



# OKC PARKS

## The City of Oklahoma City Parks and Recreation Department Athletic Event Parks Application

Application Date: \_\_\_\_\_ Event Date(s)/Time(s): \_\_\_\_\_

Event Name: \_\_\_\_\_ Estimated Attendance (participants & spectators): \_\_\_\_\_

Set up date(s)/time(s): \_\_\_\_\_ Teardown date(s)/time(s): \_\_\_\_\_

List all fields/facilities that you are interested in: \_\_\_\_\_

Event Sponsor(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact(s): \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Is your event Private or open to the public? \_\_\_\_\_

**Event Includes (check all that apply) (note that highlighted items require additional fees):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Adult Participants            | <input type="checkbox"/> <b>Outside food service</b> | <input type="checkbox"/> Wiring/Generators                  |
| <input type="checkbox"/> Youth Participants            | <input type="checkbox"/> <b>Concession Rental</b>    | <input type="checkbox"/> <b>Spectator Admission/Tickets</b> |
| <input type="checkbox"/> Electricity access            | <input type="checkbox"/> <6 hours or >7 hours        | <input type="checkbox"/> Amplified sound                    |
| <input type="checkbox"/> League/Tournament/Camp/Clinic | <input type="checkbox"/> Serving Alcohol             | <input type="checkbox"/> <b>Field lighting</b>              |
| Please select or type event type below:                | <input type="checkbox"/> <b>Merchandise Sales</b>    | <input type="checkbox"/> <b>Additional field prep</b>       |



































Anticipated number of Teams/Registrants for events \_\_\_\_\_

Do you currently possess a Certificate of Liability Insurance?      Yes      No

List of any additional equipment to be brought into park:

**Description of Event:** *(explain in detail – including facilities, equipment to be used, additional accommodations, exact location, number and type of any vendors selling or giving away any food or non-food items, list of any activities, etc...if more room is needed, please use additional paper)*

# FIELD RENTALS

Field Name	# of Fields	Field Type	Lights	Address
<b>PREMIERE FIELDS</b>				
Wendel Whisenhunt	7		 #1-4	3200 S. Independence Ave.
Wendel Whisenhunt Baseball	1			3200 S. Independence Ave.
Route 66 Adaptive Ballfield	1			9945 NW 23rd St.
Wheeler Park	4			1120 S Western Ave.
Douglass Baseball Field	1			2131 NE 10th St.
Woodson East	6			3403 S May Ave.
Woodson East	4			3403 S May Ave.
<b>SECONDARY FIELDS</b>				
Stars & Stripes	3		 #1-2	3701 S Lake Hefner Dr.
Edwards Park	2			2917 NE 14th St.
Hefner Field	1			3307 NW Grand Blvd.
Page Stadium	1			400 N High Ave.
Ted Reynolds	1			3005 W Reno Ave.
Southern Oaks Softball	1			6818 S Walker Ave.
Southern Oaks Football	1			6818 S Walker Ave.
Lightning Creek	5			801 SW 81st St.
<b>BASIC FIELDS</b>				
Will Rogers Field	1			3339 N Independence Ave.
Earlywine Park	2			3033 SW 119th St.
Earlywine Park	4			3033 SW 119th St.
Merrel Medley	4			11100 S Penn Ave.
Merrel Medley	1			11100 S Penn Ave.
Wheeler Practice Field	2			1120 S Western Ave.
Washington Park	3			400 N High Ave.



Rates	Field Type	Hourly Rate
<b>Premier Fields</b>	Adult Game	\$40
	Youth Game	\$30
	Adult Practice	\$20
	Youth Practice	\$15
<b>Secondary Fields</b>	Adult Game	\$20
	Youth Game	\$15
	Adult Practice	\$5
	Youth Practice	\$3
<b>Basic Fields</b>	Game/Practice	\$2



Wendel Whisenhunt



Route 66 Adaptive Ballfield



Wheeler Park



Douglass Baseball Field



Woodson East

## Types of fields:

- **Premier Fields:** Mowed multiple times per week.
- **Secondary Fields:** Mowed weekly.
- **Basic Fields:** Mowed every two to three weeks.

## How to book a field:

- In person at the OKC Parks Administrative Offices: 420 West Main St., Suite 210, Oklahoma City, OK 73102. *By appointment.*
- By phone: 405-297-3779
- By email: athleticrentals@okc.gov
- Athletic fields reservations are available first come, first served.
- Athletic leagues, tournaments, and competitions must follow the Athletic Event Parks application process and may submit application up to 364 days before the start of the first day of play for their event.

## Additional Fees:

- Prep, chalking and dragging: \$25 per field
- Prep, field painting: \$125 per field
- Entry Fee: \$20 per team per day
- Lights: \$5 an hour per field

Practice rentals will open on the first business day of the practice rental start time frame for each season:

Season	Rentals Open
<b>Spring:</b> March 1 to May 31	January
<b>Summer:</b> June 1 to August 31	April
<b>Fall:</b> September 1 to November 30	July
<b>Winter:</b> December 1 to February 28	October

**Please read the following event regulations and initial next to each, acknowledging you understand**

**THIS APPLICATION IS NOT A Reservation. Submittal of Application is not authorization to conduct your Event. Athletic Event Reservations not approved until deposit has been paid and user has received a copy of booking confirmation. \*All Supplemental Materials are due no later than 30 days prior to event date. Failure to submit items or make final payment on time may result in the denial of reservation request.**

\_\_\_\_\_ Athletic Events are any events that are held on reservable athletic field spaces. If your event has attendance that exceeds the normal operating capacity of that facility, requires exclusive use of non-reservable spaces, alters the use of the park, requires street closures, or requests to break a Park Rule/Ordinance, your event may require a Revocable Permit. **This is at the discretion of the Parks and Recreation Director or designee.**

\_\_\_\_\_ You may submit your event application up to 364 days in advance to your event. **Events are processed on a first-come, first-served basis.** If a scheduling conflict occurs, preference will be given to previously reserved annual events operating on the usual event date(s), location(s) and/or time(s).

\_\_\_\_\_ 45 days' advanced notice is required for all applications. Any submitted less than 45 days in advance may not be approved.

\_\_\_\_\_ Any advertising and event planning that takes place prior to the reservation being approved is not recommended and is done at the **user's own risk.**

\_\_\_\_\_ All Athletic Events require the following standard fees:

- **Deposit:** \$250 Non-Refundable Reservation Deposit per field space – this amount is applicable to the total amount owed for the reservation and is due at the time of approved reservation.
- **Final payment:** Due 10+ days before the event and must be accompanied by final schedule.
- **Concession:** Some sport complexes offer concession services to facility renters. For **rentals of six hours or less, the fee is \$175** per concession stand per day. For **rentals of seven hours or more, the fee is \$350** per concession stand per day. If total concession sales exceed the fees collected, the renter will receive a refund.
- Because OKC Parks offers this service food vendors are prohibited at all locations with concession facilities.
- Vendor sales (if allowed at location) require an additional fee as follows:
  - 1 Point of Sale fee is included in the cost of the Reservation.
  - 2-10 Points of Sale, per day = \$150
  - 11-24 Points of Sale, per day = \$200
  - 25-50 Points of Sale, per day = \$250.00
  - More than 50 Points of Sale, per day = \$300
- **Additional fees may apply based on amenity fees, other required permits, requested use of space, or Staff time.**

\_\_\_\_\_ **Site Map:** is required for all events & must be approved by OKC Parks. AEPs grant the user the right to hold an event on the designated athletic field space. However, **the public cannot be prohibited from using the park itself.** User must keep a copy on their person during the event of the approved permit showing area of park reserved. Considerations for event plan:

- Staging Area
  - Tents/Booths – tents cannot be staked, ensure all tents use only sandbags/cement blocks/water barrels.
  - Inflatables – inflatable rentals, not including race arches, must have General Liability Insurance that meets the City's minimum requirements. The contract between User and company used must be provided.
  - No event signs or structures may be permanently posted (in the ground or on poles).
- Vendor Placement (if allowed at location) (see below for more information on Vendors)
  - Food Trucks/Tents – trucks must be located on paved surface, excluding sidewalks.
  - Tents cannot be secured with stakes. All vendors must have sandbags/cements blocks/water barrels.
- Waste Management
  - If the park/facility you are renting does not have adequate restroom facilities available, you will be responsible for procuring them.
    - User must provide a copy of the rental agreement which includes number of units, delivery and pickup dates.
    - Units may not be delivered more than 1 day in advance and must be picked up no later than the following business day.
    - Portable Toilet Placement – 1 unit for every 100 people, 15% should be ADA accessible.
  - Trash/Litter – If onsite receptacles are not adequate to accommodate the volume of trash produced by the event, users are responsible for providing and the placement of additional receptacles, to include the changing of liners and removal of the trash/debris from park property by the end of scheduled event. **Failure to clean the event site may result in additional fees based on necessary staff time, billed at \$32/hour per staff needed.**
- Electricity – this should include any information about power that will be used and/or brought into the event site. Additional permitting from The City of Oklahoma City Development Services Department may be required.
- Water Access – this may include potable water to be brought in or any requirements for water access within the Park (i.e. how you plan to fill water barrels if needed).

- Stationed Officers/Security/Volunteers – contact information for officers/security must be provided. Only OKCPD may direct traffic on City streets. Agreements between User and security company must be provided. All volunteers must sign an approved waiver. User may provide their own waiver, but it is subject to review by City attorneys. An already approved waiver that covers User, City, and their officers and agents may be requested.
- EMSA/First Aid location – contact information for EMSA is provided below.

**City Ordinances:**

- \_\_\_\_\_ Vehicles are prohibited from all areas not designated as a roadway or parking area.
- \_\_\_\_\_ User is responsible for obtaining required permits and licenses (Noise Permit, OCCHD approval, ABLE Licensing) and meeting all requirements of City, State, & Federal Law.
- \_\_\_\_\_ Grass parking is not permitted (§ 38-92).
- \_\_\_\_\_ No glass containers allowed (§ 38-102).
- \_\_\_\_\_ Smoking, vaping and the sales of tobacco or marijuana products are prohibited on Park property (§ 30-471).
- \_\_\_\_\_ Events must be accessible to persons with disabilities.
- \_\_\_\_\_ User is responsible for obtaining liability insurance that lists the City of Oklahoma City as additionally insured and meets the requirements listed below:

**Certificate of Insurance (COI) – all Public Events and/or Athletic Events (running, walking, biking, boating, fishing, any sporting event or any other activity deemed necessary by Parks Director) require a Certificate of Insurance to be provided.**

- Effective dates of the COI’s must cover the entirety of set-up through tear-down of the Event and all activities under the Event.
- **User must provide a comprehensive general liability insurance policy sufficient to meet the City’s maximum liability under the Governmental Tort Claims Act (51 O.S. 151 et seq.). The current required minimum liability coverage is \$175,000.00 per person for injury or death, \$25,000.00 per claim for property damage, and \$1,000,000.00 for all claims arising from a single occurrence.**
- Users are responsible for payment of required insurance premiums or deductibles.
- The City of Oklahoma City must be listed as a Certificate Holder and additionally insured.
- **Based on the location, your event may require additional Certificate Holders such as Oklahoma City Water Utilities Trust (OCWUT) and/or Oklahoma City Riverfront Redevelopment Authority (OCRRA). Examples of acceptable documentation may be provided by Parks Staff.**

\_\_\_\_\_ **Weather is unpredictable, and users are encouraged to select alternate days within their booking schedule.** Refunds are not given for inclement weather. For the safety of participants, it is the responsibility of the user to assess weather conditions and conduct a field check on the same day of the event for playability of the fields to determine field closings or cancellations as appropriate. OKC Parks also reserves the right to close fields. In the event of field closures or cancellations the applicant may call the emergency number at least one hour before the event and must call the Parks Administration office **by the next business day** to reschedule. An alternate date based on availability, must be within 1 year of original date.

\_\_\_\_\_ **Attached Checklist must be completed for an event to be approved. Failure to meet deadlines or provide requested information may result in the denial of permit at no liability or cost to the City of Oklahoma City.**

**Signature acknowledging you understand all stated event regulations:** \_\_\_\_\_

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*By signing this reservation application, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under [City of Oklahoma City Municipal Code Chapters 50 and 60](#). Our Athletic Events Coordinator will contact you if additional requirements are necessary based on your event details. Events may not be considered until the opening of the rental season. OKC Parks reserves the right to deny reservations within the best interest of OKC Parks based on criteria established by OKC Parks.*

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**Return to:** 420 West Main Street, Suite 210  
 Attn: Park Events  
 Oklahoma City, OK 73102  
 Email: [athleticrentals@okc.gov](mailto:athleticrentals@okc.gov)  
 office: 405-297-3779



Department Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## AEP Check List

PLEASE READ THE FOLLOWING PAGES CLOSELY.

LISTED ITEMS ARE **IMPERATIVE** FOR THE APPROVAL OF YOUR RESERVATION. FAILURE TO DISCLOSE ASPECTS OF YOUR EVENT OR TURN ITEMS IN ON TIME MAY RESULT IN THE DENIAL OF YOUR RESERVATION.

