Bear Creek Junior Sports Association

Fields and Facilities Request form

All fields and facilities MUST be requested by sports Director BEFORE a request can be sent to the organization in charge of the facility.

Dates and deadlines for request are subject to change according to the leasing facilities regulations, however the below are suggested deadline to turn form into Fields and Facilities to ensure requests are made by the deadlines. Requests are not confirmed until permit is received. Upon director's receipt of permit, Fields & Facilities will forward the permit and invoice to BCJSA Treasurer for payment in full. Any credit due to a sport will be credited the following season. It is each sports responsibility to notify F&F of any credits due.

Spring/Summer Sports – Requests to F&F by February 15 (Fields Open around mid-March)
Fall/Winter Sports – Requests to F&F by July 1 (Fields open around 1st week of August)

Your Sport:

Field/Facility	Days of Week	Times Wanted	Start Date	End Date	Contact Name (if new)	Contact info (If new)
ie. SAC 2	M-F	4:00-8:00	Aug 6	Nov 1	--	--
SAC 2	SAT	8:00-8:00	Aug 15	Nov 1		

Directors Signature: _____Date: _____

For Fields and Facility use only	
Rcvd Req	Sent Field Req
Permit Rcvd	Invoice Submitted
Notes:	