



City of
Campbell
River

FIELD LIGHTING USE APPLICATION

PARKS & RECREATION DEPARTMENT
c/o 301 St. Ann's Road, Campbell River, BC V9W 4C7
Telephone: (250)923-7911 Fax: (250)923-7921

APPLICANT'S NAME:			
ORGANIZATION:		PERSON RESPONSIBLE:	
PHONE (H):	PHONE (W):	FAX:	E-MAIL:
ADDRESS:			POSTAL CODE:
ALTERNATE CONTACT:			PHONE:
FIELD REQUESTED:			
DATES AND TIMES LIGHTS ARE TO BE USED:			
TYPE OF ACTIVITY:			

LIGHTING REGULATIONS

1. GENERAL

- The lights will only be used for authorized events.
- The lights will be turned on no sooner than one hour before dusk and turned off immediately after an event has been completed.
- There will be no use of the lights after 10:00 p.m. daily (in accordance with By-law #997).
- Unauthorized use of the lights or failure to comply with the regulations will result in the loss of the use of the facilities.

2. USAGE (Priority for Use):

- **MAIN FIELD**

<u>Minor Sports:</u>	Monday to Thursday	5:00 p.m. to 7:30 p.m.
	Friday to Sunday	5:00 p.m. to 8:00 p.m.
- **MAIN FIELD**

<u>Adult sports:</u>	Monday to Thursday	7:30 p.m. to 10:00 p.m.
	Friday to Sunday	8:00 p.m. to 10:00 p.m.
- **DIAMOND #3 (available for ball use only):**

<u>Minor Sports:</u>	Available if not used by adults.
<u>Adult Sports:</u>	Monday to Sunday one hour before dusk to 10:00 p.m.

3. SECURITY

- It is the responsibility of the permit holder to ensure that the lights are shut off at the end of a completed event and that the building is properly secured.
- Please ensure that the doors to the electrical buildings are locked at all times (during and after an event). Unsupervised access could be dangerous.
- If City Staff are called out to shut off lights or secure open buildings these charges will be passed on to the user group responsible. Minimum call out time is four (4) hours. Repeated abuse by any one group will result in the cancellation of the use of the facility.

4. KEYS

- Access to the light switches is contained in the appropriately marked buildings.
- Only authorized people will be issued keys.
- Keys must NOT be duplicated. Individuals or groups found responsible for duplicating keys will lose the privilege of having a key and will be charged for the cost of changing the locks and making of new keys.
- All keys must be signed out from the Parks & Recreation Department (Sportsplex, 1800 South Alder Street) during regular working hours (8:30 a.m. - 4:30 p.m.).
- A key deposit of \$100.00 (one hundred dollars) is required for each organization requiring access to the lights. \$5.00 (five dollars) is charged for each additional key signed out. A key deposit form must be completed prior to the key being signed out (keys must be returned immediately after an event or season is completed)

I _____ (Print Name)
 have read the regulations governing the use of the lights and fully understand and agree to abide by this policy.

Signed: _____ Date: _____

Witness: _____ Date: _____

Director's Approval: _____ Date: _____