



Clark County Parks & Recreation Field Allocations **Sporting Event** Request Form

Event Name: _____
Name of Organization: _____ **Organization Status:** Non-Profit Commercial
National or State Affiliation Parent Organization: _____
Mailing Address: _____
City: _____ **State:** _____ **Zip Code:** _____ **Work #:** _____
1st Authorized Representative: _____ **Title:** _____
Contact #: _____ **E-mail:** _____
2nd Authorized Contact Name and #: _____ **E-mail:** _____
Type: Tournament Sports Event Camp Clinic Corporate Event Charitable Event 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: Sat – Sun</i>	DATE(S) <i>Ex: 1/14-1/17/2022</i>

*Special Dates or Notes *Include set-up & break-down days & times**

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 event, we will ask for additional information regarding the event.*

Please return completed form via email to CCPRSports@clarkcountynv.gov

FOR OFFICE USE ONLY

Approval / Denial Letter sent date:	Sent by:	HH # Rsv/Permit #
TOTAL EVENT USAGE (VENDORS, IF APPLICABLE)		APPROVED VENDORS:
\$ _____		_____