



Town of Gilbert - Parks & Recreation 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.

For questions or assistance planning your next tournament please contact:

For Gilbert Regional Park:
 Misty Smith
 E: misty.smith@gilbertaz.gov
 P: (480) 594-4270

For all other parks:
 Lukas Nelson
 E: lukas.nelson@gilbertaz.gov
 P: (480) 216-6442

This application includes the following information:

- Tournament Application..... Page 2
- Tournament Requirements and Information Page 3 & 4
- Tournament Fees..... Page 5 & 6
- “Sale of Goods in Parks” Application..... Page 7
- Vendor Application..... 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 applications to:
 Parks and Recreation Department
 Monday-Thursday 7:00 AM – 6:00 PM
 90 E. Civic Center Drive
 Gilbert AZ 85296
 Email: recreation@gilbertaz.gov
 Phone: (480) 503-6200
 Fax: (480) 503-6204

Required Documents/Requests	Due Date
Tournament Application (15 business days)	
Tournament Insurance (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 Cancellation of Tournament for Refund/Credit (10 business days)	
Last Day for Tournament Changes (5 business days)	



TOURNAMENT APPLICATION

TOURNAMENT DIRECTOR:

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

ORGANIZATION INFORMATION:

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

TOURNAMENT INFORMATION:

Facility Requested	Type of Field/Court	Age Group
(Rank by 1 st choice, 2 nd choice, etc.)	(Please check the box)	(Please check the box)
____ Crossroads Park	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball	
____ Desert Sky Park	<input type="checkbox"/> Soccer <input type="checkbox"/> Multi-Use	<input type="checkbox"/> Youth
____ Discovery Park	<input type="checkbox"/> Pickleball <input type="checkbox"/> Tennis	
____ Freestone Park	<input type="checkbox"/> Volleyball <input type="checkbox"/> Basketball	<input type="checkbox"/> Adult
____ Gilbert Regional Park	Number of fields/courts requested: _____	
____ McQueen Park		

Tournament Name: _____
 Tournament Description: _____

Date(s) & Time(s) of Tournament: _____
 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.

Signature: _____ Print Name: _____ Date: _____



TOURNAMENT REQUIREMENTS & INFORMATION

Tournament Application: A Tournament Application and Application Fee are 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 application documents and remaining fees must be submitted a minimum of ten (10) business days (M-Thur) prior to the tournament date. Large tournaments may be subject to a pre-meeting with Town of Gilbert staff. Requests can be made up to twelve (12) 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.

Sales of Goods in Parks: If items such as food, tickets or promotional items will be sold 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. A Vendor Fee of \$25.00 per day will be required for each vendor. 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)
- Certificate of Insurance (see insurance requirements)
- 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 are not allowed to drive within the park (on sidewalks, maintenance routes) without the direct supervision of a park ranger or designee. (See 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 only)
- Overnight parking in the park is available upon special request and may be permitted with written approval by the Parks & Recreation Director only. Fee is \$25 per vehicle per night.

Site Plan (upon request): A detailed site plan showing location set ups for tents, E-Z Ups, and vendors may be required a minimum of ten (10) business days (M-Thur) prior to the tournament date. Park Maps are available on our website: [Park Locations](#).

- Tents or E-Z Ups should be secured with sandbags or water bottles only, staking is not allowed

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

- Painting or chalking the fields
- 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 FOR FIELDS

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

Application Fee..... \$50

To be submitted with application and is non-refundable.

Security 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..... \$40 per field (1x)

NOTE: Field prep only applied to use of baseball/softball fields and includes bases. Field Preparation is required for all baseball/softball tournaments.

Light Fees..... \$15 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

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

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.

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 the entire permit time.

The staff on duty shall exercise supervisory oversight over the organization and its activities. It is the responsibility of the staff 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).

Refunds/Credit/Changes Policy: For a complete cancellation, a minimum of ten (10) business days (Mon-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 (Mon-Thur) prior to the tournament date is required for a refund/credit. Changes include any adjustments to times and/or number 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.



TOURNAMENT FEES FOR SPORT COURTS

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

Application Fee..... \$50

To be submitted with application and is non-refundable.

Security Deposit..... \$300

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

Court Fees..... \$7 per/hr per/court

Court Prep (Sand Volleyball ONLY).....\$40 per court (1x)

NOTE: Court prep includes clearing of debris and trash. Prep includes net adjustments and sand raking.

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

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.

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Refunds/Credit/Changes Policy: For a complete cancellation, a minimum of ten (10) business days (Mon-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 (Mon-Thur) prior to the tournament date is required for a refund/credit. Changes include any adjustments to times and/or number 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.



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 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 (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:** _____



Vendor Application for Sales of Goods During an Event

To be completed 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 completed 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 Development Services at (480) 503-6700 for more information. **A copy of the Gilbert Business License must be submitted 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: <i>(Please print clearly)</i>	
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: _____

Park Rules & Regulations

Park Rules Prohibit:

- Use of scotch/packing/duct tape on ramadas (must use painter's tape)
- Alcohol possession or consumption
- Littering
- Glass containers
- Golfing
- Petting zoo and pony rides
- Interference with reserved use areas
- Abusing facilities / Disruptive behavior
- Unreasonable noise
- Motorized vehicles (unless permitted)
- Swimming, diving, wading, or boating in lakes
- Hot air balloons
- Solicitation or posting of fliers
- 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
- Overnight parking or camping
- Use of an area of the park designated as closed

Pet Requirements:

- Dogs must be on a 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
- Overnight camping at the Riparian Preserve
- Sale of goods or services (food, beverages, etc.)
- Rocket launching (5 or more rockets)

Ball Field Rules

- Climbing on or over fences is prohibited
- "Soft Toss" against the fence is prohibited
- Hitting against the fence is not allowed
- Vehicles are not allowed on fields
- Un-sportsmanlike conduct, fighting, foul language is not allowed
- Use base distance as noted on permit
- Throw down bases may only be used on dirt infields
- Painting of fields is not permitted

Failure to follow the rules will result in removal from the park and loss of privileges.

For a complete listing, please see Gilbert Code, Chapter 46. Violators are subject to penalties.

For more information please contact:
 Parks and Recreation Department
 Monday-Thursday 7:00a – 6:00p
 P: 480-503-6200 E: recreation@gilbertaz.gov

For assistance at the parks:
 Gilbert Park Rangers 480-503-6263
 Gilbert Police 480-503-6500

www.gilbertaz.gov/parks

Stay Connected

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[Facebook/GilbertParksRec](#)
[Instagram@GilbertParksRec](#)





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.