



**SOFTBALL/BASEBALL  
FIELD RESERVATION REQUEST FORM**

Today's Date: \_\_\_\_\_ Name of Park/Field: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Dates Requested: _____
# of Fields Requested: _____
Rental Times: _____ to _____ Base Distance: _____ Pitching Distance: _____

**\*PLEASE FILL OUT AN ADDITIONAL FRONT PAGE FOR EACH RENTAL**

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

Is this a Sanctioned Event:    \_\_\_\_ Yes    \_\_\_\_ No

Sanctioning Body: \_\_\_\_\_

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: \_\_\_\_\_

*(please note: this requires prior Park Commission approval and 50% of the gate goes to CPRD)*

How many players/teams do you expect to participate? \_\_\_\_\_

How many spectators do you expect to attend? \_\_\_\_\_

Event description:

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

2023 Rental Fee Structure



<b>WILLIG PARK FIELDS</b>	
<b>Resident</b>	<b>Non-Resident</b>
<b>\$175</b>	<b>\$200</b>

<b>WEIS, BABCOCK, BORS, COOK FIELDS</b>	
<b>Resident</b>	<b>Non-Resident</b>
<b>\$150</b>	<b>\$175</b>

<b>ALL OTHER FIELDS</b>	
<b>Resident</b>	<b>Non-Resident</b>
<b>\$100</b>	<b>\$125</b>

<b>PRACTICE RATES</b>	
<b>Resident</b>	<b>Non-Resident</b>
<b>\$10/hr</b> <b>\$50/day</b>	<b>\$15/hr</b> <b>\$75/day</b>

Game Field rental rates are charged by the day. Practice rates can be charged both hourly and by the day. Additional charges may apply.

**\*\*These rates are per field per day**



## **SOFTBALL/BASEBALL FIELD RESERVATION TERMS & CONDITIONS**

### **FIELD FEES**

- All rates are per field, per day
- For full pricing details, please see rental fee structure

**The following requirements are either city or park codes/regulations. They are requirements that must be adhered to when using City of Canton property or parks and are the responsibility of the permit holder. Please read them carefully so you are fully aware of what is expected of you and your organization. Please initial each section to acknowledge understanding.**

### \_\_\_ **INSURANCE REQUIREMENTS**

You will be required to provide proof of insurance upon rental confirmation.

### \_\_\_ **ADDITIONAL RULES/CONTRACT**

CPRD reserves the right to update rules/guidelines and require additional contract(s) be signed prior to event(s). This could be done to stay in line with any changes/updates in local, state or national due to the COVID-19 pandemic or any other reason.

### \_\_\_ **SCHEDULES/FIELD ASSIGNMENTS/LIGHT USAGE/PORTABLE FENCING**

- o Final schedules are due at least **5** days prior to the event.
- o Start times: Games may not be scheduled to start before 8am
- o Please make sure players are not warming up in the area that the maintenance team is working on fields.
- o Lights: Charged at a rate of **\$25 per field per hour**
- o Field Usage after Midnight- **If fields are used after midnight, a fee of \$100 per field, per hour will be charged to the permit holder.** If lights are needed, a set schedule must be determined with the Adult & Youth Sports Supervisor. The second day rental does not begin until 8am.
- o Portable fencing is available to be put up for tournaments requiring a shorter field distance at Willig Field. The price for this service is \$200 per field for installation, plus \$50 per day fencing is used for play. Please coordinate with Canton Parks & Recreation at least 2 weeks prior to rental date.

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### **PERMIT HOLDER**

Permit holders must be on site for their entire event. If a permit holder is not able to be on site at any point, they must contact a Canton Parks and Recreation representative and designate a temporary replacement/contact person. Permit holders will provide CPRD representatives with the designee name, contact number and primary location during the event.

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### **MERCHANDISE VENDOR PERMIT**

Only tournament t-shirts can be sold without a permit. The sale of any additional merchandise will require a permit. Permit holders must notify CPRD at least 7 business days in advance of all vendors attending the event. Once approved by CPRD, the permit holder will receive vendor set-up instructions and their on-site location.

- It is the responsibility of the permit holder to ensure all vendors are aware of the event set-up and all rules and regulations which apply.
- Permit holders will be charged a fee of \$50 per vendor/per site attending the event.

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### **TURF RESTRICTIONS (WILLIG)**

I acknowledge that the following rules must be followed when using the Turf Fields:

- NO Sunflower Seeds
- NO Metal Spikes/Cleats (only molded cleats, turf shoes, tennis shoes allowed)
- NO Animals on field
- No food, gum, candy on field

Please help us keep these fields in good condition.

