



PARKS, RECREATION & CULTURAL SERVICES

Application To Use City Of Ottawa Sports Fields And Ball Diamonds

Mailing Address: 101 Centrepointe Drive, Ottawa, On K2g 5k7

Telephone: 613 580-2595 Email: sports@ottawa.ca Fax : 613 580-2683 Mail Code : 04-54

Please complete ALL information requested on this form

Date of Application: DD/MM/YYYY

Group Information

Name of Group/Club/Association:

Primary Contact Information

Title: must be 18 years or older

Name: i.e. President

Address:

Apt:

Telephone: (office/cell)

Telephone: (home / evening)

City:

Province:

Postal Code:

Fax:

E-mail:

Secondary Contact Information

Title: must be 18 years or older

Name:

Address:

Apt:

Telephone (office / cell):

Telephone (home / evening):

City:

Province:

Postal Code:

Secondary Contact Information

Fax:

Email:

Last year's contact information (if different) and/or previous rental contract number

Title:

Name:

Rental contract number:

Please notify city staff when there is a change in your contact information.

Event Information

Type of Activity the park will be used for (i.e. soccer or football practices/games). Please provide as much detail as possible:

Please classify your organization in one of the following categories:

- Non-profit organization
 Non-profit private
 Commercial

If non-profit organization, please provide non-profit number:

Please indicate the number of hours purchased at sports fields & ball diamond facilities outside of the City of Ottawa, if applicable:

Facility:

Number of hours purchased:

Special Event/Competition/Tournament

If known at this time, please list your organization's requirements.

Date	Time	Sports field/Ball Diamond Facility	Number of Participants	Minors or Adults
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>

Will you be applying for a Special Occasion (Liquor) Permit ?

- Yes
 No

Additional Requirements

- Field/Diamond Lighting
- Access to Washroom Facilities/Fieldhouse
- Third Party Liability Insurance
- Other

If other, please explain

Facility Requested (Parks & Field Name)	Day of Week	Dates From (dd/mm/yyyy)	Dates To (dd/mm/yyyy)	Time from	Time to	Omit the following dates	Total number of hours	Total number of weeks

Program (Soccer, Baseball, etc)	Minor or Adult (choose one per row)	Number of teams projected	Number of Participants Projected	Number of Teams Previous Year	Number of Participants Previous Year	Number of City of Ottawa Residents

Have you had a City of Ottawa **seasonal** rental contract in previous years?

- Yes
- No

If yes, please indicate the contract number, facilities, and times used:

Freedom of Information Statement

Personal information is collected on this form pursuant to s. 11(1)(5) of the Municipal Act, 2001, S.O. 2001, c.25, and will be used for the purposes of processing your application and management of the City of Ottawa recreation and culture programs. Questions regarding this collection may be addressed to the Portfolio Manager, Allocations at 613- 580-2424 ext. 41678, 101 Centrepointe Drive, Ottawa, Ontario, K2G 5K7.

I hereby declare that the information provided is to the best of my knowledge, accurate, and that the City of Ottawa reserves the right to verify such information. Any application submitted providing false information could cancel any privileges granted under this application and disqualify the applicant for further eligibility.

Please note that this application is subject to approval before an official permit is issued.

Signature of Applicant:

Date: