



**UNITED ANCHORAGE YOUTH SOCCER LEAGUE**  
**REQUEST FOR FIELD USAGE and APPROVAL**  
**(Complete this form and email request to: [uaysl.info@yahoo.com](mailto:uaysl.info@yahoo.com))**  
**Phone: 907-440-2547**

FACILITY/FIELD(S) \_\_\_\_\_

USER GROUP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

REPRESENTATIVE NAME \_\_\_\_\_

REPRESENTATIVE EMAIL \_\_\_\_\_ REPRESENTATIVE PHONE \_\_\_\_\_

Please complete the usage request information below. Include set-up/breakdown time in your usage request. **If additional space is needed for the full rental request, please use/attach a separate sheet or excel listing full request.**

DATE(S)	DAY OF THE WEEK	TIME	TYPE OF USE

**PURPOSE AND AGREEMENT**

The purpose of this form is to request soccer field and complex usage at fields controlled and maintained by UAYSL. If conflicts exist, preference of request approval shall be set in this manner: 1) UAYSL member historical tournaments, 2) UAYSL member use, 3) other youth soccer use, 4) other soccer use, 5) other youth sports use, 6) other sports use and 7) other community usage.

Upon receipt of this request form, UAYSL will either approve or deny requests in-full, or partially approve a request for usage and permit. If requestor receives only partial approval, requestor shall have 14 days to limit its partially approved request, asking for less than what was approved or no usage. Failure to limit the request within 14 days shall be

construed as acceptance of the entirety of the partially approved request. Requestor is always free to make additional requests. If request is made and approved with less than 14 days prior to use, upon partial approval, requestor shall have 48 hours from the time of partial approval to limit the request.

The user requesting any fields or facilities accepts that approved usage requires payment of an hourly “field usage maintenance fee,” and user is required to provide adequate garbage containers (special events such as tournaments/camps), current liability insurance and the potential of cancellation fees.

### **FIELD USAGE MAINTENANCE FEES**

User agrees to payment of field usage maintenance fees which are charged per hour/individual field size (11v11, 9v9 and/or 7v7) per day/complex. Agreement to pay fees is a condition of acceptance of field usage permit and/or usage of the field/complex. **Field usage maintenance fees are subject to change upon 30 days' notice.**

#### Field Usage Maintenance Fees

Prime-Time Usage: 5:00pm – 10:00pm = \$30/hour/individual field size/day/complex

Non-Prime-Time Usage: 9:00am – 5:00pm = \$15/hour/individual field size/day/complex

Field usage maintenance fees include regularly scheduled field maintenance; mowing, watering, lining for the regular field/complex configuration. If a user group will need additional field work, above what is regularly scheduled (such as a new field configuration, additional mowing, lining and/or goal transport) arrangement and payment for all additional work will be the responsibility of the user group. All field work must be scheduled with the current UAYSL field maintenance contractor and may not be undertaken by user group volunteers or a different field maintenance group or contractor.

Long term field usage will be invoiced the 1<sup>st</sup> of each usage month. Special event usage, such as for a tournament, will be invoiced the first business day after the event concludes. **A late payment fee of \$200 will apply if maintenance fees are not paid within 30 days from original invoice date.**

### **REFUND POLICY**

If a field usage request is approved an approval confirmation will be emailed to the organization contact email address provided on the field usage request form. If approved usage is cancelled less than 14 days before a usage date, applicable field usage maintenance fees will not be refunded or waived. To cancel usage, please call Sonna at (907) 440-2557 or email [uaysl.info@yahoo.com](mailto:uaysl.info@yahoo.com), and leave a clear message of the dates and times to be cancelled.

### **ADDITIONAL PERMITS/WAIVERS REQUIRED FROM THE MOA PARKS & REC DEPARTMENT**

Will your organization allow vendors during the usage dates? YES\_\_\_ NO\_\_\_. If yes, your vendor/s must obtain a special event, daily or mobile vendor permit through the Municipality of Anchorage Parks & Recreation. Call 343-4040 for detailed information.

Will your event allow alcohol consumption during the usage dates? YES\_\_\_ NO\_\_\_. If yes, an alcohol waiver must be obtained through the Municipality of Anchorage Parks & Recreation. Alcohol is not allowed at MOA parks and facilities without this waiver.

An MOA special event permit is required for all usage events other than team tryouts, team practices and league games. This applies to special events such as tournaments or jamborees, etc.

For all of the above permits/waivers please contact the Municipality of Anchorage Parks & Rec Department at 343-4040 or visit the website at [www.muni.org](http://www.muni.org)

**GARBAGE CONTAINER & PORTABLE TOILETS FOR SPECIAL EVENTS**

Special events such as tournaments or jamborees are responsible for providing sufficient garbage receptacles on the fields and a garbage dumpster on site for the duration of the event. **Municipal dumpsters may not be used by special event user groups.** User groups must clean up the facility after the event concludes. Failure to do so will result in an additional fee equal to all costs incurred for cleanup.

The MOA Parks & Rec department and UAYSL will provide a certain number of portable toilets at the fields. If additional portable toilets are needed, based on the potential event attendance, arrangement and payment will be the responsibility of the user group. If additional service is needed/desired for the portable toilets already on site, over the routine service scheduled, arrangement and payment of the additional service fees will be the responsibility of the user group.

**General Liability Insurance**

A Certificate of General Liability Insurance, in the amount of \$1 million, which covers the requesting user group, must be submitted in order to receive field usage approval and confirmation. The certificate must be received no later than ten (10) working days before the first usage date. The Municipality of Anchorage Parks & Recreation must be listed as the Certificate Holder and both UAYSL (United Anchorage Youth Soccer League) and MOA Parks & Recreation must be listed as Additional Insured with respect to General Liability.

**Indemnification**

The User Group and it’s Representative/s agree to fully indemnify, defend and save harmless the Municipality of Anchorage, United Anchorage Youth Soccer League, its officers, agents, employees and volunteers from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by an person or persons or property as a result of any error, omission or negligent act of the approved User Group relating to the use of the facility/fields.

**Agreement and Signature**

I, the undersigned representative, have read & agree to the above information with reference to this field usage request form and I am duly authorized by the User Group to submit this form on its behalf.

NAME (Printed) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_