



# Clark County Parks & Recreation Field Allocations **League** Request Form

Name of Organization: \_\_\_\_\_ Organization Status:  Non-Profit  Commercial

National or State Affiliation Parent Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Work #: \_\_\_\_\_

1<sup>st</sup> Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Contact #: \_\_\_\_\_ E-mail: \_\_\_\_\_

2<sup>nd</sup> Authorized Contact Name and #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Activity:  League  Game  Practice  Try-Outs  Other: \_\_\_\_\_

Sport:  Baseball  Softball  Soccer  Football  Lacrosse  Pickleball  Other: \_\_\_\_\_

Total # of Teams: \_\_\_\_\_ Total # of Participants: \_\_\_\_\_ User Age Group:  Youth (17 & under)  Adult (18+)

**PLEASE INDICATE IF ANY OF THE FOLLOWING ARE PLANNED AS A PART OF YOUR RESERVATION:**

Sales of any kind:  Yes  No Food service or Concession stand:  Yes  No Alcoholic beverage service:  Yes  No

Ticket sales or Admission fees:  Yes  No Fundraising:  Yes  No Other: \_\_\_\_\_

FACILITY NAME <i>Ex: Sunset Park</i>	COURT/FIELD # <i>Ex: Field 11-14</i>	TIME <i>Ex: 1p-8:30p</i>	DAY(S) <i>Ex: Saturday</i>	DATE(S) <i>Ex: 1/1-7/31 or 8/1-12/31</i>

*Special Dates or Notes (No reservations on holidays) \*include try-out dates\**

### REQUIRED DOCUMENTATION

Clark County is required to verify that organizations requiring a Business License or Charitable Registration are in accordance with Clark County Code Chapter 6 are in good standing with the Department of Business License. Please note that permits will not be issued until all information has been received and verified by the Department of Business License which may result in being unable to accommodate your initial request.

- A Certificate of Insurance listing Clark County NV as additionally insured (\$1 million per occurrence, \$2 million aggregate) will be required prior to the issuance of rental permit(s). Certificate Holder verbiage must match sample found in the [manual](#).
- Documentation of Affiliation with State or National Parent Organization - *if applicable*
- State of NV Incorporation Status
- IRS 501C (for Non-Profit)
- Clark County Business License
- Clark County Charitable Registration (for Non-Profit)

*\*If your request is approved, you will receive an approval email listing the required documents. Closer to the start date, we will ask for additional information regarding the league.*

Please return completed form via email to [CCPRSports@clarkcountynv.gov](mailto:CCPRSports@clarkcountynv.gov)

### FOR OFFICE USE ONLY

Approval / Denial Letter sent date: \_\_\_\_\_ Sent by: \_\_\_\_\_ HH # \_\_\_\_\_ Rsv/Permit # \_\_\_\_\_

### TOTAL FIELD & LIGHT USAGE (CONCESSIONS, IF APPLICABLE)

1<sup>st</sup> Month:                      2<sup>nd</sup> Month:                      3<sup>rd</sup> Month:                      4<sup>th</sup> Month:                      5<sup>th</sup> Month:                      6<sup>th</sup> Month: