

Lincoln Parks and Recreation Tournament Procedures

- A. Complete Athletic Field Use Application**
 - a. Submit during September / October months
 - b. Previous year's tournaments will keep consistent dates with Field Use Application
- B. Request and Submit Certificate of Insurance & Endorsement**
 - a. To be submitted with Special Use Permit at least 90 days prior to tournament
- C. Complete, Submit, and Pay for Special Use Permit (\$100 non-refundable)**
 - a. Submit no later than **90 days prior** to tournament date
- D. Complete, Submit, and Pay for Permit to Conduct Business (\$25 non-refundable)**
 - a. Submit no later than **90 days prior** to tournament date
 - b. Other invited vendors
- E. Return requested fields not being used**
 - a. Release fields **AT LEAST TWO (2)** weeks prior to first tournament day to avoid being charged
- F. Submit tournament schedule & tournament checklist**
 - a. Two (2) weeks prior to first day of tournament
 - b. Identify site directors at **EACH** site & **MAKE SURE** your site directors know their location, and responsibilities
- G. Pick-up and pay deposit for keys to fields you don't already have access**
 - a. This should be completed Wednesday-Friday of your tournament
 - b. Key(s) should be returned by the following Tuesday
- H. Share park regulations with ALL tournament teams prior to first tournament date**
 - a. See Tournament Checklist
- I. Pay invoice w/in net terms of 30 days**



LINCOLN
Parks and Recreation

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