



Personal Trainer Checklist:



- Complete park/field reservation form and submit \$25 application fee
- Submit \$200 Annual Permit Fee
- Fees must be submitted to facilities reservation clerk monthly for % of gross receipts
- Provide Certificate of Insurance
- Sign and submit Insurance Endorsement Form #1
- Sign and submit Indemnification and Hold Harmless Agreement
- Personal training staff must be on site accompanying participants
- Personal training staff must be wearing City issued identification tag
- Personal training staff must submit specific date, time and location of park/field use
(training at a location without prior notification will result in loss of permit)
- Personal training staff must submit the number of participants in each class and specific activity

This permit is issued on a temporary basis and may be cancelled at anytime

This permit is valid through _____

Name of Permittee

Date

Staff Use Only

Approval: Director Manager Supervisor

Reservation input into ActiveNet

Copy of checklist and application submitted to: Park Ranger Heights Supervisor

Joslyn Supervisor Recreation Manager Sports Supervisor Other _____