

How to Become a League

Becoming a league with the City of Allentown has many benefits to you. Listed below are the benefits and how to become a league.

Benefits:

1. **Peace of mind** - Becoming a league requires insurance. Insurance covers rentals at City of Allentown fields. If anything were to happen, you and the city would be covered.
2. **Set schedules** - Leagues can submit schedules early to increase chances of securing requested dates.
3. **Faster turnaround time for permits**
4. **Tenure**- Leagues in good standing are given priority over pick-up games.

Process:

1. **Complete Sports Permit Application** - go to www.allentownparksandrec.com and create a profile, once your account is approved you can put in your request. Please list 1st and 2nd choice locations. Our fields are always heavily booked.
 - a. **Deadlines to submit applications:**
Spring fields - January 30th
Summer fields - April 30th
Fall Fields - June 30th
2. **Review process** - complete applications are reviewed and applicants are contacted regarding status of application(s) in a timely manner.
3. **INSURANCE** - You **MUST** submit insurance AT LEAST 30 days in advance. NO EXCEPTIONS. Requirements are on the back of this page. No league may begin without submitting completed insurance 30 days in advance.
4. **Payment-**
 - a. 50% down payment due upon receipt of your invoice
 - b. 50% is due at the end of your season.

*[**This payment process allows us to adjust your invoice pending rainouts, cancellations, etc.]*

Requests are subject to refusal/denial by the Parks & Recreation Director for failure to meet City of Allentown requirements.

**!! Any renter or organization that has more than three (3) pick-up games in a season
MUST become an official league!!**



Insurance Requirements

- Please provide us with a copy of your **Certificate of Liability Insurance naming the City of Allentown as the additional insured in the amount of \$1,000,000**. The Certificate Holder needs to read:

**City of Allentown
c/o Parks & Recreation
435 Hamilton St.
Allentown, PA 18101**

- Please be sure to list all rental dates in the "Description" section.
- Also, as part of the insurance, we will need a copy of **the Additional Insured Endorsement Page** (*see sample below*) in ADDITION to the certificate of liability insurance, naming the City of Allentown as the additional insured.

Sample:

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph C. Who is An Insured in Section II - Liability:

3. Any person(s) or organization(s) shown in the Schedule is also an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf in the performance of your ongoing operations or in connection with your premises owned by or rented to you.

- Insurance is due **NO LATER THAN (30) THIRTY DAYS BEFORE** your event start date.

No events can occur without these two (2) documents. We thank you in advance for your understanding on this matter.

Thank you,

City of Allentown Parks & Recreation Department