Food or Beverages will be allowed on or in the basketball court area except in designated areas approved by City Staff.
8. NO equipment will be furnished to the renter without prior approval of City Staff.
- 9. Parking plans may be required by City Staff if parking exceeds the parking lot capacity. If required, parking plans must be approved and accepted by City Staff. All parking issues will be addressed by the renter. All fees associated with towing vehicles will be paid by the renter.**
10. City Staff may require the renter to limit the number of games, times, and or attendees in the facility at one time.

INITIAL: \_\_\_\_\_

**Facility Restrictions & City of Meridian Ordinances**

1. No skateboarding on walls, tables, or structures.
2. No glass containers.
3. No climbing trees or facility structures.
4. No remote control cars or airplanes.
5. Alcohol is prohibited, except by obtaining an alcohol permit. Consumption is usually limited to shelter areas, except for special events that have a permit and designated area. Alcohol is prohibited during any and all youth reservations.
6. No vending without a City permit (contact the City Clerk at 888-4433).
7. No commercial soliciting without a City permit.

INITIAL: \_\_\_\_\_

## Meridian Parks and Recreation Department ADMINISTRATIVE POLICY

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**SUBJECT:** RESERVING FACILITIES OWNED AND/OR MANAGED BY THE CITY

**PURPOSE:** To fairly and equitably allocate facility use to a variety of sports organizations, community organizations, and community members that are beneficial to the community.

**POLICY:** A. **Facility Reservation Application.** For any person or organization seeking to reserve use of a facility owned and/or managed by the Meridian Parks and Recreation Department for any time during the year, a Facility Reservation Application shall be completed and submitted to the Meridian Parks and Recreation Department. A separate application must be submitted for each league, sport, tournament, and/or season within the year, even if the organizer is the same. Incomplete applications will be returned to the applicant unprocessed.

The application form will require the following information:

- Name of the person requesting the reservation and organization he/she represents.
- Name of the person serving as the liaison between the organization and the City.
- Name of the league and/or tournament that will use the athletic facility.
- Type of sport or activity and the age of the participants.
- Total number of participants registered in league or tournament in the previous year and percentage of those participants who reside in Meridian.
- All City facilities or number of courts used in the previous year.
- All information regarding the request for facility space.
- The signature of the organization's president and/or athletic director acknowledging applicable terms, waivers, and policies.

**B. Application Processing.**

1. **Application Timeline.** A person or organization wishing to have a Facility Reservation Application considered for priority allocation must turn in their application as designated by Facility Manager. The Facility Manager shall notify applicants of initial approval or denial of applications.

Following initial approval of an application, but no later than thirty (30) calendar days prior to the first reservation date, the reserving organization shall submit a final and comprehensive schedule of precise dates and times it will use the reserved facility. Within seven (7) calendar days of receipt of the reserving organization's final schedule, the City will issue an invoice for applicable fees. The reserving organization shall pay such fees in full and shall submit a certificate of liability insurance coverage of at least \$1,000,000, naming the City of Meridian as additionally insured, at least seven (7) calendar days prior to the first reservation date. Upon receipt of payment in full, the City shall finalize the reservation and shall issue written notice of such reservation.

2. ***Priority allocation of reservations.*** The following priority categories will be used to equitably allocate facility reservations. For organizations falling in the same priority category, priority will be given by history of facility use and or the number of Meridian resident participants.
  - (1) *Organizations holding written priority use agreements.* First priority is given to those groups who hold effective priority use agreements with the City for a specific facility.
  - (2) *City-sponsored activities.* Second priority will be given to any program, league or event that is sponsored by the City of Meridian.
  - (3) *Returning Organizations.* Third priority will be given to organizations in good standing with Meridian Parks & Recreation specifically for the same dates/times that they held in the previous year.
  - (4) *Meridian-based organizations.* Fourth priority will be given to any Meridian-based organization, which is an organization whose headquarters are located in Meridian. \
  - (5) *Non-Meridian-based organizations.* Fourth priority will be given to non-Meridian-based organizations.
  
