



parks · recreation · cultural services
YOUTH & ADULT SPORTS

BASIC RENTAL GUIDELINES

TOURNAMENTS

- 1 Contact Person per Organization/Group
- A \$500 deposit, the signed contract and copy of insurance are due **15 business days** after approval
- Field maintenance request can be made no later than **10 business days** prior to first date of tournament
- Cancellation of fields must be done no later than **72 business hours (3 business days)** prior to first date of use to get deposit back
- Permit will be issued once balance on account paid in full. Permit will need to be signed by all parties.

ATHLETIC FIELDS

- 1 Contact Person per Organization/Group
- Reservation must be made **4 business days** before rental date
- Field maintenance request needs to be made at time of booking
- Cancellation of fields must be done no later than **3 business days** prior to first date of use to get deposit back
- Cancellation due to weather must be done within **48-hours** by email or phone to receive credit or refund
- A temporary permit will be emailed to verify dates and times. Full payment is due **3 business days** prior to the first rental date(s). Once payment has been paid in full, the permanent permit will be issued by email.

INSURANCE

- Any multi-date, multi-field or tournament rental requires \$1 million in insurance listing the City of Colorado Springs as a Certificate Holder.

RENTAL FEES

BALL FIELD	MULTI-USE FIELD <i>(soccer, football, ultimate frisbee)</i>	ADDITIONAL REQUESTS
Cottonwood & Skyview: \$40/hour/field Cottonwood, Ford Frick, Gossage, Leon Young, Memorial, Monument Valley South, Rampart, & Village Green: \$32/hour/field <i>Any other ball field NOT listed above: \$23/hour/field</i> Site Supervisor: \$15/hour <i>Required at Cottonwood, Gossage, Leon Young, Memorial, Skyview, & for all tournament locations.</i>	<u>April-October:</u> \$35/hour <u>November-March:</u> \$45/hour <i>*Artificial turf priced separately</i> Venezia: \$100/hour/section (3 available)	\$47/Line and Drag/Field \$25/Drag/Field \$22/Line/Field \$30/Field Lights/Field/Hour Field Installation including goals: \$180/field Field Installation no goals: \$130/field Adding Goals to Existing Field: \$160/field <i>No field installation on artificial turf</i> <i>Goals are not available @ Venezia Park/Skyview</i>

CHECK AVAILABILITY (NOT RESERVATION)

For your convenience, field availability can now be checked in real time by going to our [reservation site](#).

RESERVATIONS AND CONTACT

Phone: (719) 385-6531 (*messages only*)
 Fax: (719) 385-6013
 Email: field.reservations@coloradosprings.gov

SPORTS OFFICE

1315 East Pikes Peak Avenue
 Colorado Springs, CO 80909
(northwest corner of Memorial Park)

BUSINESS HOURS

Weekdays; 8 am-2 pm
(Closed all City Holidays)