Up to 364 days Out – Apply for an Athletic Field Reservation **Applications submitted less than 45 days in advance may not be approved.**

- Athletic Event Reservation Application** – fill out the above application with details regarding your Event and return to athletics@okc.gov
  - **Incomplete Applications will not be processed and will be returned via email to applicant for completion.** Application review may take up to 7 business days.
  - **Submittal of Application is not authorization to have your Event.**

45+ days Out – Review of Event Booking Confirmation and Non-Refundable Deposit

- Review Event Booking Confirmation** - This is a confirmation of the time(s), date(s), and location(s) reserved.
  - Users must review booking confirmation and confirm accuracy of information (contact, address, date, time, etc.)
- OKC Parks will inform the User of Supplemental Items required for approval of Reservation and deadlines for submission.
- \$250 Non-Refundable Reservation Deposit – this amount is applicable to the total amount owed for the reservation.
  - Reservation is held but will not be final until:
    - All Supplemental Items have been received
    - Final payment has been received

30+ days Out – Final Items for Approval & Submit your Supplemental Items – **submittal of documents can be sent virtually, or in person.**

- The following items must be turned into the Athletic Event Office **no later than 30 calendar days prior** to the event. Some items may not be required. Inquiries as to if an item is needed should be submitted to Parks staff in writing.
- Provided documents must be submitted in WORD or PDF format.** All documents will be reviewed by OKC Park Staff and are subject to approval. Requests for updates or re-submittal may be requested and will be confirmed via email.
- Site Map** – use an image of the area you are renting and create a key with the locations where you will be setting up any additional equipment.
- Portable Toilet Rental Company Contract** – User must provide a copy of the rental agreement which includes number of units, delivery and pickup dates.
- Inflatable Rental Vendor Contract** – User must provide a copy of the rental agreement and Vendor’s General Liability Insurance that meets the City’s minimum requirements including, listing The City of Oklahoma City as a Certificate Holder and additionally insured.
- Any Other Permits that may be Required** – some of the below entities require an approved permit from OKC Parks before their permit will be issued. **Please contact the below resources directly to determine if additional permits are needed and the process for obtaining.**
  - **Development Service**- 405-297-2948 - generators, stages.
  - **Fire Marshal**- 405-297-3584 - tents larger than 15x15 (225 sq. ft.) or any additional fire safety requirements.
  - **Police Special Events**- 405-297-1144- scheduling & payment for off-duty Police, planning of routes, etc.
  - **EMSA** – 405-297-7131- emergency services for events (highly suggested for athletic events).
- Point of Sale/Vendor List** – a “Point of Sale” is anywhere money will be collected. Most Points of Sale are referred to as “Vendors”. Vendors include sale of food and beverages and retail products (Excluding concession stand rental and ticketed event fees).

- A Vendor list must be filled out completely and accurately and returned **no later than 30 business days prior to your event.**
- **Failure to submit your list on time may result in the inability to have vendors or denial of your reservation.**
- Please remember that all **consumable vendors** must include both their City and County Health Department Numbers (BUS- and 55-)
- **Oklahoma City County Health Department must approve all Food and Beverage vendors.**
- **All required material and prior approvals must be complete for Reservation to be submitted for final approvals.**

**10+ days Out** – Final Payment and Schedule Submittal

- **Final Payment** – Is required 10+ days out. Reservations not paid in full will not be approved.
  - **Users paying in person with cash, money order, or checks must make an appointment with OKC Parks.**
  - **Payments made by temporary checks or with American Express are not accepted.** Visa, Discover, and MasterCard/Debit Card payments may be made over the phone at 405-297-3779
- **Schedule of Events** – this is a timeline of all activities under your event and should include everything from set-up through tear-down.
  - Event schedule must be submitted 10 or more days prior to the start.
  - Schedule should include game schedule or bracket.

**Additional Information:**

**Cancellations/Refunds:**

- **Weather is unpredictable, and users are encouraged to select alternate days within their booking schedule.**  
Refunds are not given for inclement weather.
- Cancellations made less than 30 calendar days in advance will not receive refunds.
  - Weather related cancellations must contact department by the next business day to select alternative dates based on availability, dates must be within 1 year of original date.
- Cancellations made 30 or more calendar days in advance will receive refunds of all payments made, excluding the \$250 non-refundable reservation deposit and a \$50 cancellation fee.
- Refunds for payments made with credit/debit cards may take up to 4 weeks to be refunded and will return to the card used to make payment. If the card has expired/is lost, a check refund will be issued, Refunds may not be on an alternate card. Once card refunds have been processed out of the City's system, Permittee must consult with their banking institution.
- Refunds for payments made with money order/cash/checks may take up to 8 weeks to be refunded.