

# Field Reservation Request Form

## Field Reservation Request Form

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*Description*

## CONTACT INFORMATION

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*Description*

**Organization Name (Required):** \_\_\_\_\_

**Organization Contact Person (Required):** \_\_\_\_\_

**Phone (Required):** (       ) - \_\_\_\_\_

**Address (Required):**

Street: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Email (Required):** \_\_\_\_\_

## RESERVATION INFORMATION

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*Description*

**Dates Requested (Required):**

*Specify whether dates are for tournaments, games, or practices. Please note specific times if known, or indicate morning, 1/2 day, or evening only events.*

_____
_____
_____
_____

**Field Preference (Required - Select at least one option):**

*Select all fields that apply*

# Field Reservation Request Form

- Field 1 (max base distance 80 ft)
  - Field 2 (max base distance 80 ft)
  - Field 3 (max base distance 65ft)
  - Field 4 (max base distance 60ft, no lights available)
  - Tuxedo Green Space (use of soccer goals must be requested)
  - Rotary Park (fields or green space)
  - Other
- If Other, please explain:

## Additional Logistics (Required - Select at least one option):

*If you are requesting additional logistics - please provide additional details below.*

- Concession Stand
  - Parks Staff or Event Security
  - Additional dumpsters or Portapotties
  - Overflow Parking (south of softball concessions)
  - Lights/Scoreboard
  - Barricade or Road Closure
  - None
  - Other
- If Other, please explain:

## Additional Details:

*Include any additional details, information or questions. Please also note your site coordinator for the event if it differs from the contact person noted above.*

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## Acknowledgement (Required):

- I/we agree to care for the above field(s) and/or facilities. I/we will ensure that all games, activities, and events on the field(s) are supervised and ensure the safety of all players and spectators. Field(s) and surrounding areas will be left free of debris and damage. All borrowed equipment will be returned after the event. In the event of incident, accident or injury, I/we will immediately notify the Recreation Coordinator, Parks and Recreation Director, or a representative of the City of Crete. In case of questions please email [dan.dunaway@crete.ne.gov](mailto:dan.dunaway@crete.ne.gov) or call 402-826-9754.

**Signature:** \_\_\_\_\_