

**Sports Field Rental  
Reservation Application**



To confirm a reservation for an MPRD sports field, this form and all accompanying paperwork must be completed, signed, and submitted along with proper payment at least one week prior to the date of the activity.

**Today's Date:** \_\_\_\_\_

**RESERVATION INFORMATION**

<b>Fields Requested (check box &amp; check field)</b>	<b>Event Date(s)</b>	<b>Times Needed</b>
<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"/> Quarter)	_____	_____
<input type="checkbox"/> Anneberg Soccer Grass ( <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 \_\_\_\_\_

<b>SPORTS FIELD RENTAL FEES</b>	
Turf (Baseball/Softball Fields)	\$30/hr
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	\$10/hr
Diamond Dry/Chalk	\$15/bag
Field Paint	\$5/can
Initial Field Prep (Skinned Infield)	\$25/field
Field Supervisor	\$10/hr/worker

*Fees for diamond dry, field paint, and additional field maintenance will be billed to event director after the event.*

<b>OFFICE USE ONLY</b>	
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 \$10/hr	= \$ _____
Food Vendor: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Additional charges for diamond dry, field paint, additional maintenance, or any other charges will be billed to event director after the event.	
<b>TOTAL EVENT FEE DUE</b>	<b>= \$ _____</b>
Date Paid _____	Receipt # _____
<b>Full payment due at least 7 days prior to the date of activity, or the event is subject to cancellation.</b>	

# 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.

### RESERVATIONS

- ✓ All sports field usage requests must be submitted to the MPRD staff person responsible for the facility that is requested, who will then review the request with the Recreation Superintendent. Those two staff members will determine if the request is to be accepted or denied.
- ✓ Reservation requests must be made no later than one week prior to the date of the event. All fees must be paid no later than one week prior to 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. baseball tournament/soccer tournament, softball tournament/fishing derby, soccer tournament/fishing derby). 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 Recreation Superintendent. 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. A Field Supervisor will be assigned to each facility by the MPRD staff member in charge of each facility.
- ✓ 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 \$10/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 those facilities.
- ✓ 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. City ordinance requires that 25% of gate admission receipts be submitted to the City of Manhattan.

### OTHERS

- ✓ Alcoholic beverages are prohibited 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 \$10/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.

*I received, read, and reviewed the Sports Field 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