



**City of Helena Parks and Recreation Department  
FIELD // COURT USE PERMIT APPLICATION**

316 North Park Avenue, Suite 405; Helena, MT 59623

Phone: (406) 447-8463 Fax: (406) 447-8460

Open: February 1 (Spring and Summer Sports)

August 1 (Fall and Winter Sports)

## **RULES // REGULATIONS // EXPECTATIONS**

**POLICY:** A field/court request form is required for sporting activities held in a city park. An administration fee is required when an application is submitted. If the event is approved, an additional park use fee may be assessed.

**ALLOCATION PRIORITIES:** The Helena Parks and Recreation Department (HPRD) will allocate the usage of fields and courts for its own programs, the Helena School District, non-profit organizations, and private groups and organizations. Approval of requests for use will be evaluated based on the following priority classifications:

**Priority A:** All HPRD programs and classes for youth and adults.\*

**Priority B:** HPRD partners and user groups with current and signed use agreements.

**Priority C:** Sanctioned Helena School District practice, games, and tournaments.

**Priority D:** Citizens, non-profits, and private organizations who reside inside the city limits. (*Verification of residency may be requested with each field and/or court request to qualify.*)

**Priority E:** Other organizations, non-profits, groups, and individuals who reside outside the city limits.

*\*With the exception of Northwest Park where the Helena School District has priority.*

### **PROCESS:**

1. Field/court events and activities require the completion of an application and review process. Applications will not be considered without a signed liability waiver.
2. Applications must be submitted no later than **30 days prior** to the date of the event. An administration fee of **\$20** is required before the approval process can begin.
3. Field/court use fees and damage deposits are due once the application has been approved by the department. If the application is denied, no use fees or damage deposits will be collected.
4. Fees are based on City Commission approved fees. Additional fees may be assessed if the event is a commercial or fund-raising activity.
5. In some instances, the organization or event sponsor(s) (User) may be required to provide proof of insurance with a minimum \$1 million/occurrence and \$2 million general aggregate, with the city named as an additional insured. Determination will be made during the application review process.
6. Rental of a City of Helena facility does not guarantee or include exclusive use of the entire park. On many occasions, there may be more than one User Group utilizing the sports fields or surrounding areas. Users may not close public areas or extend their activities into spaces outside of the reserved areas.
7. The City reserves the right to approve, deny, or rotate field use based on conditions of the turf, weather, overuse, or maintenance.
8. Field use is limited to the specified times as noted on the approved Rental Application. It is the User's responsibility to monitor its own field usage, including which field(s) it is scheduled on, and start and end times. Users that go past their scheduled end times will be billed for additional time and may be subject to other penalties such as overages fees and future account stipulations.
9. All accidents, damage, breakage, loss, or maintenance issues must be immediately reported to the City of Helena Parks and Recreation Department.
10. User may not store equipment at or on any field or premises, except as expressly authorized by the City of Helena Parks and Recreation Department in writing.
11. User shall not sell food, beverages, goods or merchandise, charge fees for admission, or host food trucks without prior written authorization from the City of Helena Parks and Recreation Department. If the event or

activity involves the sales of food and beverages, all health department regulations must be met. Food Vendors must also must obtain a permit to be in a city park.

12. No permanent advertising/signage is permitted. Additionally, all advertising/signage must meet all City of Helena rules and regulations.
13. Vehicles shall be parked only in designated areas. Driveways and entrances must be kept clear at all times. The posted speed limit must be observed. No parking on the grass. Violators may be ticketed by the City of Helena or towed at the owner's expense.
14. No animals or pets allowed on the athletic fields. Certified, working service animals may be on the fields, however the handler shall be responsible for cleaning up after said animal and the animal's behavior including, but limited to, any injury or damage caused by said animal.
15. To avoid damage, the following are not allowed on any turf surface: long cleats, studs and heels on footwear or chairs, and stake-in tents, goals or other structures.
16. Reservations are FINAL with the approval of the application form and when the all fees and the damage deposit are received.
17. Please note: The City of Helena Parks and Recreation Department reserves the right to approve or deny events that occur in city parks or on Helena Open Lands. Additionally, the City of Helena Parks and Recreation Department reserves the right cancel any events due to inclement weather conditions.
18. The City of Helena will not be held responsible for any personal property loss or damage to vehicles or other personal property.
19. User assures that the individual taking responsibility for the Rental Application and Permit is 21 years of age. User understands and ensures that an authoritative representative of the organization, over the age of 21, will remain on the premises for the duration of the event. User understands that the organization is solely responsible for determining whether the site is safe and appropriate for use prior to each use, and will notify the City of Helena Parks Department of any known safety hazard. Safety includes protection of the resources as well as participants.

### **Tournaments/Special Events**

1. Tournament fees are due thirty (30) days in advance of first day of the tournament.
2. Based on the number of participants/spectators, the City reserves the right to require placement of additional portable toilets and garbage receptacles at Users expense.
3. The City of Helena Parks and Recreation Department reserves the right to require additional permission, permits, fees, and security deposits; to increase the fee based on the nature of the activity; and to require additional responsibilities of the User provided the City provides User with written notice at least seven (7) days prior to the tournament or special event.

### **ADA NOTICE - CITY**

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the city's meetings, services, programs, or activities should contact the City of Helena Community Development Office as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447-8490; TTY Relay Service 1-800-253-4091 or 711; Email: [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov); Mailing address & physical location: 316 North Park, Avenue, Room 445, Helena, MT 59623.

