

Town of Jupiter
 Department of Parks and Recreation
 Youth Travel Sports Athletic Facility Request Form 2025-2026



The Town of Jupiter Department of Parks and Recreation Youth Travel Sports Athletic Facility Request Form shall be completed and submitted by interested youth travel 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 a 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 Department and adjusted to optimize the usage 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 Parks and Recreation Department.

Contact Name Title

Phone Number

E-mail

Season and Sport Information

Season	Fall 2025	Winter 2025-2026	Spring 2026	Summer 2026
Usage Dates	Start Date:	End Date:		
Sport			Number of Teams	Number of Participants
Purpose of Request	Team Practices/Training Sessions	Games/Matches		
	Other			

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
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

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

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

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

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

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

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 Checklist

The following documentation shall be submitted along with the Youth Travel Sports Athletic Facility Request Form:

Proof of the team or organization's insurance including a certificate of insurance in the appropriate Town approved format naming the Town of Jupiter as additionally insured

Current list of all coaches, trainers, and any others with documentation of complete background screening for all addressing Florida Statute 943.0438 in a Town approved format

Proof of concussion protocols addressing Florida Statute 943.0438 in a Town approved format

Complete team rosters including home addresses for all athletes in a Town approved format

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

Team practices and/or team training sessions

Home games/matches

Away games/matches

Tournament schedule

Additional Comments

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 Travel Sports Athletic Facility Request Form, please contact Derek Harse, Recreation Supervisor, at derekh@jupiter.fl.us or 561-741-2433.