



DATE RECEIVED: _____
 TIME RECEIVED: _____
 RECEIVED BY: _____

**CITY OF GAITHERSBURG
 DEPARTMENT OF PARKS AND RECREATION
 ATHLETIC FIELD REQUEST FORM**

NAME OF USER GROUP _____
 CONTACT PERSON FOR GROUP _____
 CONTACT PERSON PHONE (DAY): _____ (EVENING): _____
 ADDRESS OF CONTACT PERSON: _____
 CITY _____ STATE _____ ZIP CODE _____
 EMAIL _____

DATE(S) OF EVENT: _____ TIME(S) OF EVENT: _____
 _____ TIME(S) OF EVENT: _____

DESCRIPTION OF EVENT: _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____ APPROXIMATE NUMBER OF SPECTATORS: _____
 If over 50, what crowd control measures will be implemented? _____
 Will you have marshals? _____ How many? _____ How will they be identified? _____
 Is there reason to believe that any group or individual may wish to disrupt your event? _____
 If yes, what security precautions will you be taking? _____

TYPE OF FIELD REQUESTED: FOOTBALL SOFTBALL BASEBALL SOCCER Other: _____
 SITE REQUESTED: MORRIS PARK: Morris/Walker KELLEY PARK: Criswell/#2/#3 ROBERTSON PARK: Upper/Lower
 LAKELANDS PARK: Aux/Soccer (Turf)/Softball A/Softball B

FEES:		<u>Res-NC</u>	<u>Res-Com</u>	<u>NR-NC</u>	<u>NR-Com</u>	
Administrative Fee:	Per Application:	\$15	\$25	\$20	\$35	= _____
STAFF (min. of 3 hours):	Number of hours: _____ x	\$15	\$15	\$20	\$20	= _____
FIELD RENTAL:	Num. hours per field: _____ x	\$15	\$15	\$20	\$20	= _____
	Criswell: Num. hours per field: _____ x	\$20	\$30	\$40	\$60	= _____
	Lakelands Turf: Num. hours per field: _____ x	\$100	\$160	\$120	\$185	= _____
MAINTENANCE STAFF:	Num. of hours: _____ x	\$75				= _____
LIGHTS (if required)	Number of hours: _____ x	\$25/\$37/\$50 (RP lower/All/Criswell-up)				= _____
TOTAL ESTIMATED FEES:						= \$ _____

ESTIMATED FEES: \$ _____ PROGRAM TOTAL: _____ BALANCE: _____ DUE BY: _____

MAKE ALL CHECKS PAYABLE TO THE CITY OF GAITHERSBURG

VISA/MASTERCARD NUMBER: _____ EXP. DATE: _____

NAME AS PRINTED ON THE CARD: _____

The City of Gaithersburg reserves the right to cancel function(s) if violation of rules and regulations as set forth in the published information sheet occur. The above organization/group represented by the applicant has all rights and privileges to use the facility for the purpose stated on this permit, unless otherwise noted. I have read and understood the policies for group rentals and agree to abide by the provisions stated, as well as any local park regulations and City, County, and State laws governing the use of the facility.

APPLICANT'S SIGNATURE _____ DATE _____