



City of Tempe
FIELD REQUEST/USE GUIDELINES



for
LEAGUES / TOURNAMENTS / YOUTH & ADULT SPORTS GROUPS

- 1) All field request(s), regardless of group, league, or tournament, must be submitted by filling out a **Field Request Form or Tournament Request Form**
- 2) All field/tournament requests must be submitted by the deadline dates (see schedules at bottom of page for deadlines). It is imperative that you submit your field requests by the dates listed on the schedule - there will be no exceptions. All request(s) received after deadline date will be processed after all other reservations are processed. Please mark these dates and times on your calendar for future use. No other reminders will be given.
- 3) Please consider practice and game times and locations for your group, league, or tournament.
- 4) Priority for Filed allocations is as follows:
 1. City of Tempe programs.
 2. Partnering agencies with an IGA (Inter-Governmental Agreement).
 3. Tempe Based (70% Tempe Resident) non-profit youth and adult organizations/leagues.
 4. Tempe residents, Tempe club/teams.
 5. All other organizations including for-profit groups/teams and tournaments.
- 5) New leagues seeking fields for the first time are required to submit a copy of their league's roster with their field request (returning leagues submit rosters with the fall season requests).
- 6) Field requests will not be processed until after the season's schedule deadline date (see below). Your permit will then be sent to you via e-mail approximately 30 business days after the deadline date.
- 7) **Certificate of Liability Insurance** (requirements enclosed) must be submitted and approved prior to start date of reservation. Invoices/receipt of payments **do not** qualify as an insurance policy. Returning groups must submit new COI in the fall season each year.
- 8) Metal spikes of any kind are not permitted on any City of Tempe field.
- 9) For tournament play, all fees must be paid seven (7) days prior to the tournament.
- 10) For league reservations, all fees must be paid by date indicated in the **Payment Schedule for Original Balance** portion of the permit.
- 11) User groups are expected to acknowledge receipt of permit and reply via e-mail to somerton_sibrian@tempe.gov that fees and conditions of use are acceptable. This reply confirms your acceptance of your field assignments and any/all associated user fees. All user groups with a reservation balance of less than \$1,000 will be expected to pay all fees by date indicated in the **Payment Schedule for Original Balance** portion of the permit. For user groups whose fees exceed \$1,000, you will be expected to pay all fees indicated by the due date(s) listed on the permit in the payment schedule for original balance portion of the permit. **Failure to reply and accept terms and condition/fee requirements prior to start of the permit will void the permit. Additionally, no notice will be given if permit is voided due to a lack of fee payment and/or acknowledgment of terms and conditions.**
- 12) Once your field request is submitted and approved and a permit is issued, any additions/deletions to your permit must be submitted in writing **5 business days in advance.**
- 13) Refunds will be granted only when sought at least one (1) week prior to scheduled use and **written** notification is given. Email correspondence can serve as written notification.

Season	Reservation Period	Request Deadline
Spring Schedule	January 1 st to April 30 th	October 1 st
Summer Schedule	May 1 st to August 31 st	March 1 st
Fall Schedule	September 1 st to December 31 st	May 1 st
Tournament Deadline - Approved based on availability. Accepted up to 12 months in advance		

Send this information to: City of Tempe Community Services Department
 Attn. Somerton Sibrian, Field Reservation Coordinator
 3500 S. Rural Road Suite 201
 Tempe, AZ 85282

Or Email: somerton_sibrian@tempe.gov

CERTIFICATE OF INSURANCE REQUIREMENTS

The City of Tempe has established insurance and certificate of insurance requirements for those facility users, vendors, and contractors entering into agreements with the City. Before commencing use of services under agreement, the City must be furnished with a certificate of insurance.

The certificate should contain the following:

1. The City of Tempe named as an additional insured. (To be indicated in the Descriptions or Comments Box)
2. The insurance should be primary to the City of Tempe self-insurance retention. The City of Tempe shall be notified at least 30 days prior to cancellation of the above insurance coverage.
3. The minimum* limits of liability per occurrence must be:

Bodily Injury	\$2,000,000
Personal Injury	\$2,000,000
Liquor (if it is served)	\$5,000,000
Auto Liability Including Owned, Hired & Non-Owned	\$1,000,000
Property Damage	\$1,000,000
Employer's Liability	\$1,000,000
Per Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Worker's Compensation	\$500,000 minimum by State Statute

- Some activities may require increased liability limits. **How important is the certificate of insurance?**

The insurance requirement should be your priority because *your event or activity will not be approved or scheduled until a proper Certificate of Insurance is received.* It is in your best interest not to advertise your event until the requirement has been met.

The Parks and Recreation staff will not work with insurance companies on the insurance compliance within the 24-hour period before the event or the last working day before the event.

If you are having difficulties securing proper insurance coverage, the City of Tempe Risk Management division will be happy to assist you.

Liquor Liability

- If your event is cleared for alcohol, you will need to provide proof of liquor liability coverage in the amount of \$5,000,000.