

Youth Recreational Sports Athletic Facility Request Form 2025-2026

The Town of Jupiter Parks and Recreation Department Youth Recreational Sports Athletic Facility Request Form shall be completed and submitted by interested youth recreational sports teams or organizations to request athletic facility usage at Town of Jupiter athletic facilities. The form shall be completed by an authorized official representative of the team or organization (administrator, president, head coach, etc.). All sections of the form shall be fully completed along with any additionally requested documentation and schedules in the Town approved format. The submission of the request form does not guarantee the requested usage will be allocated in full or part to the team or organization. All submitted requests, documentation, and schedules shall be reviewed by the Parks and Recreation Department and adjusted by use and availability of the Town's athletic facilities. Available athletic facilities shall vary by season. All facilities are subject to availability based upon facility maintenance needs and Town approved usage.

Team/Organization Information

Team/Organization Name Phone Number

E-mail Address

Street Address

City State Zip Code

Requestor Contact Information

The Requestor shall serve as the point of contact for communicating with the Recreation Department.

Contact Name Title

Phone Number

E-mail

Season and Sport Information

Season	Fall 2025	Winter 2025-2026	Spring 2026	Summer 2026
Sport			Number of Teams	Number of Participants
Purpose of Request	Team Practices/Training Sessions	Games/Matches		
	Other			

Important Season Dates

Evaluations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fields Striped By	<input type="text"/>	First Practice	<input type="text"/>
		Last Practice	<input type="text"/>
First Game	<input type="text"/>	Last Game	<input type="text"/>
Special Event(s) - Describe each below	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional dates, special events, or other important information pertaining to the recreational sport season and/or facility requirements

Facility Request Information

Complete a new section for each athletic facility (field/court/gym) requested. All requested facilities, day(s), and time(s) shall be reflected in usage schedules submitted with the request form.

Athletic Facility 1

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base
distance, pitching rubber
distance, goal size, etc.)

Athletic Facility 2

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base
distance, pitching rubber
distance, goal size, etc.)

Athletic Facility 3

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base distance, pitching rubber distance, goal size, etc.)

Athletic Facility 4

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base distance, pitching rubber distance, goal size, etc.)

Athletic Facility 5

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base distance, pitching rubber distance, goal size, etc.)

Athletic Facility 6

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base
distance, pitching rubber
distance, goal size, etc.)

Athletic Facility 7

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base
distance, pitching rubber
distance, goal size, etc.)

Athletic Facility 8

Facility Type

Start Date	<input type="text"/>	End Date	<input type="text"/>
Weekday(s)	Monday	Start Time	End Time
	Tuesday	Start Time	End Time
	Wednesday	Start Time	End Time
	Thursday	Start Time	End Time
	Friday	Start Time	End Time
Weekend Day(s)	Saturday	Start Time	End Time
	Sunday	Start Time	End Time

Additional Information
(field dimensions, base
distance, pitching rubber
distance, goal size, etc.)

Additional Information, Documentation, and Schedules

The following documentation shall be submitted along with the Youth Recreational Sports Athletic Facility Request Form or at the designated date:

- Proof of the team or organization's insurance including a certificate of insurance in the appropriate format naming the Town of Jupiter as additionally insured (if not on file)
- Current list of all coaches, trainers, and any others with documentation of completed background screening addressing Florida State Statute 943.0438 on the designated Town form (prior to the start of the season)
- Proof of concussion protocols addressing Florida Statute 943.0438 (prior to the start of the season)
- Complete rosters of all athletes including home addresses and guardian name (no later than 4 weeks after the start of the season)

Complete schedules shall be submitted in the Town approved format for use of the requested athletic facilities for the entire season for the team or organization including the following (if applicable):

- Team practices and/or team training sessions
- Home games/matches
- Away games/matches
- Tournament schedule

Submission of Request Form and Contact Information

Completed forms and additional documentation shall be emailed to TOJAthletics@jupiter.fl.us

For questions regarding the Youth Recreational Sports Athletic Facility Request Form, please contact Derek Harse, Recreation Supervisor, at derekh@jupiter.fl.us or 561-741-2433.