



PARKS & RECREATION

Wheatley Heights Sports Complex Reservation Request Process and Requirements

Stadium:

- Inquiries or requests for use should be submitted to the Assistant Manager. Formal reservation requests should be made in writing using the Special Event Application, which can be emailed to Mike.Kaye@sanantonio.gov
- Events:
 - o Event reservations can be requested up to 12 months in advance and should be made at least two (2) weeks prior to the requested event date. If there is a cancellation, notification must be made to the Parks and Recreation Department.
 - o **FOUR EVENT RULE:** Organizations may schedule a maximum of four events per season (Spring, Winter, Summer, Fall) within the 12 month period
 - o If organization is seeking additional reservations, dates may be requested within 90 days and are subject to availability
 - Payment for event reservations must be made at least 30 days prior to scheduled event. If payment is not received within 30 days, the event is subject to cancellation
 - Upon receipt of payment, a permit will be provided
- Practices:
 - o Practice reservations will open on a quarterly basis one month prior to each quarter (i.e. January-March will open no later than December 1).
 - Payment for practice reservations must be made in full at least two weeks prior to the first scheduled date. If payment is not received within two weeks, the practices are subject to cancellation
 - Upon receipt of payment, a permit will be provided
- The facility must be cleaned and returned to its original condition prior to end of reservation time period.
 - o If Concessions have been approved for use, it is the organization's responsibility to obtain all necessary permits required by the San Antonio Metropolitan Health District. Failure to provide and post appropriate permitting will result in Concessions use being terminated immediately
 - o All equipment, supplies and waste should be appropriately disposed of with the facility being returned to its original condition prior to end of reservation time period.
 - o It is the organization's responsibility to complete the Facility Checklist prior to reservation
- **PLEASE NOTE:** All setup and breakdown is the responsibility of the organization
- All trash needs to be removed from the bins and placed in the dumpster or designated trash areas for pick up
- Cleaning fees may be applied, depending on event
- Security is required for all events scheduled at the stadium and must be coordinated through Park Police, Off Duty Coordinator, Henry Bassuk—Ofc. Bassuk can be reached via email at henry.bassuk@sanantonio.gov or via phone at (210) 207-2166
 - o Practices with less than 100 individuals in attendance do not require Security coverage



PARKS & RECREATION

- If organization fails to provide appropriate security coverage, organization may have reservation and/or future reservations canceled
- Organizations requesting reservations for the stadium must comply with all insurance requirements. Parks and Recreation will notify the organization of all necessary coverages to be listed on the Certificate of Insurance (COI). The COI must be received and approved within 30 days of requested use
- All reservations must comply with the facility Emergency Action Plan and Weather Policy.
- For more information regarding weather cancellations, please see cancellation policy listed in Special Event Application or on your permit

Event Hall:

- Inquiries or requests for use should be submitted to the Assistant Manager. Formal reservation requests should be made in writing using the Special Event Application which can be emailed to Mike.Kaye@sanantonio.gov
- Event reservations can be requested up to 12 months in advance and should be made at least two (2) weeks prior to the requested event date. If there is a cancellation, notification must be made to the Parks and Recreation Department.
 - Payment for event reservations must be made at least 30 days prior to scheduled event. If payment is not received within 30 days, the event is subject to cancellation
 - Upon receipt of payment, a permit will be provided
- The facility must be cleaned and returned to its original condition prior to end of reservation time period.
 - If food & beverages have been approved for use, it is the organization's responsibility to obtain all necessary permits required by the San Antonio Metropolitan Health District. Failure to provide and post appropriate permitting will result in Concessions use being terminated immediately
 - All equipment, supplies and waste should be appropriately disposed of with the facility being returned to its original condition prior to end of reservation time period.
 - It is the organization's responsibility to complete the Facility Checklist prior to reservation
- **PLEASE NOTE:** All setup and breakdown is the responsibility of the organization
- All trash needs to be removed from the bins and placed in the dumpster or designated trash areas for pick up
- Cleaning fees may be applied, depending on event
- Security is required for all events scheduled at the stadium and must be coordinated through Park Police, Off Duty Coordinator, Henry Bassuk—Ofc. Bassuk can be reached via email at henry.bassuk@sanantonio.gov or via phone at (210) 207-2166
 - Events with less than 100 individuals in attendance do not require Security coverage
 - If organization fails to provide appropriate security coverage, organization may have reservation and/or future reservations canceled
- Organizations requesting reservations for the Event Hall must comply with all insurance requirements. Parks and Recreation will notify the organization of all necessary coverages to be listed on the Certificate of Insurance (COI). The COI must be received and approved within 30 days of requested use