

Sports Field Rental

Application & Contract Agreement



To confirm a reservation for an MPRD sports field, this form and all accompanying paperwork must be completed, signed, and submitted along with proper payment at least one week prior to the date of the activity.

Today's Date: _____

RESERVATION INFORMATION

Fields Requested (<i>check box & circle field</i>)	Event Date(s)	Start Time First Game	End Time Last Game
<input type="checkbox"/> Twin Oaks Main (#1, #2, #3, #4) *Tournament Only	_____	_____	_____
<input type="checkbox"/> Twin Oaks South (#5, #6)	_____	_____	_____
<input type="checkbox"/> CiCo Park (Blue, Gold, Green, Red, Pluto)	_____	_____	_____
<input type="checkbox"/> Eisenhower Complex (Norvell, North, South)	_____	_____	_____
<input type="checkbox"/> City Park (Wilson, Baker, Miller)	_____	_____	_____
<input type="checkbox"/> Griffith Park (East, West, Soccer Area)	_____	_____	_____
<input type="checkbox"/> Anneberg Turf Soccer #1 (Full size, Half, Quarter)	_____	_____	_____
<input type="checkbox"/> Anneberg Soccer Grass (#2, #3, #4, #5, #6, #7)	_____	_____	_____

Name of Activity _____

Fields Needed _____

Event Director _____

Address _____

Phone (cell) _____

City _____ Zip _____

Phone (home) _____

E-Mail _____

Signature _____

SPORTS FIELD RENTAL FEES

Turf (Baseball/Softball Fields)	\$30/hr
Norvell Baseball Field	\$30/hr
Turf Soccer (Half Field)	\$25/hr
Turf Soccer (Full Field)	\$50/hr
Grass Soccer (Half Field)	\$15/hr
Grass Soccer (Full Field)	\$30/hr
Skinned Infield (Dirt Field)	\$15/hr
Lights	\$25/hr
Additional Field Maintenance	\$10/hr
Diamond Dry/Chalk	\$15/bag
Field Paint	\$5/can
Initial Field Prep (Skinned Infield)	\$25/field
Field Supervisor	\$10/hr/worker

Fees for diamond dry, field paint, and additional field maintenance will be billed to event director after the event.

OFFICE USE ONLY

Field Rental ____ fields x ____ hrs x ____/hr = \$ _____

Initial Field Prep ____ fields x \$25/field = \$ _____

Lights ____ fields x \$25/hr = \$ _____

Field Supervisor ____ Supervisor(s) x ____ hrs x \$10/hr = \$ _____

Food vendor ____ Approved ____ Denied

Additional charges for diamond dry, field paint, additional maintenance, or any other charges will be billed to event director after the event.

TOTAL EVENT FEE DUE = \$ _____

Date Paid _____ Receipt # _____

Full payment due at least 14 days prior to the date of activity, or the event is subject to cancellation.

Manhattan Parks and Recreation
 1101 Poyntz, Manhattan, Kansas 66502
 785-587-2754 Fax 785-587-2727
mhkprd@cityofmhc.com

Sports Field Rental Rules and Regulations



Manhattan Parks and Recreation (MPRD) sports fields' applicants must read and agree to the following rules and regulations.

RESERVATIONS

- ✓ All sports field usage requests must be submitted to the MPRD staff person responsible for the facility that is requested, who will then review the request with the Recreation Superintendent. Those two staff members will determine if the request is to be accepted or denied.
- ✓ Reservation requests must be made no later than one month prior to the date of the event. All fees must be paid no later than two weeks prior to the event. The fee to be charged is determined by the requested usage, based on the rental fees defined on the Application & Contract Agreement.

FACILITIES

- ✓ A limit of only two events may be held at Anneberg Park on any one weekend (i.e. baseball tournament / soccer tournament, softball tournament / fishing derby, soccer tournament / fishing derby). At the discretion of MPRD administrative staff, more than two events may be held if each of the events is small.
- ✓ Facilities are available from 7:00 a.m.-11:00 p.m. Use of facilities other than during these times must be requested in written correspondence to the Recreation Superintendent. MPRD programs are given scheduling priority at all MPRD facilities.
- ✓ The playability of fields is determined by MPRD staff. MPRD reserves the right to postpone or cancel any games and/or tournaments due to inclement weather, or for any reasons deemed necessary.
- ✓ An MPRD Field Supervisor must be present for all activities scheduled on MPRD facilities. A Field Supervisor will be assigned to each facility by the MPRD staff member in charge of each facility.
- ✓ The \$25 field set-up fee is for routine "dry field" maintenance only. If additional staffing is needed to prepare wet fields, the tournament organizer will be billed after the event at a rate of \$10/hour/person. Tournament organizers may arrange for their own volunteer wet field assistance, but only under supervision of MPRD staff.

AMENITIES

- ✓ Scoreboards may be used during events. Organizers will be responsible for securing scorekeepers, and for ensuring proper use and care of the scoreboard consoles.
- ✓ Use of any small, motorized vehicles (golf carts, Gators, ATV's, etc.) must be approved by MPRD.
- ✓ MPRD office staff will "block out" the Anneberg picnic shelters when two large events are scheduled for Anneberg Park on the same weekend. Any other use of Anneberg shelters must be requested through the MPRD staff member in charge of those facilities.
- ✓ MPRD staff will coordinate with the appropriate concession contractor to assure that concession stands are open during events. Use of the concession stands by event organizers is prohibited.
- ✓ The use of vendors during events must be approved by MPRD administrative staff. Food vendors are prohibited.
- ✓ Use of tents, and their location, must be approved by MPRD administrative staff prior to the event. Event organizers are responsible for securing locates for underground utilities.
- ✓ The right to charge a "gate fee" for any event must be approved by MPRD administrative staff prior to the event. Event organizers are responsible for setting up and staffing the gate. City ordinance requires that 25% of gate admission receipts be submitted to the City of Manhattan.

OTHERS

- ✓ Alcoholic beverages are prohibited in any City of Manhattan park and/or sports facility.
- ✓ Event organizers are responsible for controlling litter during events, and for picking up all litter upon conclusion of the event. This includes, but is not limited to, litter in dugouts, around player benches, in the bleachers, and in the restrooms. The event organizer will be billed at a rate of \$9.00/hour/person for any MPRD staff labor needed to pick up leftover trash.
- ✓ Events that are cancelled within two weeks of the event will be refunded 75% of the total fee. Events that are cancelled due to weather, or other factors not under control of the event organizer, will be refunded in full minus any expenses incurred in the process of making the cancellation decision.
- ✓ MPRD may photograph, film or videotape visitors for standard educational, promotional, and news-related purposes. Rental and/or visitation is implied consent for the City of Manhattan's use of a renter's or visitor's likeness, voice, or video image for such purposes.

Signature of Applicant

Date

MPRD Staff Signature

Date