



Tournament Application



The enclosed information is being requested to ensure that your Tournament in the Town of Gilbert is a success, while at the same time ensuring the safety of the community.

This application includes the following information:

- Tournament Application..... Page 2
- Tournament Requirements and Information..... Page 3
- Tournament Fees..... Page 4
- “Sale of Goods in Parks” Application..... Page 5
- Vendor Application..... Page 6 & 7
- Vendor Payment Record..... Page 8
- Town of Gilbert Park Rules..... Page 9
- Code of Conduct..... Page 10

DO NOT ADVERTISE YOUR TOURNAMENT UNTIL ALL REQUIREMENTS ARE MET.

Applications are due no less than
15 business days prior to event.

Submit to Parks and Recreation Department
(Business Hours are M-Th 7am-6pm)

Required Documents/Requests	Due Date
Tournament Application (15 business days)	
Tournament Insurance (10 business days)	
Site Plan (10 business days)	
Sale of Goods Application (10 business days)	
Vendor Application(s) (10 business days)	
Vendor Insurance(s) (10 business days)	
Last Day for Refund/Credit (10 business days)	
Last Day for Changes Refund/Credit (5 business days)	



Office Use Only
Tournament Date: _____
Permit #: _____

TOURNAMENT APPLICATION

TOURNAMENT DIRECTOR IN CHARGE:

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: (Day) _____ (Cell) _____ Email: _____
Alternate Contact: _____ Phone: _____ Email: _____

ORGANIZATION INFORMATION:

Organization Name: _____
Person Responsible: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: (Day) _____ (Cell) _____ Email: _____
☐ For profit ☐ Non-profit (Must provide proof of Non-profit status) ☐ Fundraiser

TOURNAMENT INFORMATION:

Facility Requested:	☐ Crossroads Park	☐ Discovery Park	☐ Freestone Park	☐ McQueen Park
	☐ Other: _____			
Type of Fields:	☐ Baseball	☐ Softball	☐ Soccer	☐ Sports Courts
	☐ Adult	☐ Youth	☐ Multi-Use	

Tournament Name: _____
Tournament Description: _____

Date(s) of Tournament: _____

Actual Tournament Time(s): _____

Set up Date/Time: _____ Take Down Date/Time: _____ (must be included in your rental time)

Anticipated Attendance Including Spectators: _____ Is this event open to the public? ☐ Yes ☐ No

If open to the public, will there be an admission fee? ☐ Yes ☐ No (If yes, approval is required)

Number of Teams Participating: _____ Expected Total Team Attendance: _____

Will you be holding practices for your Tournament in a Town of Gilbert Park? ☐ Yes ☐ No (If yes, a Park Permit is required. (Please contact Parks & Recreation Office at 480-503-6200))

I certify that this application information is complete, true and accurate to the best of my knowledge. I have received a copy of the Town of Gilbert Park Rules and Regulations and a Code of Conduct for Sports Organizations.

Requestor Signature: _____

Town of Gilbert Parks & Recreation-Attn: Tournaments
Email: brent.taysom@gilbertaz.gov
Fax: (480) 503-6204 Mail: 90 E. Civic Center Dr., Gilbert, AZ 85296

Revised 9/22/2015



TOURNAMENT REQUIREMENTS & INFORMATION

Tournament Application: A Tournament Application is required prior to securing a park permit and to start the approval process. This is an application and **does not** guarantee all requests will be approved. All completed applications must be submitted a minimum of fifteen **(15)** business days (M-Thur) prior to the tournament. Large tournaments may be subject to a pre-meeting with Town of Gilbert staff. All fees are due at the time the park permit is secured. Reservations can be made up to six **(6)** months in advance.

Insurance: An original certificate of insurance must be provided a minimum of ten **(10)** business days (M-Thur) prior to the tournament date or the reservation will be cancelled. The certificate of insurance needs to contain the following:

- The Town of Gilbert must be named as additional insured under this policy of insurance at the following address (this must be on the insurance certificate): Town of Gilbert, 50 E. Civic Center Dr., Gilbert, AZ 85296
- The minimum limit of \$1 million (\$1,000,000) each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million (\$2,000,000) general aggregate.
- If vehicle access is requested and granted the minimum limit of \$1 million (\$1,000,000) combined single limit for bodily injury liability and property damage liability. This coverage applies to all owned, non-owned and hired vehicles operated or used.

Site Plan: A detailed site plan showing location set ups for each item listed below must be provided a minimum of ten **(10)** business days (M-Thur) prior to the tournament date. Park Maps are available on our website at: [Park and Facility Locations](#). Signs or banners (to be secured only with zip ties to fencing or E-Z Ups or on A-frames)

- Tents or E-Z Ups (to be secured with sandbags or water bottles only, staking is not allowed)
- Vendors
- Course or route

Sale of Goods in Parks: If items such as food, tickets or promotional items will be sold by the application holder during the tournament a "Sale of Goods in Parks" application must be provided a minimum of ten **(10)** business days (M-Thur) prior to the tournament date. If approval is granted, a Temporary Sale of Goods Permit will be issued. Failure to obtain written permission may result in removal from the park, and penalties under Section 14-5(b) of the Gilbert Town code. Violators may also be subject to citation by the Maricopa County Environmental Health Services Department.

