

# OUTDOOR SPORT FACILITIES

## Facility Opening / Closure

The Opening dates and closing dates for all sport facilities is weather dependent. Facilities usually open in late May or early June. **Equipment - bases will NOT be supplied by the City of St. John's.**

## Applications

Available at the following locations: H.G.R. Mews Community Centre, Citizen's Service Centre at City Hall and at the following link: <http://www.stjohns.ca/forms/outdoor-sports-facility-rental-package>.

- Tournament and Special Event applications must be submitted separately from league requests.
- To ensure prompt processing, all sections of the Outdoor Sport Facility Rental Application must be completed in FULL.

## Advance Payment

Payment must be made in advance by cash, certified cheque, Visa, Master Card, American Express, debit card or money order payable to the City of St. John's. **Bookings won't be confirmed until payment has been received.**

## Facility / Key Access

Some facilities will require key access. Leagues that operate from these facilities will be contacted and a representative will be required to pay a \$50.00 refundable key deposit prior to receiving their facility permit. The person paying for the keys will sign out the keys for the season. Leagues will have to schedule an appointment in advance to pay the deposit and pick up keys. Keys can be picked up at the H.G.R. Mews Community Centre prior to the commencement of the season. At the end of the season when keys are returned, the deposit will be refunded. Damage to key(s) or lost/stolen keys must be reported immediately or the renter may be responsible for all costs associated with the re-keying of all affected areas.

## Facility Permit

- All successful applicants will receive a facility permit upon receipt of full payment.
- Permit will only be valid for the time specified (i.e. monthly, event specific).
- Permits are non-transferable.
- All approved applicants must ensure the permit is on site and be prepared to present it to an approved City official on demand.

## Rain-Outs

- All applicants will be issued rain-out forms with their permit.
- To receive a credit for rain-out games, applicants must submit the rain-out forms to the H.G.R. Mews Community Centre within seven days of the rain-out. Please fax rain out forms to 576-5691.
- Applicants who do not submit the rain-out form within seven days will forfeit their account adjustments.
- Accounts will be credited for approved rain-outs on a monthly basis.

## **Cancellation**

- The City of St. John's requires all successful applicants to provide a minimum of two weeks notice to cancel confirmed bookings.
- Phone cancellations will not be accepted.

*The City of St. John's reserves the right to reschedule, withdraw or cancel access or usage to any or all of its facilities.*

## **Maintenance**

The City of St. John's outdoor sport facilities will be maintained on a regular maintenance schedule (including weekends) between June and September. There will be limited maintenance on selected facilities from September until closing. Facility users are reminded that when a canteen is operated at a facility by the user group, the group is responsible for the cleanup of all litter, etc. generated by the canteen. Noncompliance could result in the user group being charged for the cleanup and/or refused rentals. Maintenance concerns can be directed to Parks Services Division at 576-8406.

**NOTE:** The City of St. John's maintains a **non-smoking / no alcohol** policy at all facilities.

## **Tournaments / Special Events**

**All tournaments designed as fundraising events will be charged full rate.**

Applicants booking an outdoor sports facility for the purpose of holding a Special Event or Tournament with the intention of selling alcoholic beverages will be required to complete a Special Event Application no less than 30 days prior to event. Special Event Applications are available at the various Recreation Facilities, at the Department of Engineering at City Hall and at [www.stjohns.ca](http://www.stjohns.ca) . Council approval of the Special Event Advisory Committee is required.

A Special Event as defined in the City's Special Events Policy Manual shall include but not be limited to the following:

**An outdoor event where any one of the following is contemplated and/or required:**

- a) attendance exceeding 1,000;
- b) impact on traffic flows or road closures;
- c) application have been made for the consumption of alcohol;
- d) fireworks or pyrotechnics are being used; or
- e) public safety is an issue.

**An outdoor event in a building without a liquor license where any one of the following is applicable:**

- a) attendance exceeding 1,000;
- b) impact on traffic flows or road closures;
- c) applications have been made for the consumption of alcohol;
- d) fireworks or pyrotechnics are being used; or
- e) public safety is an issue.

