

PARK AND RECREATION DEPARTMENT
APPLICATION FOR ATHLETIC FIELD RESERVATIONS
Reservation Policies

1. Organization using City of Dallas athletic facilities must vacate facility when the reservation time expires.
2. Athletic League organizations with accounts with the city will receive priority when scheduling fields, except for when there is other activity tied to a city contract or National Event supported by the City of Dallas or Dallas Sports Commission. League reservations will be made based on availability.
3. Facilities declared to be too wet for play must not be used under any circumstances. The organization manager will be responsible for communicating with participants and spectators the condition of fields and whether they are playable. The weather line will be updated by 3P on bad weather days.
4. In the event of light failure, rain or any other cause preventing the use of a reservation, the organization must notify the Reservations Office within the next (5) five business days and the account will be credited for the reservation fee. **If the facility was declared too wet for play on the weather line, it is still necessary to notify the Athletic Office.**
5. All reservations have to be made forty-eight (48) hours in advance. A reservation may not be cancelled less than twenty-four (24) hours in advance without forfeiture of reservation fee.
6. Advanced Reservations for practices are limited to 3 hours per week. A reservation is considered to be an “advanced reservation” if it is made at least 48 hours in advance.
7. No Practice reservations are allowed on Adult Organization Accounts.
8. On league reservations, fees toward reservations must be deposited into reservation account by the end of each month. Reservations for the following month will not be paid until the current month is settled. Practice reservations and one-time only reservations will pay fees at the time the reservations is made.
9. Payment must be made with Visa, MasterCard, Cashier’s Check, Money Order or business check. Personal checks will not be accepted for reservation payments.
10. At the conclusion of all reservations, dug outs/fields/bleachers and surrounding areas must be left litter free. Trash must be placed in trash receptacles. Bagged trashed needs to be hauled off the park if trash receptacles are full. If the above mentioned areas are left unclean, the Parks Department will request payment for time cleaning the area in the form of a litter reimbursement.
11. NO ALCOHOLIC BEVERAGES OR DISORDERLY CONDUCT ARE ALLOWED IN CITY PARKS.
12. The organization shall be responsible for the conduct of all participants and spectators.
13. Merchandise, concession sales, donations and charging admission to athletic events are not allowed unless approved by the Dallas Park and Recreation Department Staff.
14. Parking is only allowed in the parking lot. No parking in the grass for loading/unloading etc.
15. The Park and Recreation Department reserves the right to cancel any reservation or to re-assign to another location.
16. The Park and Recreation Department will not be liable for any loss or damage suffered by person or property connected with the exercise of this privilege. The manager and team further agree to save and hold the Park and Recreation Board and the City of Dallas whole and harmless from any and all claims of every character whatsoever that may be made against it by reason of the operation of these activities.
17. All equipment and all persons identified with these reservations will strictly comply with federal, state, local, and Park and Recreation Department regulations.
18. Proper safety measures will be the responsibility of the organization and must be exercised to protect the participants and park property.
19. All adult leagues will pay a \$500 deposit and all youth leagues will pay a \$200 deposit. This deposit is paid on top of any reservation fees.
20. No sub-leasing of a reservation is allowed.
21. Fields designed for one sport will not be allowed for use of another sport, unless otherwise specified by Park Maintenance.