Vendors: Must be requested on the "Sale of Goods in Parks" application by the Tournament Applicant and must provide the following a minimum of ten **(10)** business days (M-Thur) prior to the tournament:

- Vendor application (attached)
- Must provide an insurance certificate (see insurance requirements)
- Must provide a copy of Town of Gilbert Business License

Vehicles: Vehicle access is available upon request and may be permitted with written approval by a Town designated representative. If approved, access will be granted for loading and unloading purposes only. Other policies are as follows:

- Vehicles will **not** be allowed to be driven within the park (on sidewalks, maintenance routes) without the direct supervision of a park ranger or designee. (Town of Gilbert municipal code sec 46-39)
- Vehicles are to be parked in designated parking areas only. Parking in landscaping, etc. will not be permitted. If overflow parking areas are needed or required, dust control fees will apply. (Overflow parking available at Freestone & Crossroads Parks only)
- Overnight parking in the park is available upon special request and may be permitted with written approval by the Parks & Recreation Director only.

Restrictions: The following are prohibited. Violations will result in loss of Tournament Deposit.

- Painting or chalking the fields without prior written approval only.
- Use of Portable Mounds without approval (mounds are not supplied by the Town).
- Tampering with valves or sprinkler heads
- Staking of any kind
- Alcohol in any area of Town parks.
- Alterations to field configurations

The Parks & Recreation Department has the right to cancel or modify a reservation, if in the opinion of the Department, harm would occur to the field, facility or participants if use is allowed or continued.

TOURNAMENT FEES

All payments can be made with cash, money order, personal or company check, Master Card, Visa or American Express and is due at the time the park permit is granted.

Application Fee..... \$50

To be submitted with application and is non-refundable.

Damage Deposit..... \$300

Deposits are refundable after the tournament is completed, provided there is no damage, and the area is left clean of trash.

Field Fees..... \$15 per/hr per/field

Field Prep..... \$35 per field (1x)

(Field prep only applies to use of baseball/softball fields and includes bases)

NOTE: Field Preparation is required for all baseball/softball tournaments.

Janitorial Service..... \$30/day/site

PLEASE NOTE: Crossroads & Discovery Parks will require portable restrooms in addition to the site restrooms. It is recommended one (1) per 225 people; and one (1) Handicapped Accessible. The portable restrooms are acquired from the company of your choosing. The company must contact the Park Operations Supervisor prior to placement at 480-503-6262.

Light Fees..... \$15.00 per/hr per/field

Light usage will begin depending on the time of year according to the following schedule:

- November-February.....5:30pm
- March & October.....6:00pm
- April & September.....6:30pm
- May & August.....7:00pm
- June & July.....7:30pm

Refunds/Credit/Changes Policy: For a complete cancellation, a minimum of ten (10) business days (M-Thur) notice prior to the tournament date is required for a refund/credit less the application fee. For changes, a minimum of five (5) business days (M-Thur) prior to the tournament date is required for a refund/credit. *Changes are any adjustments to times and/or amount of sites reserved.* Reservations affected by inclement weather must notify the Parks & Recreation Department at 480-503-6200 the next business day and a reservation permit may be re-issued for another date or the fee refunded.

Refuse Containers..... \$15 each

Additional refuse containers are required as follows: One (1) container per 50 people attending.

Staff Fees..... \$25/hr

Town assigned staff will be required for your entire permit time.

The staff person on duty shall exercise supervisory oversight over the organization and its activities. It is the responsibility of the staff person to report to the Parks & Recreation Department any infraction of the rules/restrictions. Staff is available to answer questions, give directions, uphold Town of Gilbert policies and to protect Town of Gilbert interests. Staff will not be responsible for moving equipment or cleaning up after the tournament, but will be available for field touch-ups if necessary (applicable to baseball & softball tournaments only).



Office Use Only
Tournament Date: _____
Permit #: _____

“SALES OF GOODS IN PARKS APPLICATION”

PLEASE NOTE: Requests must be made a minimum of 15 days in advance of the sales. This is an application to request selling items in the parks during a tournament. Sales are not permitted without written permission from the Parks & Recreation Director.

Name of Organization Requesting Sales: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Day) _____ (Cell) _____ Email: _____

Alternate Contact: _____ Phone: _____

Name of Tournament where sales will take place: _____

Will all of the proceeds from sales be used as a fundraiser, or for charity? ☐ Yes ☐ No

If yes, which group or charity will receive the proceeds? _____

Date(s) & Time(s) of request to sell goods (all set-up and take down time must be within the tournament time reserved on the Park Permit):

- Date: _____ Time: _____
- Date: _____ Time: _____

List all items to be sold:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If outside vendors will be invited to the tournament they must complete the attached vendor application. Please provide the vendor application as well as a copy of the attached Town of Gilbert Park & Ball Field Rules.

