

Kingsford Heights Athletic Field RENTAL APPLICATION & AGREEMENT

1. Organization Making Request _____
2. Today's Date _____
3. Contact Person/Responsible Party _____
4. Address _____
5. City _____ State _____ Zip _____
6. Cell # _____ Alternate# _____
7. Facility Requested _____
(i.e., Bynum ball diamond, Gearheart ball diamond)
8. # of fields requested _____
9. Requested Rental Date(s) _____
10. Sport or activity being played _____
11. Estimated Attendance _____
12. Start Time _____ am/pm End Time _____ am/pm
13. Will a particular set-up or equipment be needed for your request? If Yes describe

Please read before signing.

I understand that completing and signing this agreement is a **request** until it is approved and the required fees are paid; this request becomes a contractual agreement. Requests must be received 21 days before the rental date requested, unless otherwise approved, and will be reviewed within 3-5 business days of being received. No deposit or payment is due with this form.

I agree to submit payment, as determined by the Kingsford Heights Parks and Recreation Board, by the date indicated when notified of approval. Failure to submit payment by the date requested will make this request null and void and may result in loss of the time slot.

I understand submitting a request is NOT a guarantee of availability or approval. All rentals are processed as identified in the Usage Procedures, Rules, and Rates. Requests will be

reviewed based on KHPR policy, facility, and staff availability. KHRP reserves the right to deny any rental that is deemed inappropriate.

I have read the Kingsford Heights Park Board regulations and agree to adhere to them. This acknowledges that I have read the Athletic Field Usage Procedures, Rules and Rates. As the Responsible Party for the field rental, I will make all users aware of the rules and regulations associated with the use of the athletic field(s).

I can assure that the Individual taking responsibility for the Rental Application and Agreement is 21 years of age. I understand and will ensure that an authoritative representative of the organization, over the age of 21, will remain on premises for the duration of the rental. I understand that the organization is solely responsible for any and all supervision during rental. I understand that the organization is solely responsible for determining whether the site is safe and appropriate for use before each use, and notifying the Park Board of any known safety hazard. Safety includes the protection of the resources as well as the participants

It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the Kingsford Heights Park Board, its officers, employees, volunteers and agents against any liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement. It is also understood that the organization will provide and maintain at its own cost, insurance coverage as outlined in the Athletic Field Usage Procedures, Rules, and Rates.

Printed Name of Responsible Party

Signature of Responsible
Party

Date of Signature

Title/Office (if applicable)

Please sign and return this Rental Application and Agreement to:

Kingsford Heights Town Hall
504 Grayton Road
Kingsford Heights, IN 46346
E-mail: khparcsandrec@gmail.com

Office Use Only

The fields listed below are approved for use during the listed times. The signature of this form approves the use by the organization.

Permits are valid only in accordance with the park district regulations.

Approved by _____ Title _____

Disapproved by _____

Printed Name _____ Phone Number _____

Field(s): _____

Times: _____

Estimated Cost _____

Deposit _____

Final Cost _____

Payment Owed _____ Date Payment is Due _____

Date Paid _____

Remarks: _____

Additional Options Baseball/ Softball

Choose one Option

1: Basic Option

2: Tournament Option

Total Price _____

Athletic Field Usage Procedures, Rules, and Rates

The Kingsford Heights Park Board offers a variety of athletic fields for baseball and softball at different parks. Our main facility is the Kingsford Heights Community Center, but we offer fields throughout the community. Below is a list of athletic fields available for rental. Fees listed below are for general field requirements for one-time set-ups (i.e., ball diamonds being dragged & lined once/day). If fields need to be painted specifically for an event or multiple field preps are needed during the day, additional fees may apply. Fields could be available for other sports, so please note that on your rental application.

Softball/ Baseball Fields Fees

Brynum Field: \$200.00

Lights: \$75.00

Gearheart Field: \$200.00

Lights: \$75.00

User Priority

To be consistent in granting use of these fields, identifying priority user groups, specifying deposit and fee schedules, and establishing administrative rules, the following guidelines apply:

1. Kingsford Heights Ball Club
2. Other Rental Groups (if space is available)

Availability of Field for Scheduled Use

Field availability is based on the user priority list, field conditions, weather, and resting schedule.

Monday – Friday:

- Ball Diamonds – available for rentals for games or practices from 8 am to 9:00 pm

Weekends:

- Ball Diamonds – available for rentals for games or practices from 8 am to 11 pm

Scheduling Procedures

After the Kingsford Heights Park District programs, leagues, and tournaments have been scheduled and field needs have been determined for each season, all open time slots will be available for rental based on the priority list.

Based on priority listing, groups will be asked to submit schedules and applications by March 1 of each year to schedule games and events for the season. After confirming dates, any available fields will be available for rental for other groups.

Reservation requests will be accepted in person at Kingsford Heights Town Hall, 504 Grayton Rd, email to: khpsandrec@gmail.com. A field request form must be filled out; the Park District does not take verbal requests for field rentals. Only user groups who have a completed facility request form will be considered for rentals, and field requests will not be accepted or considered from any group with outstanding fees owed to the Kingsford Heights Park Board.

After the field request is reviewed and approved, a field contract/permit will be issued to the user group. This permit should be in the possession of the user group during the time of the rental.

After date requests have been accepted and reserved by the Kingsford Heights Park Board, the reservation process is not complete until payment is made in full. If the user group does not commit to the rental by making their full payment, the time slot(s) may be distributed to other groups. Rentals are determined on a first-come, first-served basis. Changes to scheduled rental or practice times can be approved only by the Athletics Supervisor.

