



# KETCHIKAN GATEWAY BOROUGH

1900 FIRST AVENUE, SUITE 219 • KETCHIKAN, AK 99901  
907/228-6670 • fax 907/228-6684

PUBLIC WORKS DEPARTMENT

## ATHLETIC FIELD SCHEDULING REQUEST

League/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Scheduling Representative: \_\_\_\_\_

## LEAGUE CONTACTS

NAME OF LEAGUE: \_\_\_\_\_

PRIMARY CONTACT NAME: \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**I understand that calls from any other person representing our league will not be honored unless prior arrangements are made by the above designated contact person.**

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

Position with League: \_\_\_\_\_

## ADDITIONAL CONTACTS:

Field scheduling contact person: \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Alternate contact person: \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

(Leagues with multiple age ranges or divisions are to submit additional pages of practices, play, and tournament schedules)



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<b># Players (Prior Year: ___)</b>		<b>Fee</b>	
<b>Field Season</b>		<b>Teams</b>	

Division: \_\_\_\_\_

1. PRACTICES						
<b>INCLUSIVE PRACTICE DATES</b>						
<b>REQUESTED FIELDS</b>		Weiss Upper	Weiss Lower	Valley Park		
Dudley Upper		Dudley Lower	Walker			
Esther Shea Track		Esther Shea Field	Houghtaling N	Houghtaling S		
PRACTICE DAYS AND HOURS						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2. LEAGUE PLAY						
<b>INCLUSIVE LEAGUE PLAY DATES</b>						
<b>REQUESTED FIELDS</b>		Weiss Upper	Weiss Lower	Valley Park		
Dudley Upper		Dudley Lower	Walker			
Esther Shea Track		Esther Shea Field	Houghtaling N	Houghtaling S		
LEAGUE PLAY DAYS AND HOURS						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3. TOURNAMENT						
<b>INCLUSIVE TOURNAMENT DATES</b>						
<b>REQUESTED FIELDS</b>		Weiss Upper	Weiss Lower	Valley Park		
Dudley Upper		Dudley Lower	Walker			
Esther Shea Track		Esther Shea Field	Houghtaling N	Houghtaling S		
TOURNAMENT DAYS AND HOURS						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4. ABSENCES, LIMITATIONS, FACILITY NEEDS						
Note any periods where the field will not be used (e.g. Memorial Day Weekend), any limitations under which your participants operate (e.g. late hour limits by age), and any specific field needs for the age range						
<b>Absence Periods</b>						
<b>Limitations</b>						



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<b>Field Needs</b>	
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5. OTHER EVENTS – Camps, Opening Day, etc. (Please identify)						
INCLUSIVE EVENT DATES						
REQUESTED FIELDS		Weiss Upper	Weiss Lower	Valley Park		
Dudley Upper	Dudley Lower	Walker				
Esther Shea Track	Esther Shea Field	Houghtaling N	Houghtaling S			
EVENT DAYS AND HOURS						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

6. OTHER FACILITIES		
Users are to indicate all facilities per field to be used during their field season, including, but not limited to, storage at the Ralph Peters and Mead Buildings, scoreboards, lights, concessions, etc.		
Field	Dates	Facilities
Weiss Fields		
Norman Walker Field		
Dudley Fields		
Esther Shea Track and Field		
Valley Park Field		
Houghtaling Fields		

7. OTHER FORMS
The following forms shall be submitted separately : <ul style="list-style-type: none"> <li>• <i>Field User Agreement</i></li> <li>• <i>Advertising Fundraiser Request</i></li> <li>• <i>Key Request Agreement</i></li> <li>• <i>Certificate of liability insurance</i></li> </ul>



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## General Field Scheduling Rules:

- All submitted schedules shall not be considered finalized until reviewed at the biannual Field Users Meetings held in February and July.
- Spring season (March through July) schedules shall be submitted in February. Fall season (July through November) schedules shall be submitted no later than June 15, but submittal of schedules in February is encouraged.
- Where usage days or times differ between fields, field users are encouraged to break out particular field days and times or submit additional schedules as is deemed necessary to accurately reflect the intended usage periods.
- Fees are set by Resolution or Code. Borough staff will identify the appropriate fee for each user.