Mesquite Nevada

Athletics & Leisure Services Dept.
100 West Old Mill Road, Mesquite NV 89027
Phone: 702-346-8732 - Fax: 702-346-8678

Reservation Form

Mesquite Sports & Event Complex and other Multi-Use Athletic Fields

Event Date(s): _____

Name of Organization: _____

Event/Tournament Name: _____

Estimated # of Participants: _____ Estimated Spectators: _____

Contact Person: _____

Phone (Home/Office): _____ Cell:_____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____Website: _____

Please Select Requested Fields

Mesquite Sports & Event Complex - West Fields _____#1 (Synthetic) _____ #2 (Synthetic)
Mesquite Sports & Event Complex - East Fields _____ #3 (Synthetic) _____ #4 (Grass) _____ #5 (Grass)

Recreation Center - West Field _____ #1 (Grass)
Recreation Center - Synthetic 6v6 _____ #1 (Synthetic)
Woodbury Park Field _____ #1 (Grass)

Note all fields are lighted and have restrooms. Field use fee is $150 per field, per day **Total Days** _____ **Fields**_____

To reserve dates, a non-refundable $100.00 set-up fee is due with each tournament/event form.

IMPORTANT: READ BEFORE SIGNING
INDEMNITY AGREEMENT

1. Lessee (Organization and/or individual) agrees to indemnify and hold harmless Lessor (City of Mesquite, its officers, employees, volunteers, and agents), from any and all injuries (including death), claims, damages or costs, including reasonable attorney's fees, caused by lessee or any participant in lessee's use.
2. I certify that I am duly appointed and authorized to make the above request in the name of the organization and that I shall abide by the terms under which use of the requested field is made.
3. I further agree to make payment to the "City of Mesquite, Athletics & Leisure Services Department," the total fees listed below.
4. In the event of damage or violation of City policies, rules or ordinances per established guidelines, the City of Mesquite has the right to bill for such damages and/or deny future reservations.
5. I certify that I have read this document, and ensure that my event/tournament staff and participants will abide by all rules, regulations, conditions, and requirements pertaining to the rental of the requested venue.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Fee Due: _____ Fee Paid: _____Check #:_____ Date: _____

Authorized Signature: _____

(All Athletic Field Reservations subject to Mesquite Athletics & Leisure Services Dept. Approval)

Please attach a check for the set-up fee with this application. Date not reserved until set-up fee paid.

Rev 10/10/13

MesquiteNV Athletic Field Use and Reservation Policies

Set-up Fee: $100.00. Non-refundable set-up fee (per tournament) is due with **each** form.

Daily Field Use Fee: $150.00 per field, per day. Fee Includes lights, field prep and use of concession stand.
_____ Set-up fee must be paid to reserve dates and fields. All other fees must be paid within 30 days of invoice.
_____ $25.00 fee for returned checks.

Regular Day: 16 hours, 7 a.m. to 11 p.m.

After Hours Supervisor Fee: $50.00 per hour (over 16 hours).

Pre-Event Planning: The Athletic Dept. will send a tournament information packet (by mail and e-mail), at least **30 days** in advance. We would like to have scheduling, number of teams, where they are from, any superlatives of your organization and the event to be included in pre-event publicity.

Staffing Requirements: In order to schedule staffing and to finalize your field reservation, you must submit your game schedule/brackets and other tournament information within **10 days** of your tournament/event. To ensure proper staffing for your event, it is essential this information is received in a timely manner.

Responsibilities of Tournament/Event Manager:
_____ Applicant agrees to abide by all rules and regulations of the facility.
_____ Provide pre-event schedules and materials for advance Athletic Dept. news releases.
_____ Ensure all participants, spectators and staff abides by venue rules (including Good Neighbor Policy)
_____ No unauthorized alterations to competition surface (no paint on synthetic surface or parking vehicles on field)
_____ Ensure no vehicles are driven on synthetic surfaces
_____ Any activities or special arrangements not specifically authorized on this application are prohibited.
_____ Tournament schedules must be submitted 10 days in advance of tournament.

Venue Upkeep:
_____ Keep all restrooms clean and stocked with supplies during event.
_____ Keep all areas (fields, spectator area, parking lots), clear and clean of debris.
_____ Keep all trash receptacles emptied and re-lined throughout the day (no overflowing receptacles).
_____ Report any damage to equipment or facilities to Athletic Dept.
_____ Supplies for restroom, cleaning and can liners are provided by the Athletic Dept.
_____ Glass containers are not allowed in any park or recreation facilities.
_____ No unauthorized vehicles are allowed in any park facility and only authorized parking stalls should be used.
_____ No overnight camping is allowed at facility.
_____ Water is the only liquid permitted on synthetic surfaces.