Cancellation/Refunds

- A. For rentals cancelled 90 business days or more in advance, the user group will be refunded 90% of the fees paid.
- B. For rentals cancelled 89 to 30 business days in advance, the user group will be refunded 50% of the fees paid.
- C. Refunds will not be granted for rentals that are cancelled less than 30 business days before the rental date or if the rental is cancelled after it has started.

Rainouts

- A. The Kingsford Heights Park Board reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions, or damage that could cause safety concerns. The WPD will make every effort to get games in, especially for tournaments and events that have no rain date options.

Insurance

The Kingsford Heights Park Board requires all user groups to provide a certificate of liability insurance.

- A. Provide General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.
- B. The Kingsford Heights Park Board must be named as an additional insured using ISO additional insured endorsement CG2026 or a substitute. The insurance policy shall not be suspended, voided, canceled, reduced in coverage, or in limit except after thirty days prior written notice has been given to the District by certified mail and a return receipt requested. Insurance forms must be submitted to the Town Hall prior to use of the fields.

Tournaments/Special Event Permits

Kingsford Heights Park Board may require additional permission, permits, fees, and security deposits in some cases. The Park District reserves the right to increase the fee based on the nature of the activity. Shuttle buses, police coverage, trash, storage, etc may be an additional charge which can be determined by the Kingsfords Heights Park Board.

Field Prep options for Baseball and Softball

Option 1: Basic is included in the tournament contract, Basic prep in the AM

Rules and Regulations

- A. The Kingsford Heights Park Board will give rental groups a permit to show authorization to use the field(s). The permit is not valid if games are cancelled due to bad weather or field conditions.
- B. Field use is limited to the specified times as noted on the permit. If warm-up time is needed, then that must be included in the rental. Fields will not open for play or warm up until 30 minutes before the first scheduled game.
- C. Permits may be revoked if there is failure to follow district regulations.
- D. Alcoholic beverages are prohibited in all parks, including fields and parking lots.
- E. A player may provide his or her snack/drink for play, but all food and beverages for eating before and after games and/or team picnics must be purchased from the concession stands on site.
- F. Any group at the Park who plans to cater food for staff, players, or officials must purchase food through the concession stands. No outside catering is allowed (i.e., pizza, etc.)
- G. All accidents, breakage, or loss must be reported to the Kingsford Heights Park Board's on-site supervisor or the Athletic Supervisor.
- H. Any maintenance issues should be reported to the Kingsford Heights Park Board's on-site supervisor or the Athletic Supervisor.
- I. The rental groups must clean up all trash after the last game. If recycling containers are available, please use them.
- K. The Kingsford Heights Park Board is responsible for preparing athletic fields.
- L. No painting of the field is permitted. Any special markings on fields may increase rental fees. Including field size changes and additional field layouts or setups.
- M. The Kingsford Heights Park Board will have Site Supervisors checking on fields.
- N. The rental groups must have an identifiable representative, over the age of 21, on site for the duration of the rental, whom the Kingsford Heights Park Board Site Supervisor can talk to about any problems or concerns.
- O. User groups who are given keys to facilities and are responsible for opening and closing the facility must ensure the facility is locked and secured prior to vacating the facility, which can include securing gates, doors, locks, and turning off field lights. Failure to do so may result in non-refundable cancellation of field use for the remainder of the season. User groups may be responsible for the cost of additional lighting or vandalism repairs. Groups may also be subject to fees associated with lost keys.
- P. Vending/Selling is prohibited in all parks, including the fields and parking lots. Only Kingsford Heights Park Board permitted vendors are allowed.
- Q. If additional dates or time is needed to reschedule make-up games, preapproval by the Kingsford Heights Park Board is required.
- R. Automobiles shall be parked only in designated areas. Driveways and entrances must be clear at all times. The posted speed limit must be observed. Violators may be ticketed or towed at the owner's expense.
- S. Loudspeakers and public address instruments are prohibited without Kingsford Heights Park Board permission.
- T. The Kingsford Heights Park Board is not responsible for loss or damage or personal property belonging to those using the fields.
- U. The rental groups must provide the district with a contact person and phone number who can be notified of game cancellations on the weekends. The contact person will be notified by phone.

- V. No pets allowed on the athletic fields.
- W. To avoid damage, the following are not allowed on any **turf surface**: long cleats, studs and heels on footwear or chairs, stakes in tents, goals or other structures, gum and sunflower seeds. If locates are needed, the group is responsible for providing that service.
- X. Moving of bleachers is not allowed. This must be requested on a field request form seven days prior to rental or usage.
- Y. Each user group needs to designate a Responsible Party for all field rentals, to inform team coaches, representatives, and players about Kingsford Heights Park Board procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights.
- Z. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.
- AA. User groups at the SportsPark should leave the fields and seek shelter immediately if the lighting detection system sounds a warning (one 15-second blast of horn). Teams may return to the fields when the system gives an all-clear signal (three 5-second blasts of the horn). Regardless of whether the system sounds a warning or not, the procedures listed above should be followed.
- BB. The Kingsford Heights Park Board reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions, or damage that could cause safety concerns.
- CC. The Kingsford Heights Park Board uses of parks ordinance, and all rules and regulations listed here and posted at the site shall be adhered to.

The Kingsford Heights Park Board is not responsible for any personal property loss or damage to vehicles. The Kingsford Heights Park Board reserves the right to terminate its permit if regulations and/or rules are not followed.

