



ATHLETIC FIELD ALLOCATION APPLICATION PROCESS

Any youth or adult sports organization, consisting of a minimum of four same-sport teams with the same Board of Directors, a Code of Conduct and Certificate of Insurance coverage, requesting athletic field space/time to conduct ongoing practices and games must submit all required documents as well as a Seasonal Allocation Application to the City of Phoenix Parks and Recreation Department. Please refer to the process and tips below.

1. All first-time allocation applicants must submit an Organization Certification document. Certification must be confirmed prior to submitting an allocation application. See Organization Certification document.
2. Certified organizations must submit a completed Athletic Field Allocation Application Form to any Parks and Recreation Division Office during the established application period. (Applications that are received after the established application period will be time/dated stamped and placed in the late category. Late applications are considered only after the initial allocation process has been completed, should field space still be available. An application is not considered accepted until all required documents are completed and received.)
3. Submit one application per organization.
4. Submit separate applications for youth and adult field requests.
5. Submit separate requests for each sport you are requesting fields for.
6. Submit a completed Athletic Field Allocation Team & Residency Affidavit, Team Roster and Participant Roster.
7. Organization must be in good standing to be included in the allocation process (financially & in use compliance).
8. Allocated time may be used for practices, games, and try-outs but not for special events or tournaments.
9. Field type- athletic field use is sport specific. Turf fields are assigned to field sports like soccer, football, rugby, and lacrosse. Ballfields are assigned to sports that utilize an infield like softball, baseball, kickball, and cricket.
10. Due to the large number of athletic field allocation requests received, some organizations may not receive any/all/times/locations requested. Alternative fields, days or times may be allocated, in relation to what was requested to maximize the usage of available fields and times.
11. Allocation staff will ensure a fair and equitable distribution for resident requests. Nonresident requests are only considered after the resident process is completed so there is no guarantee fields will be available.
12. Organizations will receive notification on the status of their athletic field request (tentative permit) approximately 5 weeks after the on-time acceptance period ends.
13. Organizations must not publicize or schedule usage on any City of Phoenix athletic fields until confirmation that final permit is approved by Parks and Recreation Department staff and reservation fees are paid in full.
14. When an organization receives an athletic field allocation, affiliated teams or family may not request additional field space through the walk-in or single use online athletic field reservation process/system.
15. To finalize the athletic field reservation and begin use of the allocated field space/time blocks, an organization must meet all stipulations of use, including but not limited to:
 - a. Organization Code of Conduct.
 - b. Certificate of insurance which meets City of Phoenix requirements. (Attachment 1)
 - c. Submit the Residency Affidavit, team roster and participant roster. (Attachments 2 & 3).
 - d. Provide use schedule for practices and games on the allocated fields by deadline (at least 1 week prior to the first permitted reservation date.
 - e. Pay, in full, field reservation fees by established deadlines.
 - f. Sign, submit, and adhere to the Athletic Field Guidelines and Use Information document.
16. Sports complexes require a different application and have different reservation requirements; please reach out to them for the proper application.

ALLOCATION PRIORITY SCHEDULE

Allocations are processed in priority order, in accordance with the priority groups listed below.

PRIORITY	GROUP	RESIDENCY
1 st	City of Phoenix programs, maintenance time, non-allocated public time and contractual obligations	NA
2 nd	Youth (All participants 17 or younger)	Resident
3 rd	Adult (Any participant is 18 or older)	Resident
4 th	Youth (All participants 17 or younger)	Nonresident
5 th	Adult (Any participant is 18 or older)	Nonresident
6 th	Late Any remaining requests should space be available	NA (Considered by date/timestamp)

****NOTE:** Past allocations and the organizations compliance with Parks and Recreation Department stipulations of use, including the policy on Code of Conduct, and use violations will be considered in determining eligibility for the allocation of athletic fields. The organization must be in good standing with the Parks and Recreation Department to receive an allocation. Due to field demand, some priority groups may not receive allocated time.

FEE SCHEDULE

GROUP	FEE (per 2-hour time block)	TIME BLOCK (even hours only)
Youth	\$12.00 - Resident \$20.00 - Non-Resident	2 hours
Adult	\$34.00 – Resident \$50.00 – Non-Resident	2 hours
ALL	Light Fee - \$5.00 <i>per hour</i>	6 pm – 10 pm (year-round)

PRD CONTACT INFORMATION

For further information please contact one of the Parks and Recreation Division Offices or sports complexes below.