Concession and Vending Guidelines:
_____ A drink, food, and novelty/equipment list must be submitted to Athletic Director for prior approval.
_____ All concession items must be approved by the Athletic Director.
_____ The concession stand must be operated under all applicable state Health Department Codes and Standards.
_____ If needed, obtain food permits from the Southern Nevada Health District.
_____ Clean all areas of the concession facility on a daily basis.
_____ If cleaning hasn't been done, there will be a $100.00 cleaning fee assessed.
_____ Report any damage or issues with equipment or building.
_____ If there are any damages caused by the user, the replacement/repair costs will be assessed and billed separately.

Good Neighbor Policy:
_____ Event organizers shall make every reasonable attempt to keep participants and spectators from wandering off nearby established trails and from climbing on dangerous dirt hillsides surrounding the Mesquite Sports & Event Complex.
_____ Respect the private property of nearby houses by not entering yards without permission.
_____ Music should only be played between the hours of 8 a.m. and 9 p.m. Please direct speakers away from homes.

For Returning Directors: We value your loyalty to Mesquite and appreciate your patronage. You have up to six months in advance to reserve corresponding future event dates. If application and set-up fee is not received by six months out, your dates can be made available on a first-come, first-served basis.

Marketing Partnerships: *In order to keep your field use costs (including lights and use of concession stands), we may be partnering with local business for sponsorship opportunities and may be asking you to help us promote sponsors to your participants and spectators. I would like to find out how I can participate with local business sponsorships:* ***Yes*** ***No***

Please make a copy of this form for future reference, initial and submit.

Initial: _____ I have read the Athletic Field Use Policies, including the Good Neighbor Policy, and agree to abide by the terms.

Revised 10/10/13

Insurance Requirements

INSURANCE: The City of Mesquite requires that any outside group/company bringing an item or service onto the property must provide the City of Mesquite with a copy of their liability insurance listing the City of Mesquite as an "additionally insured," for the date(s) of the event(s) being covered. The policy must also state the following:

- Policy showing limits of $1,000,000 comprehensive general liability and $50,000 property damage liability insurance.
- Insurance policy provides primary coverage in the event of a loss.
- Insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Mesquite.
- Host Liquor Liability Endorsement (If authorization is obtained from the City of Mesquite to sell/distribute alcohol and your group/company does not operate a business that sells/serves alcohol.)
- Liquor Liability Insurance Endorsement (If authorization is obtained to sell/distribute alcohol from the City of Mesquite and your group/company sells/serves alcohol.)
- The City of Mesquite is not liable for the payment of any premium or assessment on the applicant's/group's policy.
- Product Liability Insurance Endorsement, if food or beverage will be sold or given away. If approved by the Athletic Director, the vendor insurance requirement referenced above will be waived for non-profit organizations operating a concession stand that sells or gives away professionally prepared, pre-packaged food or drink items that do not require refrigeration or cooking.

Insurance information must be submitted no later than two (2) weeks prior to the tournament.

Checklist

_____ Field Reservation form with Payment (submit within 6 months of event)

_____Liability Insurance with proper endorsements, see above. (2 weeks prior to event)

_____Pre-event publicity (superlatives to be used in pre-event news releases)

_____ Game/Tournament schedule with dates, times and fields (10 days prior to event)

Permits and Licenses (due two months prior to event)
(if needed)

_____Southern Nevada Health Permit – Could be required if a food, beverage, service, or commodity is served.

_____Sales Permit – Required with any commodity sold to the public. (Nevada Department of Taxation)

_____Business License(s) – Any business seeking to operate within the City of Mesquite is required to obtain a business license from the City of Mesquite. Event only, temporary licenses are available.

_____Special Event Permit—needed only if alcohol is being proposed to be served or sold at Athletic venues. Permission to do so is rarely granted, but is only considered through the Special Event Permit process. Serving entity must have liquor license issued to a business in Mesquite.

Thank you for using Mesquite NV Athletic Venues!
We hope you have a successful event.

Mesquite Nevada

Where Athletes Compete!

Revised 10/10/13