

# Municipality of Anchorage

P.O. Box 196650 Anchorage, AK 99519-6650 <http://www.muni.org>

## Parks & Recreation Department

January 28, 2011

Re: Season 2011 Sport Facility User / Cooperative Use Agreement

The Parks and Recreation Department will be preparing the Cooperative Use Agreements for Sports Facilities Use for 2011. If you are a non-profit entity in good standing that is interested in a Cooperative Use Agreement between the Municipality of Anchorage and your league for the 2011 season (maintenance term of 5/1/11 through 9/15/11), please contact Deb Zentmire, Parks and Recreation Contracts Administrator either via email at [zentmireda@muni.org](mailto:zentmireda@muni.org) or telephone at 343-4287.

Use agreements must be finalized and executed by the authorized signer of your league, prior to March 3, 2011 to receive the discounted field use rate. After cooperative use agreements are executed, your league will be given preferred scheduling and priority in processing field use permits for playing season 2011.

Groups that execute a 2011 use agreement prior to March 3<sup>rd</sup>, also need to submit their athletic field applications on or before March 3<sup>rd</sup>. Field request applications will be processed within thirty days after March 3<sup>rd</sup>, provided that your application is complete with your League's games, practices, and maintenance schedules specified. You may turn in your completed field applications to Deb Zentmire when you execute your cooperative use agreement, or submit them to C.B. Stewart ([stewartcb@muni.org](mailto:stewartcb@muni.org) 343-4040) on or before March 3<sup>rd</sup>. Non-profit corporate entities (your League) must be in good standing in its corporate filing with the State of Alaska, and certificates of general liability insurance are required to be provided prior to your cooperative use agreement being executed.

Please note your League must have an executed Cooperative Use Agreement no later than March 3, 2011 for field use permits to be issued at the reduced rate. Cooperative use agreements for sports fields will not be offered after March 3, 2011. All sports fields will be opened up to the general public for rental beginning March 7, 2011.

Beginning March 7, 2011, Parks & Recreation will be taking field application requests for 2011 field/court use from all other entities that did not execute a cooperative use agreement prior to March 3<sup>rd</sup>. All field request applications received after March 3<sup>rd</sup> from any leagues/entities, shall be charged the full field rental rate.

The application for athletic field use must include a completed form for fields requested (use additional forms as needed). To assist in processing, please check your forms for completeness prior to submitting them for review. All user groups (cooperative use agreement / no cooperative use agreement) shall be required to reserve and pay for each field and each day that the field has been reserved, prior to a field use permit being issued.

Please note that a cooperative use agreement is not available for Delaney Park fields, nor for Mulcahy baseball stadium. Full rental fees are applicable for practices, games, or tournaments at either of these locations, regardless of whether you have a cooperative use agreement at other locations. Side agreements with any other entity to utilize these two locations are not allowed or enforceable. You must obtain a Parks and Recreation permit by completing a field use application to utilize these two locations, and pay for permits prior to use.

Should you need to request additional dates of field use after your permit has been issued to you, those requests will be reviewed to see if your request can be accommodated. Late applications shall be filled on a space available basis.

Requests for field permits for tournaments are to be submitted in your initial application for athletic field use. You will be required to pay for each field and each day reserved, prior to a tournament field use permit being issued. Field availability cannot be guaranteed.

Payment in full must be received prior to permits being issued to any user group.

Please note: IF you are running a snack shack or selling t-shirts, etc during your games, practices, or tournaments, you must obtain a concession permit from the Parks and Recreation Department. The cost of this permit is \$50.00 for the season, and is effective during the term of your executed use agreement.

If you are bringing in a vendor/concessionaire to sell food, t-shirts, team photos, or other products during your games and/or entertainment such as pony rides, bouncy house, etc., your vendor must obtain a permit from Parks and Recreation, as well as provide us with a certificate of liability insurance naming MOA as additional insured. For-profit vendor permits are \$100 for the first day and \$50.00 for subsequent days thereafter. Non-profit vendor permits are \$30.00 for the first day and \$15.00 for subsequent days thereafter. It is the leagues responsibility to see that vendors/concessionaires obtain a permit from the department.

We suggest you contact the health department for applicable requirements of food handler cards and/or vendor food sales.

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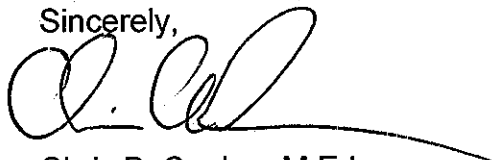
If your league, guests, participants, players, members, coaches, etc. are consuming alcohol on park premises during your league practices, games, our tournaments, you absolutely must obtain an alcohol permit from Parks and Recreation, prior to consumption, for each day alcohol will be on the premises. There is a minimum 7 day application approval process. You may obtain the alcohol waiver application from our website, or from C.B. Stewart or Deb Zentmire. There is an alcohol permit fee, and guidelines for providing us with additional written information about your event. You must provide a certificate of insurance naming MOA as additional insured that is specific for coverage of the consumption of alcohol during your event.

Failure to obtain an alcohol permit prior to your event wherein alcohol is being consumed, will void the cooperative use agreement immediately, and full rates shall apply for field rental to your league.

Any user group that has not paid its 2010 fees in total will not be given the opportunity to reserve fields, nor receive the cooperative use rate or opportunity to execute a 2011 use agreement.

We look forward to working with you this year. Please do not hesitate to contact me at 343-4135 if you have any questions.

Sincerely,



Chris B. Conlon, M.Ed.  
Recreation Superintendent

cc: C.B. Stewart

Enclosure: MOA Application for Athletic Field Use