***HELENA'S CITY PARKS ARE TOBACCO-FREE.***

***FOR THE HEALTH AND ENJOYMENT OF ALL, THANK YOU FOR NOT USING TOBACCO PRODUCTS.***



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ACTIVITY – SPORT	
Today's Date:	
Organization Name:	
Address:	
City:	State: Zip:
Contact Person Name:	
E-mail:	Preferred Phone #:
Type of Activity:	Estimated # of Participants and Spectators:
Alcohol?: Yes No	Amplified Noise?: Yes No Tents/Canopies?: Yes No
Is there a fee for this Event?: Yes No If yes, please provide cost?:	

Location(s) Requested: Check One:				
CENTENNIAL PARK		NORTHWEST PARK	OTHER LOCATIONS	
<b>SPORTS FIELDS</b> Sports Field A** Sports Field B Sports Field C ** Field A = Adult Use Volleyball Court	<b>SOFTBALL FIELDS</b> Sports Field 1 Sports Field 2 Sports Field 3 Sports Field 4 Other:	<b>SPORTS/SOFTBALL FIELDS</b> Sports Field A Sports Field B Softball Field 1 Softball Field 2 Other:	<b>BARNEY PARK</b> Sports Field A Tennis Courts* <b>LOCKEY PARK</b> Basketball Court Tennis Courts* Softball Field 1	<b>CIVIC CENTER</b> Tennis Courts* <i>* If requesting            Tennis Court use,            please specify            how many courts            are needed below.</i>
<b>*How many tennis courts are needed: (Barney Park – 4; Civic Center – 4; Lockey Park – 4)</b>				
<b>Other Park:</b> Please list:				

Use / Practice Dates:
From:
To:

Check all days that apply and write in times	
Monday	_____ M - _____ M
Tuesday	_____ M - _____ M
Wednesday	_____ M - _____ M
Thursday	_____ M - _____ M
Friday	_____ M - _____ M
Saturday	_____ M - _____ M
Sunday	_____ M - _____ M

Special Events (Competitions, tournaments, etc. associated with this specific activity-sport that may not fit into "normal times").	
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M
Date/Day: _____	Time: _____ M - _____ M

**IS THERE ANY ADDITIONAL INFORMATION? PLEASE PROVIDE BELOW:**

***Applications will not be considered without a signed liability waiver.***

**LIABILITY WAIVER AND INDEMNIFICATION:** I \_\_\_\_\_, by signing below, hereby acknowledge that I have read and understand the regulations and expectations of this application.

In addition, I acknowledge that there is an inherent risk of injury when using outdoor facilities, such as City Parks, and factors outside of the City’s control, such as the weather, may increase the risk of injury. Therefore, I voluntarily release, to the full extent permitted by law, the City of Helena and its elected and appointed officials, officers, agents, employees, and volunteers, from any liability in connection with my use of the City’s facilities or equipment as specified in this application, including any claims which allege negligent acts or omissions on the part of the City. I understand that by signing this document, I may be waiving my legal rights to a jury trial to hold the City legally responsible for any injuries or damages resulting from risks inherent in sport and outdoor recreational opportunities or for any injuries or damages I may suffer due to the City’s ordinary negligence that are the result of the City’s failure to exercise reasonable care. I further agree to indemnify, defend, hold harmless, and save the City, its elected and appointed officials, officers, agents, employees, and volunteers from any and all claims, losses, damages, and liability, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from my use of the City’s facilities or equipment or any act or omission on the part of myself, my agents, employees, officers, or invitees in connection with my use of the City’s facilities or equipment as specified in this application.

<b>Signatures</b>	
By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures set forth in this City of Helena Park Reservation Application Form.	
Applicant’s Signature:	Date:
Applicant’s Printed Name:	
Approved By:	Date:



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## **SPECIAL USE CONDITIONS**

*Below are some constraints to consider prior to submitting your request.*

### **BARNEY PARK:**

1. Ball field may only be used for by youth due to the proximity of homes. No adult batting.

### **BATCH FIELDS:**

1. Lights are an additional \$1,100 to be turned on, and additional costs will be charged for usage.
2. Field 2 may not be used for men's softball or batting practice due to the close proximity of the golf course parking lot.

### **CENTENNIAL PARK**

1. Centennial Park Field A is for adult use only.

### **LINCOLN PARK:**

1. Ball field may be used for practice, but is not suitable for competition play due to the large tree in the middle of the field.

### **LOCKEY PARK:**

1. Ball field may only be used by youth due to the proximity of homes. No adult batting.

### **NORTHWEST PARK:**

1. No lights may be used or installed.
2. Amplified music is not allowed.
3. Park is meant for youth activities. Adults may use the ball fields, only if the fields are not scheduled for youth activities.

### **GENERAL – FOR ALL PARK USE:**

1. Off-road travel with motorized vehicles is strictly prohibited.
2. Restrooms/portable toilets need to be cleaned and left in good condition after your event or activity.
3. Litter shall be picked up and garbage removed from the park after your event or activity.
4. Use of threatening, profane or abusive language, quarreling, challenging to fight or creating a hazardous or offensive condition is considered Disorderly Conduct (MCA 45-8-101) and could result in criminal charges or park use being terminated.
5. The City of Helena Parks and Recreation Department reserves the right to cancel any event due to inclement weather conditions.