

**Outdoor Court Rental
Reservation Application**



To confirm a reservation for an MPRD outdoor court (tennis, sand volleyball, basketball, skate park), this form and all accompanying paperwork must be completed, signed, and submitted along with proper payment at least seven days prior to the date of the activity.

Today's Date: _____

RESERVATION INFORMATION		
Courts Requested (<i>check box & check court</i>)	Event Date	Times Needed
<input type="checkbox"/> Tennis – City Park East (<input type="checkbox"/> #1, <input type="checkbox"/> #2, <input type="checkbox"/> #3)	_____	_____
<input type="checkbox"/> Tennis – City Park West (<input type="checkbox"/> #4, <input type="checkbox"/> #5, <input type="checkbox"/> #6)	_____	_____
<input type="checkbox"/> Tennis – CiCo Park (<input type="checkbox"/> #1, <input type="checkbox"/> #2, <input type="checkbox"/> #3)	_____	_____
<input type="checkbox"/> Basketball – City Park	_____	_____
<input type="checkbox"/> Sand Volleyball East	_____	_____
<input type="checkbox"/> Sand Volleyball West	_____	_____
<input type="checkbox"/> Skate Park	_____	_____
<input type="checkbox"/> Other (specify: _____)	_____	_____

Activity _____ # of People _____

Contact Person _____ Signature _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

Manhattan Parks and Recreation
 1101 Poyntz Ave., Manhattan, KS 66502
 785-587-2754 Fax 785-587-2727
mhkprd@cityofmhk.com
www.mhkprd.com

OUTDOOR COURT RENTAL FEES	
Tennis Courts	\$10/hour/court
Includes use of lights and tennis court. Lights will shut off at 11:00pm.	
Sand Volleyball	\$10/hour/court
Contact MPRD Office to make arrangements to set net heights. Sand court renters must provide their own volleyball! Lights will shut off at 11:00pm.	
Basketball	
Drop in only or Special Event Reservation	
Skate Park	
Drop in only or Special Event Reservation	

OFFICE USE ONLY	
Tennis _____ courts x \$10/court/hour	= \$ _____
Sand Volleyball _____ courts x \$10/court/hour	= \$ _____
TOTAL EVENT FEE DUE	= \$ _____
Date Paid: _____	Receipt # _____
<i>Full payment due at least 7 days prior to the date of activity, or the reservation is subject to cancellation.</i>	

Outdoor Court Rental Rules and Regulations

Manhattan Parks and Recreation Department (MPRD) Outdoor Court applicants must read and agree to the following rules and regulations.

- ✓ All usage requests must be made through the Manhattan Parks and Recreation Department staff person responsible for reservations. Details regarding the reservation, including (but not limited to) frequency, length, and advance notice, will be reviewed by the Recreation Supervisor/Recreation Coordinator. The discretion of these two staff members will determine whether or not requests will be considered.
- ✓ Reservations are not confirmed until approved by the Recreation Supervisor/Recreation Coordinator and – upon approval – the fee is paid.
- ✓ The total fee will be based on the number of courts and hours requested. The fee must be paid no later than one week prior to the reservation date. If the applicant uses additional hours beyond those requested, a bill will be sent from the Parks and Recreation Office.
- ✓ Manhattan Parks and Recreation Department programs are given scheduling priority on outdoor courts. MPRD staff reserve the right to postpone or cancel an event for reasons deemed necessary.
- ✓ If the total reservation fee is not paid at least one week prior to the requested date, the reservation is subject to cancellation.
- ✓ MPRD outdoor courts are available from 8:00am – 11:00pm. Tennis court and Sand Volleyball court lights are programmed to turn off at 11:00pm.
- ✓ Reservation requests must include any time needed for setup and cleanup. The applicant is responsible for setup and takedown of any tables and chairs used. The applicant is also responsible for cleanup of the facility after use. If necessary, the applicant will be billed for the cost of any additional cleanup.
- ✓ Roller skates, roller blades, and skateboards are prohibited on MPRD tennis courts. Renters will be responsible for any damage caused by activities.
- ✓ Alcoholic beverages may not be consumed on any City of Manhattan premises.
- ✓ If events are cancelled before they occur, refunds must be requested during business hours and refunds will follow the MPRD Refund Policy on the mhkprd.com website.
- ✓ The use of vendors, and the charging of an admission fee, must be approved by the Recreation Supervisor/Recreation Coordinator. These fees must be paid prior to requested date of usage.
- ✓ Applicant is responsible for attaining any permits necessary through the City Clerk’s Office.
- ✓ MPRD may photograph, film or videotape visitors for standard educational, promotional, and news-related purposes. Rental and/or visitation are implied consent for the City of Manhattan’s use of a renter’s or visitor’s likeness, voice, or video image for such purposes.

I received, read, and reviewed the Outdoor Court Rules and Regulations. I understand the conditions and regulations and hereby agree that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.

Signature of Applicant

Date