Downtown	(602) 262-6414	2700 N. 15 th Avenue, Phoenix, 85007
Northeast	(602) 262-6696	17642 N. 40 th Street, Phoenix 85032
Northwest	(602) 262-6575	3901 W. Glendale Ave, Phoenix, 85051
South	(602) 262-6111	1346 E. South Mountain Avenue, Phoenix 85042
Reach 11 Sports Complex	(602) 262-4536	
Rose Mofford Sports Complex	(602) 261-8011	
Papago, & Desert West Complexes	(602) 534-9440	

OTHER IMPORTANT DOCUMENTS

1. Organization Certification.
2. Certificate of Insurance requirements.
3. Team and Residency Affidavit, Teams Roster and Participant Roster requirements.
4. Athletic Field Guidelines and Use Information document (issued with tentative permit).

**City of Phoenix**

PARKS AND RECREATION DEPARTMENT

City of Phoenix – Athletic Field Allocation Application

SEASON

<input type="checkbox"/>	SPRING ALLOCATION - Requesting field use for January - May Requests are accepted September 1 – 30. You will be notified of your allocation in November.
<input type="checkbox"/>	SUMMER ALLOCATION - Requesting field use for June - August Requests are accepted February 1 – 28. *Summer maintenance closures mean limited fields are available. You will be notified of your allocation in April.
<input type="checkbox"/>	FALL ALLOCATION - Requesting field use for September – December Requests are accepted May 1 - May 31. You will be notified of your allocation in July.
Select only 1 season	

ORGANIZATION PROFILE

Organization Name			
Organization Address			
City		Zip Code	
Office Phone		Website	
Primary Contact Name			
Primary Email			
Alternate Contact Name			
Alternate Email			
Sport (1 Per Application)			
# of Member Teams			
Adult or Youth	select ADULT (AGE 18 & OLDER) YOUTH (AGE 17 & UNDER)		
If the organization board has changed, please submit an updated Organization Certification document and ensure all board members are up to date in the organization online account and proper rights are assigned.			

ALLOCATION - REQUEST DETAILS

Sport		Field type*	
Youth or Adult		Resident or Nonresident	
Reservation Start Date (Within Season)		Reservation End Date (Within Season)	
Total # of teams in Org. represented by this request		Total # of participants represented by this request	
Total # of fields you are requesting each week		Total # of days you are requesting each week	
Total # of hours you are requesting each week			
* Field Type: turf; turf with goal: ballfield; ballfield with mound (baseball)			

1ST CHOICE - ATHLETIC FIELD REQUEST

Complete all columns in the section below with your **1st choice only**. If you do not have a field preference, please indicate the area of the city which you prefer (Downtown, Northwest, Northeast, South, or Any).

Day(s) of the week	Reservation Time Requesting (2-hour blocks on the even hours)	Park Preference (You may include a specific field as well)

Complete all columns in the section below with your **2nd choice and beyond only**.

Day(s) of the week	Reservation Time Requesting (2-hour blocks on the even hours)	Park Preference (You may include a specific field as well)

ALLOCATION PRIORITIES

The number of field allocation requests continues to grow and exceed PRD athletic field inventory. PRD will receive requests from multiple organizations requesting the exact same parks, times, and days of the week. As a result, we must offer organizations a park, time block or day of the week that is different from their request. To help us make decisions about your field allocation request, please tell us about your organization preferences.

Please rank each statement based on its importance to your organization.

1 = Most Important Factor

2= 2nd Most Important Factor

3 = 3rd Most Important Factor

<input type="text"/>	My organization priority is the specific day(s) of the week requested
<input type="text"/>	My organization priority is the specific park(s) requested
<input type="text"/>	My organization priority is the specific time block(s) requested

Provide any other information you would like staff to consider (do you need a field with fixed soccer goals; is a pitching mound required or a preference; etc.). Attach additional pages if necessary.

ALLOCATION CERTIFICATION & FACILITY USE ELIGIBILITY

By signing below: I confirm this organization meets all requirements to be considered for an allocation. I certify that all information required has been submitted and is accurate. I acknowledge that this application is only a request for fields and that no fields have been reserved or guaranteed by submitting this request. I will not advertise any City of Phoenix parks or fields as ours for use until I have received my finalized permit and have paid all reservation fees. Finally, I acknowledge the City of Phoenix has the right to verify residency of teams using their fields and may exercise that right at any time.

Failure to obtain all permits and licenses required by law, ordinance, Code of Conduct, Facility Use Guidelines, or Parks and Recreation Department rules and regulations AND/OR failure to comply with any law, city ordinance, park regulation, established stipulations of usage or reasonable request from an authorized staff person can result in immediate suspension of facility use privileges, AND/OR citation AND/OR loss of eligibility to utilize any City of Phoenix facilities on the part of the individuals(s) AND/OR the user group. I certify that I understand all stipulations of use in this application by completing the section below.

Organization Name	<input type="text"/>		
Representative (Print Name)	<input type="text"/>	Title	<input type="text"/>
Signature (Typed will be accepted as signature)	<input type="text"/>	Date	<input type="text"/>