

Fall/Winter 2011-12 SPORT FACILITY RESERVATION PROCESS For WATSON PARK FIELDS

APPLICATION PROCEDURES & NEGOTIATIONS MEETING

KEY DATES:

- Applications deadline: 08/31/11
 - Negotiations Meeting: 09/07/11
 - Draft Permits Created by: 09/14/11
 - Permit revisions due by: 09/21/11
 - Late Applications processed: 09/21/11
 - Payment & Documents due by: 09/28/11
 - Watson Park available for use when permit is issued
1. The deadline for all applicants (youth, seniors, disabled & adults) for long term use is **Wednesday, August 31, 2011**. Applications will be reviewed randomly, and not on a first come first served basis. You will not be invited to attend the Negotiation Meeting if your application is not received by the deadline.
 2. Applications will also be accepted for short term use (one day event in September only). The deadline for all short term applications is **Wednesday, August 31, 2011**.
 3. Applicants must complete the application form and submit the form and non-refundable application fee(s) by fax, mail, or in person to the City Wide Sports Office. Scanned applications that are signed and include credit card information will be accepted via email. Fees can be paid by cash, check or credit card (Visa, MasterCard, and Discover).
 4. Applications received after the deadline (August 31) will be considered late and will be processed only after all other requests have been processed and only if space permits on a "first come, first serve basis". There is no guarantee that fields will be available after the registration period, so it is highly recommended that applications be submitted on time.
 5. Groups will be contacted by Thursday, September 1, 2011 to attend a mandatory Negotiations Meeting on Wednesday, September 7, 2011 at the Leininger Center, 1300 Senter Rd. in the Octagon Room (time TBD). During this meeting, potential users can meet with others and work together to develop schedules for field use.
 6. If a decision on field use cannot be made by user groups at this meeting; City staff will make the final decision for field use.

TENTATIVE/DRAFT PERMITS:

1. All draft permits will be created and available by Wednesday, September 14, 2011.
2. The reservation unit will contact the applicant once the draft permit is created. It will be the applicant's responsibility to review all dates, times and locations.
3. Once created, draft permits will be available for review by request:
 - a) Via e-mail.
 - b) In person (by appointment only, please call in advance to schedule).
 - c) Via Fax.
4. If you need to revise your draft permit, submit your request in writing via email before Wednesday, September 21, 2011.
5. Final payment and proof of \$1M General Liability insurance must be submitted no later than 5:00pm, Wednesday, September 28, 2011. It is the responsibility of the applicant to meet this deadline on time. If payment and/or all required documentation are not submitted by deadline then no permit will be issued.

ISSUING APPROVED/FINAL PERMITS:

Final permit(s) will be issued:

- a) Once permit is paid in full.
- b) All required documents have been submitted, reviewed, and approved by staff.

PROCESSING LATE APPLICATIONS (*received after August 31, 2011*):

1. All late applications will not be processed until Wednesday, September 21, 2011
2. All late applications will be processed on a first come, first served basis.
3. Reservation unit will contact the applicant on the status of the application.

QUESTIONS?

Contact Sports Field Reservations staff at 408-794-6527 if you have any questions or would like to provide any feedback to improve your experience.