

**Sports Field Rental  
Reservation Application**

To reserve Sports Fields, 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 Sports Fields, or to check on the availability, please call Eisenhower Recreation Center at (785) 340-3349 or email Trey Anderson at [trey.anderson@cityofmnhk.com](mailto:trey.anderson@cityofmnhk.com) or Andy Haar at [haar@cityofmnhk.com](mailto:haar@cityofmnhk.com).

**RESERVATION INFORMATION**

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

Activity \_\_\_\_\_ # of People \_\_\_\_\_

Contact Person \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

Email Address \_\_\_\_\_

**USER FEES – SPORTS FIELDS**

Turf (Baseball/Softball/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	\$12/hr
Diamond Dry/Chalk	\$15/bag
Initial Field Prep (Skinned Infield)	\$25/field
Field Supervisor	\$12/hr/worker

**OFFICE USE ONLY**

Field Rental \_\_\_\_ fields x \_\_\_\_ hrs x \_\_\_\_/hr = \$ \_\_\_\_\_

Initial Field Prep \_\_\_\_ fields x \$25/field = \$ \_\_\_\_\_

Lights \_\_\_\_ fields x \$25/hr = \$ \_\_\_\_\_

\_\_\_\_ Field Supervisor(s) x \_\_\_\_ hrs x \$12/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 BALANCE DUE** = \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

**Full payment due at least 7 days prior to the date of activity, or the event is subject to cancellation.**

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

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

[www.mhkprd.com](http://www.mhkprd.com)

# Sports Field Rental

## Rules and Regulations

Manhattan Parks and Recreation Department (MPRD) Sports Field applicants must read and agree to the following Rules and Regulations as well as the Liability Waiver.

### RESERVATIONS

- ✓ Reservation requests must be made, approved by Facilities Supervisor/Coordinator, and fees paid no later than one week prior to the date of the event. The fee to be charged is determined by the requested usage, based on the rental fees defined on the Reservation Application.

### FACILITIES

- ✓ A limit of only two events may be held at Anneberg Park on any one weekend (i.e., sports tournament/fishing derby, two sports tournaments, etc.). 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 7:00am – 11:00pm. Use of facilities other than during these times must be requested in written correspondence to the Director of Recreation. 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 and will be assigned by MPRD Staff.
- ✓ 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 \$12/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 staff will “block off” 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 shelter reservations.
- ✓ 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. A gate admission fee of \$150.00 per event (flat rate) will be charged.

### OTHERS

- ✓ Alcoholic beverages are **not permitted** 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 \$12/hour/person for any MPRD staff labor needed to pick up leftover trash.
- ✓ Cancellation Policy: Cancellations must follow the MPRD Refund Policy found on the [mhkprd.com](http://mhkprd.com) website. 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.

### 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 Sports Field 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