



**APPLICANT INFORMATION:**

Organization's Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**BOOKING INFORMATION:**

Sport Being Played: \_\_\_\_\_ League Name: \_\_\_\_\_

Non-Profit Organization?  Yes  No

Youth (U18) or Adult (19+) based organization?  Youth (U18)  Adult (19+)

Does your organization have 70% or more Richmond residents?  Yes  No

List your request(s) in the chart below. Be sure to clearly indicate the unit (i.e. NE, SW, NW, etc.) and the exact dates and times. As an example, refer to the sample below.

Facility	Unit	Day of Week	Start Date	End Date	Time From	Time To
<i>Example: Brighthouse</i>	<i>Lacrosse Box</i>	<i>M and W</i>	<i>Sep 18</i>	<i>Dec 13</i>	<i>6:00pm</i>	<i>8:00pm</i>

**NOTES:**

**Completed applications can be emailed to [rentals@richmond.ca](mailto:rentals@richmond.ca).**



## **RENTAL FEES:**

The City of Richmond charges a rental fee for the use of both City and School District #38 outdoor sport facilities. Refer to the fee schedule that is attached to this document for a listing of the outdoor sport facility fees. ***Fees for use of facilities may increase over time, to cover inflationary increases in facility operating costs, in compliance with the City's fees and charges bylaw process.***

## **PAYMENT:**

- **One Time Bookings:** Payment is due in full at time of booking.
- **Block Bookings:** Payment is due in full upon contract confirmation.

Payment can be made using cash, cheque, debit or a credit card. Cheques are payable to the 'City of Richmond'. A \$39.00 fee is charged for NSF cheques.

## **INSURANCE:**

All groups must purchase and provide proof of comprehensive general liability insurance.

Groups must forward a copy of their insurance certificate, which shows the type of insurance, the expiry date, the amount of coverage (minimum \$5,000,000) and a statement naming the 'City of Richmond' and 'School District #38 (Richmond)' as additional insured.

## **CANCELLATIONS BY THE RENTER:**

No refund will be issued if less than seven (7) calendar days notice is given. If more than seven (7) calendar days notice is given, a refund will be returned to the renter upon receipt of written notice of the cancellation.

## **CANCELLATIONS BY THE CITY:**

The City reserves the right to cancel, postpone or reschedule a rental slot.

## **FIELD CLOSURES:**

There are times when it becomes necessary to close fields during extreme weather conditions and maintenance. The field closure information is updated weekdays before 2:00pm. The Friday field report is in effect for the entire weekend. As a field user, it is your responsibility to check this report before using a field online at [richmond.ca/FieldStatus](http://richmond.ca/FieldStatus).

## **TOURNAMENTS:**

Contact the Events/Rentals office with details to determine if your tournament requires an event application to be submitted.

## **PRIORITIES OF OUTDOOR SPORT FACILITY ALLOCATION:**

***It is the City's position that Richmond's affiliated community groups holding current allotments will receive first priority for the same allotments each year. Membership must be comprised of 70% or more Richmond residents to qualify as a Richmond affiliated community group.*** The City reserves the right to request a list of participant's names and addresses to verify that groups meet this residency requirement. Once Richmond's affiliated community groups holding current allotments are accommodated, the City will allocate any available space to new community sport groups or private, non-resident or commercial groups in the following order of priority:

- First Priority: Richmond based youth sport associations
- Second Priority: Richmond based adult sport associations
- Third Priority: Private Richmond based recreational leagues
- Fourth Priority: Richmond Individual sports teams
- Fifth Priority: Non-resident or commercial renters

## CODE OF CONDUCT:

As a responsible user of the City of Richmond and School District #38 (Richmond) outdoor sports facilities, all leagues/teams/individuals are expected to follow these guidelines:

- The consumption of alcohol and/or illegal drugs is not permitted.
- No smoking (including tobacco, cannabis, and all vapour products) at public parks and school grounds. This includes playing fields, playgrounds, and trails.
- Players, coaches and team supporters must be courteous and respectful to residents, other park users, caretakers, City staff and other agencies at all times.
- Use designated washroom facilities. Access to school washrooms is **NOT** permitted.
- Obey all traffic and parking signs, regulations, by-laws and conditions.
- Pick-up and remove all litter generated while using the park
- Respect and protect public and private property.
- Obey City of Richmond Park bylaws and regulations.
- Lighting of fields, diamonds, tennis, basketball and lacrosse box is permitted until 11:00pm (exceptions London, Richmond High and Hugh Boyd Park the lights are shut-off no later than 10:30pm). Written authorization is required from the Parks Department for use beyond 11:00pm.
- Pick-up after your pets (dogs must be on leash at all times).
- Sport facility access is limited to your assigned allocation times as noted on your group's rental contract. Permit holders are allowed onto their assigned area at their contract start time. All users must leave the area by the end time on your contract.
- The applicant will not sublet the use of their allotted sport facility time to any person, group or organization not named on the rental contract to use or occupy the field without the City of Richmond's written consent.

