



Coralville Parks & Recreation Department Field Reservation Request Form

*City of Coralville Parks & Recreation Department
1506 8th Street / Coralville, IA / 52241 / 319-248-1750*

TEAM/GROUP NAME: _____ DATE: _____

PHONE: (W) _____ (H) _____ (C) _____

ADDRESS: _____ CITY/ZIP: _____

CONTACT: _____ EMAIL ADDRESS: _____

DATES: _____

TIMES: _____

FIELD (S) REQUESTED: _____

SPECIAL REQUESTS (when field prep is needed, otherwise diamonds are as is):
BASE DISTANCE: _____ PITCHING DISTANCE: _____ OTHER: _____

Fields Available:

- YOUTH SPORTS PARK** *all fields have 60' and 65' bases
DIAMOND #1(lighted) DIAMOND #2 DIAMOND #3 DIAMOND #4 DIAMOND #5
SOCCER FIELD #1 SOCCER FIELD #2 (lighted) SOCCER FIELD #3
BATTING CAGE #1 BATTING CAGE #2
- S.T. MORRISON PARK**
SOUTH DIAMOND * has 70' bases **KIRKWOOD** *has 60' bases
BASEBALL DIAMOND *has 90' bases

FEES: (all fields are "as is" unless field prep is requested)

ST Morrison Park	Resident	\$15/hour
*baseball/softball	Non. Res.	\$18.75/hour
Youth Sports Park	Resident	\$20/hour
*baseball/softball	Non. Res.	\$25/hour
Youth Sports Park	Resident	\$25/hour
*Soccer/Multi-Purpose Fields.	Non. Res.	\$31.25/hour
Light Usage (YSP only)		\$15/Hour
Field Prep (drug & chalked)		\$25/time
*NEED 48 HOURS NOTICE.		
Batting Cages (YSP only)		\$10/Hour

Authorizing Signature Date

Signature of Authorizing Department Personnel Date

FOR DEPARTMENT USE ONLY: Date Paid _____
Check _____

Purpose: It is the policy of the City of Coralville to provide for reservations at the Youth Sports Park and to honor the traditional and historic users of that facility. This policy is intended to provide formal documentation of the process and fees for use.

Procedure: In order to schedule the use of the Youth Sports Park, the following procedure will be followed. This procedure is designed to provide a preference to users who successfully and without a problem or incident conduct an event at the Sports Complex.

1. Individuals and groups with questions about facilities may contact:
Erik Dinusson - Phone: 319-248-1750. Email: edinusson@ci.coralville.ia.us
2. Groups and individuals must file and sign a completed Reservation Form. Reservation requests will be accepted starting February 1st for use in the coming year. City programs will have priority over all reservation requests.
3. By April 1st of each year, the City will notify reservation applicants of the status (approval/denial) of the Reservation Request electronically by email.
4. Fees must be paid in to:
Coralville Recreation Center 1506 8th St. Coralville, IA 52241
5. Refunds will be granted only for reservations cancelled with at least 10 days notice from the approved use date.
6. Field Lighting: Lights for field use will begin after sunset and will be turned on/off at the time requested on the Field Reservation Form. Rentals end at 10:00pm, lights off at 10:10pm.
7. Rain-Outs: On days when it appears usage may be rained out, call the Rain Out Hotline # 319-248-1763
8. NO REFUNDS – Rainouts will be rescheduled.

General Athletic Field use Policies: The City has established and will enforce the following regulations.

1. City sponsored events have priority of use. The city will provide reasonable notice if cancelling a non-city user.
2. Need 48 hours notice for field prep (no guarantees)
3. All facility renters must be 18 years of age or older. Renters are responsible for all damage and must make payment in full in order to qualify for next year's use.
4. Pet's must be on a leash at all times. They are not allowed on the playing fields.
5. The City of Coralville is not responsible for any property loss or damage to vehicles.
6. It is the responsibility of the renter to obtain closure updates.
7. Sports Field users may perform only those maintenance duties approved by the City staff.
8. Renters are required to adhere to all facility rules and regulations and conduct themselves in a sportsmanlike manner. Conduct will be a factor in deciding subsequent year uses.

Appeal process: Individuals and organizations wishing to appeal a denial of a requested use should appeal to the following individuals or groups in this order:

1. Recreation Superintendent
2. Parks & Recreation Director
3. Parks & Recreation Commission