

Outdoor Court Rental Reservation Application



To reserve an Outdoor Court, please follow these steps:

1. Fill out the necessary paperwork for the desired facility, which includes this **Application** and **Rules & Regulations** form. Reservation Applications must be turned in one week prior to the event and the full rental fee paid to reserve the facility.
2. Return forms to Eisenhower Recreation Center or Manhattan Parks & Recreation, along with the appropriate fee(s). (See *User Fees* box at lower left of page). Events will not be added to the facility calendar until the forms and the payment have been submitted. **Full payment is due at least 7 days prior to the date of activity, or the event is subject to cancellation.**
3. For more information about Outdoor Courts, or to check on availability, please call Eisenhower Recreation Center at (785) 340-3349 or email Trey Anderson at trey.anderson@cityofmhk.com or Andy Haar at haar@cityofmhk.com.

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"/> Sand Volleyball East	_____	_____
<input type="checkbox"/> Sand Volleyball West	_____	_____
<input type="checkbox"/> Other (specify: _____)	_____	_____

Activity _____ # of People _____

Contact Person _____ Signature _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

USER FEES – OUTDOOR COURTS	OFFICE USE ONLY
Tennis Courts \$10/hour/court <i>Includes use of lights and tennis court. Lights will shut off at 11:00pm.</i>	Tennis ____ courts x \$10/hour/court = \$ _____
Sand Volleyball \$10/hour/court <i>Contact Eisenhower Recreation Center to make arrangements to set net heights. Sand court renters must provide their own volleyball! Lights will shut off at 11:00pm.</i>	Sand Volleyball ____ courts x \$10/hour/court = \$ _____
	TOTAL BALANCE DUE = \$ _____
	Receipt # _____ Date Paid: _____
	<i>Full payment due at least 7 days prior to the date of activity, or the reservation is subject to cancellation.</i>

Eisenhower Recreation Center
2850 Kirkwood Dr., Manhattan, KS 66502

Manhattan Parks and Recreation
1101 Poyntz Ave., Manhattan, KS 66502

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 as well as the Liability Waiver.

- ✓ 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 reserves 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 7:00am – 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.

LIABILITY WAIVER

I agree to comply with all laws, and ensure my guests and invitees comply with all laws, related to our use and occupancy of the City facility, including but not limited to City ordinances and MPRD rules and regulations (collectively, “laws”). If my guests, invitees or I fail to comply with such laws, I agree that the City can immediately terminate the reservation without notice or refund of the reservation fees or other expenses. I further agree to release, indemnify, defend and hold harmless the City of Manhattan, its elected officials, employees, officers and agents, from and against all claims, damages, losses and expenses (including but not limited to attorney fees and court costs), attributable to bodily injury, sickness, disease, death, or injury to, myself or my guests or invitees, or impairment or destruction of property, including loss of facility use, to the extent that such claims, damages, losses, and expenses relate to, arise out of or during, or are alleged to have resulted from my use or occupancy of the City facility, or the use or occupancy of the City facility by my invitees or guests. If I am making this reservation on behalf of an organization, I agree that I have the authority to represent the organization in this capacity, including the authority to execute the foregoing agreement, release and indemnification to bind the organization.

I received, read, and reviewed the Outdoor Court Rules and Regulations and Liability Waiver. 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