



CITY OF PAPILLION
David P. Black, Mayor
Recreation Department
1046 W Lincoln Street
Papillion, NE 68046
Phone: 402.597.2061
Fax: 402.597.2080

As Assistant Recreation Director for the City of Papillion, I want to thank-you for considering Papillion as a site to host your tournament. Not only is this a great community to visit, you will find our facilities to be top notch.

Attached you will find the application that you will need to complete as well as the rules and regulations that we have set forth for the use of our facilities.

Our mission statement is centered on providing recreational opportunities for the youth as well as the adults in our community. In fulfilling requests from all users in our community, we occasionally have field availability for other organizations to utilize. Thus we are able to open our facilities to other groups who are looking for quality facilities to house special events or tournaments.

The submission of this application does not constitute approval of your tournament. You will receive direct written acknowledgment of your application regarding its approval or rejection through email. Because of field availability and the number of requests we receive, all tournament applications must be received by January 31st for the that year. We will review each application in a timely manner and issue correspondence so that we may both prepare properly.

Should you have any questions or concerns about this application, feel free to contact us to discuss these matters.

We look forward to working with you and your organization and I know you will enjoy your experiences in Papillion.

Sincerely,

Assistant Recreation Director
City of Papillion

Ask us about the Papio Bay Aquatic Center and how we may work together on a marketing tool for you and your teams. The Bay is a great place to go after a hot afternoon at the park!

City of Papillion Tournament Application and Agreement

The following requirements have been established for individuals and organizations that desire to reserve the City of Papillion's outdoor facilities for the purpose of holding a tournament.

The City Recreation Director shall have the authority to grant the use of facilities for tournaments in accordance with the following requirements:

1. Facilities may be reserved for the purpose of holding a tournament on dates that do not conflict with the City of Papillion sponsored leagues or tournaments.
2. **Tournament Directors must submit proof of liability insurance with a minimum \$1,000,000 for each occurrence and \$5,000,000 in general aggregate. Policy must include the City of Papillion named as an additional insured. If this requirement is not fulfilled, the tournament will not be allowed to play on any of the City of Papillion fields.**
3. Tournament Directors must submit a 20% deposit and a copy of the application at the time the fields are reserved. The deposit will be applied to the final fee due to the Papillion Recreation Department. The deposit will be refunded only in the event that the tournament is rained out. Application and deposit must be submitted to the Papillion Recreation Department located at 1046 West Lincoln Street, Papillion, NE 68046.
4. Bracket information and proof of insurance must be turned into the Papillion Recreation Department office by 5:00 pm one week prior to your tournament. **NO EXCEPTIONS!**
5. **The balance of the tournament fees must be paid no later than 5:00 pm the Friday after the tournament. Future tournament requests may be cancelled for late payment or non-payment.**
6. The City of Papillion has the final decision on playable field conditions due to inclement weather or muddy fields. Rain-out dates cannot be replayed due to other scheduled tournaments and league games. If your tournament is rained out, a refund will be returned to the Tournament Director.
7. All tournament games may not begin before 8:00 am and must be completed by 11:00 pm. Any exceptions to this rule must have written confirmation from the City of Papillion.
8. The Papillion Recreation Department will provide concessions for all tournaments during the months of April through July. Tournaments cannot sell food items during this time frame. Any tournaments scheduled prior to or thereafter, must have written permission from the Recreation Director in order to sell concessions. Tournaments can sell items relative to the club or tournament such as t-shirts without a vendor application.

Tournament Directors Information

- ◆ Contact Name: _____
- ◆ Address: _____
- ◆ Phone: _____ Email: _____
- ◆ Name of Tournament: _____
- ◆ Classification of Play: _____
- ◆ Group or Association: _____
- ◆ Expected # of Teams Participating: _____ Entry Fee per Team: _____

I understand all the above information and agree to adhere to all the City of Papillion policies and ordinances.

Directors Signature: _____ Date: _____

City of Papillion Tournament Request Form

Facilities:	Address:	Dimensions:	
1. Fricke Field	500 E. Halleck Street	390' Fence (60-90)*	_____
2. Halleck West	307 S. Monroe Street	(L)250' (C)300' (R)265' (54-80)*	_____
3. Blondy Ruff	603 E. Halleck Street	(L)207' (C)248' (R)207' (48-70)*	_____
4. Volunteer	603 E. Halleck Street	(L)185' (C)220' (R)185' (46-60)*	_____
5. Papio Bay #1	800 E. Halleck Street	300' Fence (46-60)	_____
6. Papio Bay #2	800 E. Halleck Street	300' Fence (48-70)	_____
7. Papio Bay #3	800 E. Halleck Street	300' Fence (54-80)	_____
8. Papio Bay #4	800 E. Halleck Street	390' Fence (60-90)*	_____
9. Petersen East	1001 E. 1 st Street	300' Fence (Flexible)*	_____
10. Petersen West	1001 E. 1 st Street	300' Fence (Flexible)*	_____
11. Backstop North	400 W. Lincoln Road	No Fence (Flexible)	_____
12. Backstop South	400 W. Lincoln Road	No Fence (Flexible)	_____
13. Backstop East	603 E. Halleck Street	No Fence (Flexible)	_____
14. Backstop West	603 E. Halleck Street	No Fence (Flexible)	_____
15. Spirit Football Field	1107 E. 1 st Street	Regulation Size (300-160)*	_____
16. Papillion Soccer Complex	400 W. Lincoln Road		
PAP 01 (U11/12)	_____	PAP 02 (U5/6)	_____
PAP 03 (U5/6)	_____	PAP 04 (U5/6)	_____
PAP 05 (U5/6)	_____	PAP 06 (U7/8)	_____
PAP 07 (U13+)	_____	PAP 08 (U11/12)	_____
PAP 09 (U11/12)	_____	PAP 10 (U11/12)	_____
PAP 11 (U13+)	_____	PAP 12 (U9/10)	_____
PAP 13 (U9/10)	_____		

***(Lighted Fields)**

Additional Fields not Listed _____

Dates Requested	Field(s)	Start Time	Stop Time	Special Instructions

Tournament Fees Formula for Multiple Field Tournament

(Tournaments will be charged \$30 per hour per field.)

# OF FIELDS BEING USED: _____	(X) # OF HOURS: _____	(X) \$30.00	= _____
_____	_____	(X) \$30.00	= _____
_____	_____	(X) \$30.00	= _____
SUB TOTAL			= _____
SUBTRACT DEPOSIT			= _____
TOTAL			= _____