



SOFTBALL/BASEBALL FIELD RESERVATION REQUEST FORM

Today's Date: _____ Name of Park/Field: _____

Name of Group/Organization: _____ 501 (c) 3 #: _____

Contact Person: _____ Daytime Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Insurance Carrier: _____ Policy Number: _____

Dates Requested	# of Fields Required	Rental Times	Base Distance	Pitching Distance
		to		

***ATTACH ADDITIONAL DATES AND TIMES IF NEEDED**

Field(s) to be used for: _____ Tournament _____ League _____ Single Game _____ Other _____

Is this a Sanctioned Event: _____ Yes _____ No Sanctioning Body: _____ (Proof Required)

Will a registration fee be charged to players/teams? _____ Yes _____ No If yes, list the amount: _____

Will there be a gate/admission fee for spectators? _____ Yes _____ No If yes, list the amount: _____

How many players/teams do you expect to participate? _____ How many spectators do you expect to attend? _____

Would you like the concession stand to be available? (If applicable?) _____ Yes _____ No

Event description:



FEE DESCRIPTION	RENTAL FEE	QUANTITY	DAYS	TOTAL FEE
Rental Fee per field based on Facility <i>Includes field maintenance (field prep, restroom & trash service)</i>	___ Willig Fields/ \$125 per field per day ___ Other Fields \$50 per game			
Light Fees (Willig will use automatic lighting system)	\$25 per hour/per field			
Facility Fee (<i>Willig Softball Complex</i>) <i>(paper product & rubbish removal)</i>	\$200 per 1-2 day rental (\$80.00 per additional day)			
ADDITIONAL FEES				
Additional Maintenance Fee (Min 2 hours /2 staff members) after original field prep (weekdays after 3:30pm / Saturday or Sunday)	\$150 first 2 hours \$50 additional hour			
Facility Supervisor <i>(If determined as needed by the Recreation Director)</i>	\$200.00 per day			
Portable Outfield Fence <i>(Available at Willig Softball Complex only)</i>	\$150 per field			
Score Board Rental * <i>(For the length of the rental.)</i>	\$10 per field remote <i>(Credit Card deposit of \$300 required)</i>			
POSSIBLE AFTER RENTAL FEES				
Diamond Dry (used by the rental group)**	\$20/bag			
Additional Clean-Up Fee <i>(If maintenance and clean-up is deemed beyond normal clean up upon the close of a tournament)</i>	\$100 per hour			

*An additional "Scoreboard" deposit is required for the rental of the remote controllers. The deposit is refundable if no damage is found to the returned controllers.
 ** Additional costs associated with inclement weather will be the responsibility of the renter and must be paid within 7 days after the rental.

CPRD Agent _____ Date _____ RENTAL TOTAL _____
 LESS DEPOSIT(S): Key Deposit _____ Scoreboard deposit: _____ Total Deposits _____
 BALANCE DUE _____
 Date final payment is due: _____ Renter Initial _____

(OFFICE USE ONLY)

Reservation Request Copies To: Customer _____ Administration _____ Maintenance Crew _____

Administration Review: Date _____ Approval _____ Denial _____

Board Action (If Applicable): Date _____ Approval _____ Denial _____

Proof of Insurance Submitted: Date _____

\$50 Key/Damage Deposit: Date Paid _____ Date Refunded _____

Form mailed to Concession Stand Vendors: _____

COMMENTS: _____



RENTAL POLICIES:

1. Parks and Recreation sponsored events have first preference for facility usage.
2. Any organization or individual can rent ballfields; however, any group that wants to run a tournament and charge entrance fees or gates fees must get approval.
3. Field reservation requests will be accepted 30 days from the rental date on a first come first serve basis. Not applicable for School District sponsored events or other pre-approved organizations.
4. Staff will evaluate requests and screen for schedule conflicts with other events. If applicable, Parks Recreation Staff will present request at the next regularly scheduled Board meeting.
5. Staff will follow-up on all requests via USPS or electronic communication to communicate final determination if applicable.
6. Proof of liability insurance will be required for tournaments/leagues and must be submitted within 10 days after approval. Failure to provide proof of liability insurance may result in the cancellation of the rental with no refund.
7. A \$100.00 deposit is due upon each reservation request, with the balance due 7 days prior to rental date. Deposits are refundable if any unknown scheduling conflicts exist. *Refer to Field Rental Refund Policy below.*
8. In the event of a cancellation due to inclement weather, a credit or refund can be provided for future rentals minus all expenses incurred by the Parks and Recreation Department, including labor and field supplies.
9. Scorekeepers are the responsibility of the renter. Access to the scorer's tower and scoreboards maybe available with approval. The renter will be liable for damages in the tower. Approval for the use of the scoreboards must be granted by the Recreation Board.
10. A \$50 refundable key/damage deposit must be paid before receiving keys to the scorer's tower. This fee will be refunded upon return of the keys within 7 days after the rental.
11. No unauthorized vehicles are allowed on the fields or any park property outside parking lots and driveways.
12. Open fires/burning and fireworks are prohibited.
13. Alcoholic beverages, including unopened containers, are not permitted on City property.
14. Smoking is not allowed on athletic fields and playgrounds or in picnic shelters and restrooms.
15. During periods of inclement weather, parks/ball field closures may result as determined by the CPRD.
16. The City prohibits any cutting, removing or damaging any flower, tree, shrub or defacing/disturbing/destroying any building or property.
17. Individuals maintaining fields themselves may be liable for damages to field.
18. In case of problems (vandalism, etc.), contact the Parks & Recreation Department at 330-456-4521 or 330-832-9811 for the Police Department.

CONCESSIONS:

- The Parks and Recreation Department has established a concession stand vendor to work at all rentals.
- The concessionaire reserves the right to establish opening and closing times for the concession stand during each event.
- The concessionaire reserves the right not to open the concession stand for any rental that has less than 3 fields rented per day.
- No other concessions can be operated on city property.

FIELD RENTAL REFUND POLICY: if cancelled by renter

- 100% - Refund if event is cancelled 21 days prior to the event.
- 75% - Refund if event is cancelled 14 -20 days prior to event.
- 50% - Refund if event is cancelled 13 – 8 days prior to event
- If the event is cancelled within 7 days of the event **NO REFUND** will be granted.

HOLD HARMLESS AGREEMENT

As a representative of the above specified organization, I hereby indemnify and hold harmless the City of Canton, Parks & Recreation Department, its employees or agents, against liability for injury to persons or property which occurs by reason of or as a result of such person's participation in a program sponsored by said organization, except due to the willful or wanton conduct on the park of CPRD or its employees or to the extent otherwise permitted under the laws of the State of Ohio for actions or omissions solely by the CPRD or its employees. The undersigned understands and agrees that this Hold Harmless Agreement is a condition attached to its use of the above stated facilities and dates.

The undersigned also agrees to abide by the stated rental policies and guidelines. Additionally, the undersigned agrees to be held responsible for any damages associated with this rental.

Print Name _____ Signature _____ Date _____