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### **TOBACCO FREE**

All of our parks are a tobacco free area. Excessive cigarette butts are considered litter and are subject to an additional cleanup charge if additional clean up time is required. Cigarettes are strictly prohibited on the Willig Field Turf.

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### **ALCOHOL FREE**

The Canton Parks and Recreation Ordinances expressly prohibit the sale, consumption and distribution of alcoholic beverages in any city park. Tournament director is responsible for enforcing this rule. Any violations are subject to additional fees and/or penalties including cancellation/non-renewal of future contracts.

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### **DOG POLICY**

No dogs are permitted inside of Willig Park. Anyone bringing a dog inside of the complex will be asked to leave the premises. Tournament director is responsible for enforcing the rule and assumes all responsibility for damage from dogs on premises.

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### **GATE FEE**

If permit holder intends on charging a gate fee, this request must be approved by the Canton Park Commission at a monthly meeting. 25% of the gate must be paid to Canton Parks and Recreation.

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### **CONTINGENCY/EMERGENCY PLAN**

This policy is for all CPRD tournaments and/or special events and includes all weather related situations as well as any non-weather emergencies. Designated CPRD personnel are required to enforce this policy. We ask that all permit holders cooperate and comply with personnel in the event this plan is executed. Tournament directors are responsible to reach out to the Adult & Youth Sports Supervisor.

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### **FIELD CONDITIONS**

CPRD Staff will determine if fields are playable after rain. We reserve the right to postpone or cancel any event if it could, in our opinion, damage any city facilities. Only CPRD employees may work on brooming or applying any drying agents to the field.

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### **WEATHER CANCELLATIONS**

If inclement weather forces the cancellation of the tournament prior to its start, no charges will occur. If 3 hours or less are used, a 3-hour fee will be applied to the bill. If more than 3 hours are used, it will be considered a full day rental.

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### **REQUESTED ACCESS TO ADDITIONAL AMENITIES**

Access and use of additional amenities will incur additional charges and require being set up prior to the rental.

- UPSTAIRS AREA & SOUND SYSTEM ACCESS: \$50 per rental (Willig)
- EXTRA MATERIAL: Additional field dry/turface needed will be billed at \$10/bag

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### **RESTROOMS**

Permit holder is responsible for keeping onsite restrooms free of vandalism during their event and not left a mess.

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### **FIELD MAINTENANCE/CARE**

I agree to follow basic care instructions for Willig Field to assist in keeping the fields at their best. Basic instructions will follow closer to event(s). Basic care will include filling in rubber pellets in high wear areas throughout tournament.

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### **POST EVENT SITE EVALUATION**

Please be respectful of our facility. Trash bins are located throughout the park. Permit holders not returning the park in the same condition as it was secured, before the event, shall be billed for repair or damages. Upon evaluation of post event site conditions, permit holders are subject to an additional \$200 fee for excessive garbage. *Additional trash bags are provided and we ask that the tournament director replace any trash bags before they overflow. (Large green cans do not use bags and will be emptied each morning on rental days.)*

\_\_\_\_\_ **INDEMNITY AND DEFENSE:** I hereby further agree to indemnify and hold harmless and defend CPRD and its officers, agents, servants, employees, volunteers, coaches, designees, insurers, related or affiliated individuals or entities, successors and assigns from any and all claims, lawsuits, demands, damages, liabilities, losses and expenses, including attorney's fees, costs, and administrative expenses, of every kind, known and unknown, present and future, arising out of, connected with, or in any way related to this rental.

\_\_\_\_\_ I have read and fully understand the above **WAIVER & RELEASE OF ALL CLAIMS** and execute it of my own free will and without any reservation whatsoever.

\_\_\_\_\_ **TERMINATION**

If the permit holder fails to maintain in full force and effect the terms of this agreement, then and in any such cases, immediately or at any time thereafter, the department shall have the right to declare this agreement to be terminated. The department also reserves the right to object to any and all operations, practices or activities of the applicant that in its sole opinion are unsafe, inappropriate, discriminate because of race, color, sex or national origin, or are contrary to the mission and philosophy of Canton Parks and Recreation.

I have read and understand the conditions of this contract and as permit holder I agree to abide by them. I understand it is my responsibility to educate participants of the above rules, policies and procedures. Violation of and CPRD rules, policies and procedures will result in deposit forfeiture, fine to the permit applicant, and could jeopardize any future reservations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***The City of Canton and Canton Parks and Recreation reserves the right to alter the above stated rules and regulations for any, and all field permits issued by Canton Parks and Recreation.***