

Town of Jupiter
 Department of Parks and Recreation
 Tournament and Special Event Athletic Facility Request Form



The Town of Jupiter Department of Parks and Recreation Tournament and Special Event Athletic Facility Request Form shall be completed and submitted by interested 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 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

The Team/Organization Contact shall serve as the point of contact for communicating with the Parks and Recreation Department.

Team/Organization		Phone Number	
Contact Name	Contact Title		
E-mail Address			
Street Address			
City	State	Zip Code	
Category	Youth Team/Organization	Adult Team/Organization	School Team
	Other		
Event Hosted/Run	Internally (Team/Organization listed above)	Externally (Another vendor/promoter/organizer/etc.)	
	Other		

Tournament/Special Event Information and Contacts

Event Organization		Sanctioning Body	
Event Coordinator		Coordinator Title	
Phone Number		Alt. Phone Number	
E-mail Address			
On-Site Coordinator	Yes, the event coordinator will be on-site.		No, someone else will be on-site (add info below).
On-Site Coordinator	Phone Number		
Event Name	Age Group(s)		
Sport	Anticipated Number of Teams	Approximate Number of Participants	
Registration Fee	Per Team Per Player	Spectator Admission Fee	Approximate Number of Spectators
Start Date	<input type="text"/>	End Date	<input type="text"/>
Event Website			
Description of the Tournament/Special Event and any Additional Information			
Additional Facility or Maintenance Needs			

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**

Date(s)	<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 dim., base/pitch dist., goal size, etc.)

Athletic Facility 2**Facility Type**

Date(s)	<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 dim., base/pitch dist., goal size, etc.)

Athletic Facility 3**Facility Type**

Date(s)	<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 dim., base/pitch dist., goal size, etc.)

Facility Request Information Continued

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 4**Facility Type**

Date(s)	<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
dim., base/pitch dist.,
goal size, etc.)

Athletic Facility 5**Facility Type**

Date(s)	<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
dim., base/pitch dist.,
goal size, etc.)

Athletic Facility 6**Facility Type**

Date(s)	<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
dim., base/pitch dist.,
goal size, etc.)

Facility Request Information Continued

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 7**Facility Type**

Date(s)	<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 dim., base/pitch dist., goal size, etc.)

Athletic Facility 8**Facility Type**

Date(s)	<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 dim., base/pitch dist., goal size, etc.)

Athletic Facility 9**Facility Type**

Date(s)	<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 dim., base/pitch dist., goal size, etc.)

Facility Request Information Continued

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 10

Facility Type

Date(s)	<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 dim., base/pitch dist., goal size, etc.)

Additional Information, Documentation, and Schedules

The following documentation shall be submitted along with the Tournament and Special Event 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)

Site plan

First aid plan

Complete tournament or special event schedule for all facilities in a Town approved format

Submission of Request Form and Contact Information

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

For questions regarding the Tournament and Special Event Athletic Facility Request Form, please contact Derek Harse, Recreation Supervisor, at derekh@jupiter.fl.us or 561-741-2433.