## SOFTBALL / BASEBALL FACILITIES

Facility	Location	Amenities	Cost Per Hour
Airport Heights Highview Park (Pitching Mound)	McNiven Place off Portugal Cove Road	Washrooms / Bleachers / Lights	\$30.00
Bannerman Park	Bannerman Road	Washrooms / Bleachers	\$25.00
Conway Glenn Park	Logy Bay Road	Bleachers	\$25.00
Huck Williams	Old Bay Bulls Road Kilbride	Bleachers	\$25.00
Lion's Park	Bonaventure Avenue	Lights / Press Box / Canteen / Bleachers / Washrooms	\$30.00
Mundy Pond Park	Blackler Avenue	Bleachers / Canteen / Washrooms	\$25.00
Shea Heights	Linegar Avenue	Bleachers	\$25.00
Terra Nova Road (Pitching Mound)	Terra Nova Road	Washrooms / Bleachers	\$25.00
Victoria Park Field	Sudbury Street	Lights / Bleachers / Washrooms	\$30.00
Wishingwell (Pitching Mound)	Empire Avenue	Press Box / Washrooms / Bleachers	\$30.00
Wyatt Park	Kings Bridge Road	Washrooms / Bleachers	\$25.00

## SOCCER / FOOTBALL / ULTIMATE FRISBEE FACILITIES

Facility	Location	Amenities	Cost Per Hour
Brother Eagen	Warbury Street	Washrooms / Change Rooms / Bleachers	\$25.00
Charlie Bhnisch	Mundy Pond Park Blackler Avenue	Washrooms / Canteen / Bleachers	\$25.00
Airport Heights	Airport Heights	Washrooms / Bleachers	\$25.00
Jamie Morey	Bowring Park Waterford Bridge Road	Bleachers	\$25.00
Wishingwell East/West	Empire Avenue	Washrooms / Change Rooms Bleachers / Lights	\$30.00
Southlands	Teakwood Drive	Benches	\$25.00
Ayre Athletics Grounds	Adams Avenue	Washrooms / Canteen	\$25.00
Fax: 576-5691 Phone: 576-8459 e-mail: recreation@stjohns.ca In Person: H.G.R. Mews Community Centre, 40 Mundy Pond Road		Mail: City of St. John's Attn: Outdoor Field Bookings H.G.R. Mews Community Centre P.O. Box 908 St. John's, NL A1C 5M2	



PLEASE PRINT

OUTDOOR SPORT FACILITY
RENTAL APPLICATION

DEPARTMENT OF COMMUNITY SERVICES
RECREATION DIVISION

CONTACT INFORMATION (All applications must provide two contacts)

SECTION 1

Form fields for contact information including Group/League, Main Contact, Address, City/Town, Postal Code, Phone Number (Home, Work, Cell), Email Address, and Alternate Contact details.

GENERAL INFORMATION (Equipment / Bases Will Not Be Provided)

SECTION 2

Form section for general information with three columns: Type of Field Requested (Softball, Baseball, Soccer, Other), Type of League (Men's, Women's, Adult, Minor, Co-ed), and Purpose of Usage (Practice / Game, League, Tournament, Other).

FIELD RENTAL DETAILS

SECTION 3

Form section for field rental details with three columns for 1st Choice, 2nd Choice, and 3rd Choice, each containing fields for Field, Day of Week, Start Date, Time, and Finish Date.

I acknowledge that this application is only a request. Rentals are not confirmed until all applicable fees are paid in advance of usage and a contract is signed. Please note that under certain circumstances, the option of a payment plan may be available.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR INTERNAL USE ONLY

SECTION 4

Form section for internal use only with fields for Form Received By, Confirmation, Date, Time, Facility, Date Form Received, Permit #, Key Deposit Receipt #, Rental Receipt #, and Amt. Paid.

The completed form can be dropped off or mailed to: H.G.R. Mews Community Centre, Attn. Outdoor Field Bookings, 40 Mundy Pond Road, P.O. Box 908, St. John's, NL A1C 5M2

OR Emailed to: recreation@stjohns.ca

Faxed to (709) 576-5691

For more information please call (709) 576-8499

**RECREATION DIVISION**

**OUTDOOR FACILITIES  
RAIN-OUT FORM**

<b>Name of League/Organization</b>	<b>Facility</b>	<b>Date of Rain-Out</b>	<b>Time(s) Affected</b>	<b>Signature of League/Org. Representative</b>	<b>Office Use Only Date Stamp &amp; Initial</b>

**Note: Rain-out Forms must be submitted with seven (7) days of the rain-out.**

Fax: 576-5691  
Email: recreation@stjohns.ca  
In Person: H.G.R. Mews Community Centre, 40 Mundy Pond Road  
Mail: Accounts Representative  
H.G.R. Mews Community Centre  
P.O. Box 908  
St. John's, NL A1C 5M2