

## Seasons and Deadlines

Norm Perry Artificial Turf	April 1 to October 31	Requests due by February 15
Other Sports Fields and Courts	April 15 to October 31	

*\*These seasonal dates may be subject to change and may differ per facility due to weather, safety, maintenance, etc.*

## Allocation Priorities

Arena ice/floor time will be allocated utilizing the following order of priority, with reasonable considerations, with considerations for existing license agreements and historic precedent:

1. City of Sarnia Recreational Programs & Special Events
2. Special Events and Tournaments
  - a. Regular User Group Special Events
  - b. External Community Events
3. Applicable Existing Agreements
4. Non-Profit Youth Groups
5. For Profit Youth Groups
6. Adult Recreational Use

## Application Process

All applicants must submit, in writing, all requests for sports field and court time prior to the above deadlines. Users are requested to submit their request through this application form, although other formats will be accepting providing the same information is provided, as required in this document.

Please ensure you have read and understand the Sports Field Allocation Policy prior to submitting your requests. Information regarding bookable sports fields can be found online at [sarnia.ca/play/rentals/](http://sarnia.ca/play/rentals/)

Applications can be submitted by email to [parksandrecreation@sarnia.ca](mailto:parksandrecreation@sarnia.ca) or delivered to City Hall at 255 Christina Street North, Sarnia, Ontario, N7T7N2.

## Office Use Only

Date Received or Stamp:

## Applicant/Contract Holder

Organization and/or User Group Name

Contact Name (First and Last)

Address (Number and Street)

Unit/Suite

City/Town

Province

Postal Code

Phone Number

Email Address

## Secondary Contact (Optional)

Name (First and Last)

Phone Number

Email Address

## Application Type

Grass Field or Turf

Sports Court

Tournament and/or Special Event

User's Core Programming (i.e. games, practices)

## General Liability Insurance

All users and utilization of City of Sarnia facility time is required to obtain and hold general liability insurance. Please complete the below as applicable. Requirements are detailed [online](#).

I, the applicant, will be submitting a Certificate of Insurance (COI) that meets the City's requirements.

I, the applicant, am requesting to purchase the City's User Group Insurance program if I qualify, based on the information provided below.

Please complete the below to inquire if you qualify for the User Group Insurance Program.

Activity Details (i.e. soccer, tennis):

Number of Participants (approx.):

Is this for a league?

If yes, how many teams:

## Signature

Date

Signature

## Allocation Request (Weekly/Monthly)

Complete the below for any regular recurring usage during a season. Please complete **one page below** per contract (i.e. one page for a “practices” contract, and another page for a “games” contract).

**IMPORTANT:** Please include any additional details and/or access requests you may have in the **Comments** section (i.e. press box access and when, specific line painting). The below **Time(s)** requested must include any dressing room access time (i.e. game at 5pm should book 4:30pm start).

Contract Title:  
(i.e. Smith Soccer, Sport Practice, Camp)

Start Date:

End Date:

Repeat Day(s)	Time(s) (i.e. 9:00 a.m.–10:00 a.m)	Facility (GER 1, GER 2, NP Turf, etc.)	Comments/Requests
Mondays			
Tuesdays			
Wednesdays			
Thursdays			
Fridays			
Saturdays			
Sundays			

Excluded Date(s) (i.e. holiday break):



## EXTRA 1: Allocation Request (Weekly/Monthly)

Complete the below for any regular recurring usage during a season. Please complete **one page below** per contract (i.e. one page for a “practices” contract, and another page for a “games” contract).

**IMPORTANT:** Please include any additional details and/or access requests you may have in the **Comments** section (i.e. press box access and when, specific line painting). The below **Time(s)** requested must include any dressing room access time (i.e. game at 5pm should book 4:30pm start).

Contract Title:  
(i.e. Smith Soccer, Sport Practice, Camp)

Start Date:

End Date:

Repeat Day(s)	Time(s) (i.e. 9:00 a.m.–10:00 a.m)	Facility (GER 1, GER 2, NP Turf, etc.)	Comments/Requests
Mondays			
Tuesdays			
Wednesdays			
Thursdays			
Fridays			
Saturdays			
Sundays			

Excluded Date(s) (i.e. holiday break):

