



# User Group Request Application

Long Term events such as Sporting events. Upon approval from council permit is valid for two years.

- Reservation request must be made at least 1 month prior to the reservation date.
- Please allow for up to one month for council approval of permit.

Event Type (Please provide details on the back of this form): <i>Youth Softball</i>
Park/Field Requested: <i>Stanley Field Secondary: Bender Park</i>
Date(s) Requested (provide schedule): What timeframe are you requesting for practices and games (start and end dates): <i>15 March - 15 July 2026 15 MARCH - 15 JULY 2027</i>
Name of Organization: <i>Miles City Youth Softball Association</i>
Primary Contact Person: <i>Mallory Dougherty</i>
Phone Number: <i>(913) 787-1572</i>
Email Address: <i>meysa25@gmail.com</i>
Mailing Address: <i>PO Box 1634 Miles City MT 59301</i>
Secondary Contract Person: <i>Donnie Martin</i>
Phone Number: <i>(406) 851-1421</i>
Email Address: <i>meysa25@gmail.com</i>
Mailing Address: <i>PO Box 1634 Miles City MT 59301</i>

**Upon approval, the following checked items must be provided: Fees**

Processing Fee	\$25.00
Park Use Fee (determined from Parks Policy Manual)	\$ <i>150</i>
Damage Deposit (Refundable) <ul style="list-style-type: none"> <li>• If there will be canopies/tents at your event or if you are using a rental company, an additional deposit maybe needed.</li> <li>• A walk through is required before and at the end of any season.</li> </ul>	\$ <i>250-</i>
Alcohol Waiver <ul style="list-style-type: none"> <li>• Refer to Parks Policy Manual</li> </ul>	<i>NO</i>
Liability Insurance (information provided in the Parks Policy Manual) <ul style="list-style-type: none"> <li>• Naming the City of Miles City, Its Officers, and Agents as additionally Insured</li> <li>• Meets all information in Ordinance # 1393 and in the Parks Policy Manual</li> </ul>	Need to provide proof
Insurance Endorsement Statement <ul style="list-style-type: none"> <li>• Naming the City of Miles City, Its Officers, and Agents as additionally Insured.</li> </ul>	Needed
Has read and will meet all requirements within Parks Policy Manual	<input checked="" type="radio"/> Yes <input type="radio"/> No
Signed agreement detailing the event	<input checked="" type="radio"/> Yes <input type="radio"/> No

Insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Miles City prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

**Insurance Endorsement Statement**

An Endorsement Statement is required for all applicable policies additionally insuring the City of Miles City, its officers, and agents and the Group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility. In addition, the policy or policies shall contain a provision that no cancellation thereof shall be effective by the insurer without forty five (45) days written notice to the City of Miles City and the insured Reservation group.

**City of Miles City Address to be used on Insurance Documentation**

City of Miles City  
174 S. 8<sup>th</sup> Street  
PO Box 910  
Miles City, MT 59301

Email: [smalenovsky@milescity-mt.org](mailto:smalenovsky@milescity-mt.org) For questions, please call the Public Works Department at 406-874-8617.

Please provide event details or further information here.

Softball games and practices.

This application does not guarantee approval. If approved by council, the applicant/organization will need to sign the Park User Permit.