## ARTIFICIAL TURF CONDUCT:

In addition to the above, the following conditions specific to using the artificial turf must be adhered to at all times:

- No food or beverages except water
- No gum, sunflower seeds, or tobacco products
- No pets
- No portable practice nets (without prior approval)
- No metal cleats or track spikes are permitted.
- Spectators: All spectators must remain outside the fenced area. The playing field and sidelines are for players, coaches, officials and medical personnel only.

## CODE OF CONDUCT VIOLATIONS:

The City of Richmond and the RCMP have agreed on procedures for dealing with groups that disregard the above Terms and Conditions and Code of Conduct. For an explanation of penalties and disciplinary action, review the Code of Conduct violations policy at [richmond.ca](http://richmond.ca).

**I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE 'TERMS AND CONDITIONS' FOR PARKS AND FACILITY USAGE AND MY LEAGUE/TEAM /SUPPORTERS AGREE TO ABIDE BY THEM. It is a privilege to use the facilities and these conditions are necessary to ensure that the park is enjoyed by everyone.**

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Signature of Representative /Contact Person

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Date



**Artificial Turf Fees Per Hour 2025**

	<b>Full Size</b>	<b>Mini Field</b>
Richmond Youth Groups	\$27.75	\$14.50
Richmond Adult Groups	\$46.25	\$23.75
Commercial/Private (all ages)	\$67.00	\$34.50

**Ball Diamonds: Natural Turf Fees and Charges Per Hour 2025**

<b>Artificial Turf (With Lights)</b>	Commercial (all ages)	\$71.50
	Private or Non-Residential (all ages)	\$71.50
	Richmond Youth Groups	\$29.50
	Richmond Adult Groups	\$49.25
<b>Sand Turf (With Lights)</b>	Commercial (all ages)	\$29.50
	Private or Non-Residential (all ages)	\$23.50
	Richmond Youth Groups	\$8.75
	Richmond Adult Groups	\$18.50
<b>Sand Turf (No Lights)</b>	Commercial (all ages)	\$26.25
	Private or Non-Residential (all ages)	\$21.50
	Richmond Youth Groups	\$8.25
	Richmond Adult Groups	\$17.25
<b>Soil Turf (No Lights)</b>	Commercial (all ages)	\$8.50
	Private or Non-Residential (all ages)	\$7.25
	Richmond Youth Groups	\$4.25
	Richmond Adult Groups	\$6.25

**Fields: Natural Turf Fees and Charges Per Hour 2025**

		<b>Full Size</b>	<b>Mini Size</b>
<b>Sand Turf (With Lights)</b>	Commercial (all ages)	\$45.50	\$23.25
	Private or Non-Residential (all ages)	\$37.00	\$19.50
	Richmond Youth Groups	\$13.50	\$7.50
	Richmond Adult Groups	\$27.50	\$14.50
<b>Sand Turf (No Lights)</b>	Commercial (all ages)	\$32.75	N/A
	Private or Non-Residential (all ages)	\$26.50	N/A
	Richmond Youth Groups	\$9.75	N/A
	Richmond Adult Groups	\$20.50	N/A
<b>Soil Turf (No Lights)</b>	Commercial (all ages)	\$11.75	\$6.75
	Private or Non-Residential (all ages)	\$9.50	\$6.00
	Richmond Youth Groups	\$5.00	\$3.75
	Richmond Adult Groups	\$7.50	\$5.00

## Track and Field Fee Schedule 2025

Training fee: All ages	Track and Field Club	\$925.00/year
Richmond Youth Meets	Track and Field Club	\$176.00/meet
Richmond Adult Meets	Track and Field Club	\$272.00/meet
Private Group Meets	Meets/day	\$675.00/day
Private Group Meets	Meets/hour	\$57.75/hour