List all vendors attending the event or tournament:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that complete compliance with the established guidelines for Sales of Goods is required. Violations of conditions of sales may result in removal from the park, and penalties under Section 14-5(b) of the Gilbert Town code. Violators may also be subject to citation by the Maricopa County Environmental Health Services Department. I acknowledge the above information to be true. I acknowledge that I have received a copy of the Park Rules & Regulations.

Signature: _____ **Date:** _____



Office Use Only
Tournament Date: _____
Permit #: _____

Town of Gilbert
Parks & Recreation Department
Tournament Reservations: (480) 503-6253
Fax: (480) 503-6204

Vendor Application for Sales of Goods During an Event

To be filled out by vendors

*Vendors involved in any aspect of sales activity in Gilbert Parks must be directly connected to, associated with, sponsored by, or part of an organized activity or event with a formal reservation. A complete application form must be submitted a minimum of ten (10) business days prior to the Event. All vendors are required to have a Gilbert Business License. Please contact (480) 503-6700 for more information. **A copy of the Gilbert Business License must be turned in with this application.***

Vendor Fees: For all food and retail vendors there is a **\$25** per day fee payable to the Town of Gilbert.

All payments can be made with cash, money order, personal or company check, Master Card, Visa or American Express.

NAME OF EVENT: _____

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

Applicant Information: *(Please print clearly)*

Name of Business: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Day) _____ (Cell) _____ Email: _____

Alternate Contact: _____ Phone: _____

List all items to be sold:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information: _____

Signature: _____ Date: _____



Town of Gilbert

Park Rules and Regulations

Park Rules Prohibit:

- Alcohol possession or consumption
- Littering
- Glass containers
- Golfing
- Interference with reserved use areas
- Abusing facilities / Disruptive behavior
- Unreasonable noise
- Motorized vehicles (unless permitted)
- Swimming, diving, or wading in lakes
- Hot air balloons
- Solicitation or posting of handbills
- Cardboard or water sliding, ice blocking, or use of other materials for sliding
- Dangerous acts such as: archery, use of firearms, fireworks
- Barbequing except in designated areas (existing grills or 10ft from ramadas/trees)
- Parking in areas not designated as parking spots
- Use of an area of the park that has been designated as closed

Pet Requirements:

- Dogs on physical leash
- Horses on designated multi-use paths only
- Must clean up after all animals

Permits required for:

- Organized field practice, classes, directed fitness or commercial activity
- Special equipment, including but not limited to inflatable structures
- Sale of goods or services (food, beverages, etc.)

Ball Field Rules

- 1) Climbing on or over fences is prohibited.
- 2) "Soft Toss" against the fence is prohibited.
- 3) Hitting against the fence is not allowed.
- 4) Vehicles are not allowed on fields.
- 5) Un-sportsmanlike conduct, fighting, foul language will not be allowed.
- 6) Use established base distance only
- 7) Throw down bases are only allowed on dirt infields
- 8) Failure to follow the rules will result in removal from the park and loss of privileges.



CODE OF CONDUCT & ETHICS STANDARDS FOR SPORTS ORGANIZATIONS

*For Gilbert Sports Coalition member organizations and
all other sports groups utilizing Gilbert facilities*

All sports organizations shall offer opportunities to teach values such as honesty, caring, respect and responsibility, and help improve the self-esteem of youth. Sportsmanship should be stressed throughout, with organizations setting and maintaining high standards. This code of conduct includes, but is not limited to, participants, spectators, coaches, referees, officials, volunteers, directors, board members, parents, and guardians.

Minimum Standards Required:

1. Emphasis is placed on character-building and ethics.
2. All sports programs shall enhance the mental, social and moral development of the participants and teach them positive life skills.
3. All participants, spectators, coaches, volunteers, directors, board members, etc. must conduct themselves, on and off the field, as positive role models who exemplify good character and socially responsible behavior.
4. All sports groups must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit, as well as the letter, of the rules.
5. Abusive behavior of any type, to include profanity or offensive language, will not be tolerated. Public actions such as slander and libel, or conduct intended to humiliate or intimidate, will not be tolerated.
6. Participants must not be discriminated against, or denied involvement, as specified under applicable state and federal civil rights laws.
7. All sports groups are responsible for monitoring, acting upon, and resolving code of conduct complaints within their respective organizations.
8. All laws, park rules, regulations and Gilbert ordinances must be adhered to at all times.

Failure to Comply:

The implementation, distribution, monitoring, and enforcement of the code of conduct as outlined above is considered a stipulation of an organization's use of Gilbert facilities. Failure to comply with the code of conduct, or failure to comply with any law, park rule, regulation, ordinance, or reasonable staff direction related to the use of Gilbert facilities, will result in the suspension of facility use privileges. Organizations in violation will have 24 hours to remedy the non-compliance issue to the satisfaction of the Gilbert Parks & Recreation Department Director or designee.