



**City of Muscatine**  
**Muscatine Parks and Recreation Department**  
**Athletic Facilities – Event Request Form**

Organization Club: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a Non-Profit?                      Yes                      No  
(Supporting documents may be required)

**Usage Data**

Event: \_\_\_\_\_

Activity: \_\_\_\_\_

If other, please describe: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup Start Time: \_\_\_\_\_ Breakdown End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Participant Age Range: \_\_\_\_\_

THE CITY OF MUSCATINE is not responsible for personal injuries or damages to property of participants involved in programs or facilities sponsored by the MUSCATINE PARKS and RECREATION DEPARTMENT. I, the undersigned, acknowledge that I have read the rules, regulations, conditions and Facility Guidelines and I, my group and/or association will abide by the rules, regulations and conditions and I agree to be responsible for the payment of all applicable usage fees. Additionally, I, the undersigned, understand and agree to provide a certificate of insurance naming the City of Muscatine as additional insured and I, the undersigned, understand that a non-refundable deposit is required to schedule my event.

**SUBMITTED BY:** \_\_\_\_\_

Signature

Date

## **Facility Requested:**

Soccer West Practice Facility:

Field Size: \_\_\_\_\_

Soccer Complex Game Facility:

Field Size: \_\_\_\_\_

Kent Stein Park – Baseball/Softball Complex:

Field Size: \_\_\_\_\_ Base Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_

MUSCO Sports Center:

Soccer Field Size:               XS                   Small                   Medium                   Large

Softball Field Size: \_\_\_\_\_ Base Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_

Baseball Field Size: \_\_\_\_\_ Base Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_

Football Field Size: \_\_\_\_\_ Pickleball Court(s): \_\_\_\_\_

Other: \_\_\_\_\_

Additional Event Notes: \_\_\_\_\_

## **Events/Tournament Non-Refundable Deposit:**

Sports Dome:                   \$500.00 per day\*

Soccer Complex:               \$200.00 per day\*

Ball Diamond Complex:       \$200.00 per day\*

**\*(Deposits are non-refundable and must be paid to secure a date. Deposits are required for each tournament request per day, per facility.)**

Special Requests/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_