

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, Paul Reynolds 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. 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 FACILITIES AVAILABLE FOR RENTALS

Facility	Location	Amenities	Cost Per Hour
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
Victoria Park Field	Sudbury Street	Lights / Bleachers / Washrooms	\$30.00

SOCCER / FOOTBALL / ULTIMATE FRISBEE FACILITIES AVAILABLE FOR RENTALS

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

CONTACT INFORMATION

Fax: 576-5691 Phone: 576-8459 Email: 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
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PLEASE PRINT

OUTDOOR SPORT FACILITY
RENTAL APPLICATION

DEPARTMENT OF COMMUNITY SERVICES
RECREATION DIVISION

CONTACT INFORMATION (All applications must provide two contacts)

SECTION 1

Group/League _____ Main Contact _____
 Address _____ City/Town _____ Postal Code _____
 Phone Number (Home) _____ (Work) _____ (Cell) _____
 Email Address _____
 Alternate Contact _____ (Phone) _____ (Cell) _____
 Address _____ City/Town _____ Postal Code _____
 Email Address _____

GENERAL INFORMATION (Equipment / Bases Will Not Be Provided)

SECTION 2

Type of Field Requested <input type="checkbox"/> Softball <input type="checkbox"/> Football <input type="checkbox"/> Baseball <input type="checkbox"/> Ultimate Frisbee <input type="checkbox"/> Soccer <input type="checkbox"/> Other _____	Type of League <input type="checkbox"/> Men's <input type="checkbox"/> Women's <input type="checkbox"/> Adult <input type="checkbox"/> Minor <input type="checkbox"/> Co-ed	Purpose of Usage <input type="checkbox"/> Practice / Game <input type="checkbox"/> League <input type="checkbox"/> Tournament <input type="checkbox"/> Other _____
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FIELD RENTAL DETAILS

SECTION 3

1 st Choice	2 nd Choice	3 rd Choice
Field _____	Field _____	Field _____
Day of Week: S M T W T F S	Day of Week: S M T W T F S	Day of Week: S M T W T F S
Start Date _____ Time _____	Start Date _____ Time _____	Start Date _____ Time _____
Finish Date _____ Time _____	Finish Date _____ Time _____	Finish Date _____ Time _____

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 Received By _____	Date Form Received _____
Confirmation _____	Permit # _____
Date _____ Time _____	Key Deposit Receipt # _____ Amt. Paid _____
Facility _____	Rental Receipt # _____ 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**

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

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