3. ***Reservation conditions.*** The following regulations shall be incorporated as conditions of any and all facility reservations.
  - a) The reserving organization shall maintain a certificate of liability insurance coverage of at least \$1,000,000, naming the City of Meridian as additionally insured, at all times during its reserved use of a City facility. A copy of the insurance coverage must be submitted prior to the reservation date.
  - b) No person, including organizations or persons with a finalized reservation, may charge admission to any City facility without prior notice to, and written permission of, the Meridian Parks and Recreation Department Director.
  - c) The facility specified on the written reservation shall be the only amenity reserved by and for the reserving organization. The reserving organization may not restrict public access to any facility thereof.
  - d) To maintain the quality of the City facilities, Meridian Parks and Recreation shall reserve the right to, and will cancel any activity at any time due to weather, field turf conditions, court conditions, and or building conditions, regardless of any reservation. The City will endeavor to reschedule any canceled reservation for the earliest, mutually-agreeable, available date. If a suitable reschedule date is not found, the reservation fee will be refunded unless cancelled due to renters not abiding by City or Facility regulations.
  - e) All schedule changes or concerns shall be communicated by and to the liaison. Communications from any other representative of the organization to the City will not be considered, but shall be redirected to the liaison.
  - f) All coaches, players and spectators shall abide by the Facility rules, laws, City ordinances, and generally accepted standards of good sportsmanship. Coaches and organizations shall make every effort to educate and monitor compliance by participants and spectators.
  - g) Organizations shall leave the facility clean and in good condition after every use. Failure to do so will result in future denial of the organization's Facility Reservation Applications. The organization will be charged for damages caused by its participants.
  - h) All concessionaires invited by the reserving party must apply for a Short-Term Concessions Permit through the Meridian Parks and Recreation Department.

- i) Glass containers for any type of beverage are prohibited in all City facilities. Possessing and/or consuming alcohol in any City facility is illegal except when an alcohol permit has been obtained in conjunction with a Temporary Use Permit.
- j) No motor vehicles of any kind may be driven or parked on the sidewalks or grass without the consent of the Meridian Parks and Recreation Department. This rule shall not prohibit the use of motorized wheelchairs or other devices used to enhance accessibility for disabled individuals.
- k) Organization, team or sponsor banners may be displayed only during the organization's reservation times and only on or near the organization's reserved area. Banners may be free-standing or tied on a permanent structure, but banners may not be attached to trees in any way. The use of glue, tacks, staples, nails or other hardware that may damage the structure is prohibited. All banners must be taken down immediately after the reservation is complete each day.
- l) Depending on the size, scope, and location of the proposed activity, a City of Meridian Temporary Use Permit may be required in addition to the reservation. Meridian Parks and Recreation will make every effort to notify the applicant if this requirement applies, but it is ultimately the reserving party's responsibility to make this assessment.
- m) The City of Meridian reserves the right to impose additional requirements, on a case-by-case basis, as a condition of finalizing a reservation.

**C. Fees.** Absent a written agreement to the contrary, the following fees shall apply to all facility use including tournaments.

- Homecourt ½ Court \$22.50 per hour
- Homecourt 1 Court \$45 per hour

**D. Cancellations and Rescheduling:** A full **30 days notice** is required for rescheduling or to cancel a reservation and receive a refund.

**E. Violation.** Failure to abide by all applicable rules and regulations may result in trespass from the premises and/or further available civil, criminal, and/or administrative action, including, but not limited to, exclusion from the park pursuant to Meridian City Code section 13-2-11.

**AUTHORITY:** Officers of the Meridian Police Department and Employees of the Meridian Parks and Recreation Department shall be authorized to require compliance with any and all terms of this policy.

I hereby certify that I represent, and am authorized to legally bind, the organization or person seeking the reservation as set forth in this application ("Reserving Party"). I have read, and understand the Meridian Parks and Recreation Homecourt Reservation Policy, and agree that the Reserving Party shall comply with that policy and with the conditions of any facility reservation, including, but not limited to, the maintenance of liability insurance in the specified limits. The Reserving Party shall indemnify and hold harmless the City of Meridian from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by the Reserving Party or any employee, agent, contractor, official, officer, servant, guest, participant and/or invitee thereof, at or in its/their use of a City park, Homecourt or athletic facility and not caused by or arising out of the tortious conduct of City. The Reserving Party agrees that the limits of the required liability insurance shall not be deemed a limitation of its

