



City of Fairhope RECREATION DEPARTMENT: *PROCESS/REQUIREMENTS TO FORM NEW SPORTS LEAGUE*

1. Request and complete COF 'Formation of League' application.
2. Must be an established organization and have a quorum (minimum 3) of named board members.
3. Organization must be 'not for profit', have written by-laws, show financial responsibility (*accounting ledger*), and have a written 'mission statement' or 'purpose statement'.
4. Organization must show proof of liability insurance (*min. \$1,000,000 value. Include with application*) upon formation and each year thereafter by Jan. 31st.
5. Submit completed application to Recreation Director/Tom Kuhl for review.
6. Recreation Director (*or appointed committee member*) will present to Recreation Board for discussion and approval.
7. If approved by Recreation Board for consideration, prospective organization will meet with Recreation Board by invitation for a formal presentation and discussion.
8. Following formal presentation Recreation Board will vote to recommend or decline, and forward to Recreation Director for final approval.
9. Please direct all questions, concerns, special requests to Tom Kuhl 251.928.7270
10. _____

APPLICATION FOR FORMATION OF NEW COF LEAGUE

We the undersigned hereby apply to the City of Fairhope to form _____ League.

1. We wish to use the following area(s): {Park, Facility, etc.} _____

2. Date/Day(s) Requested: _____ (daily/weekly/monthly) Hours requested from: _____ to _____

3. League Contact: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Numbers: _____

4. Purpose of Use: _____

5. Special Needs: _____

6. Approximate number of persons expected to attend (adults and minors): _____

7. Describe any decorations, tents, sound equipment, staging, gear, port-o-lets, etc.: _____

League or Team Name: _____

8. Will you need electricity? Yes No For: _____

9. Will you need water? Yes No For: _____

We have read and understand all rules and regulations according to City Ordinance No. 1775-11 as set forth by the governing body of the City of Fairhope and will abide by these rules and regulations. We understand that damage to City of Fairhope property can and will result in additional fees. We also understand that if at any time the City of Fairhope appointed Law Enforcement Personnel feel that said rules and regulations are not being followed the agreement will be terminated.

League Contact Signature: _____ Date: _____

City Personnel: _____ Fees Due: _____ Date: _____

Fees Paid: _____ Date: _____ Ck. #: _____

LEAGUE INSURANCE

Insurance Company Name: _____ Policy Number: _____

Policy Holder: _____

Insurance Amount: _____ Effective Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Fairhope to use the sidewalks and/or streets, I hereby indemnify and hold harmless the City of Fairhope, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the sidewalks and/or streets who are injured or suffer property damage that is in any way caused by my use of the sidewalks and/or streets. This indemnity and hold harmless agreement is given to the City of Fairhope to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the sidewalks and/or streets.

Person or Company giving Indemnity: _____ Date: _____

LEAGUE TERMINATION

Termination and/or date changes must be in writing and signed by the same person who signed the application and paid any fees due and must be given to Recreation Director. Fee refunds will be made, by check, less a \$10.00 or 20% handling charge, whichever is greater and will be delivered by mail. I have read and understand the above policy.

Renter's (League Board member) Signature: _____ Date: _____