



WAVERLY PARKS & RECREATION DEPARTMENT

Field Rental Agreement & Policies

Contact: Clayton Hufford, Parks & Recreation Director | parkrecdirector@citywaverly.com | 402-786-2312

Practice Scheduling

Each team must appoint one representative to coordinate scheduling. Practices are available in 1-hour increments. Waverly-based teams with more than 50% local roster may schedule at Wayne Park (Fields 1 & 2), Community Foundation (Fields A & B), and Lawson Park (Fields 2, 3, 4, & 5). Spring practices begin around April 1 when playable. After April 15, Lawson Park may reopen. Non-Waverly teams must pay a field rental fee.

Wayne Park	Jaycee Park	Lawson Park
Field #1 (Lights)	North Field (No Lights)	Smart Chicken – Field #2 (Lights)
Field #2 (No Lights)	South Field (No Lights)	Horizon Bank – Field #3 (Lights)
		Trackside – Field #4 (Lights)
		New Addition – Field #5 (No Lights)

Practice & Game Preparation

Fields will be dragged prior to the first practice/game each weekday (M-F only). Teams must return fields to original condition after use (rake/drag as needed). Coaches may move bases and the pitcher's rubber. Coaches will be given a key to access field prep tools, including drag, rakes, line marker, field chalk, chalk line, bases, mound, and base tool. **All equipment must be returned to the equipment room immediately after use.**

Ball Field Priority System

1. City of Waverly sponsored activities	2. Waverly community youth organizations	3. Waverly community adult organizations
4. School District 145 groups	5. Other youth organizations	6. Other adult organizations

Ball field allocation depends on field configuration/size, age level, and demand. Highest quality fields will be prioritized for games during peak season.

Field Rental Policies

- All rentals must be scheduled through the Parks & Recreation Director.
- Field rental will not be officially confirmed until all fees are paid and rental agreement signed.
- Field rental on a first-come first-served basis and follows the ball field priority system.
- Rosters must include player's name, parent's name, and home address. Rosters must show 50% Waverly players or non-Waverly fees apply.
- Fields may not be used when unplayable, as determined by the Parks & Recreation Director.
- City may refuse rental to anyone. Reasons may include, but are not limited to: nonpayment, abuse of facilities, poor conduct, lack of supervision, disregarding policy.
- Reservations must be made 48 hours in advance (Mon–Fri, 8am-4:30pm), or reservation not guaranteed.
- No alcoholic beverages, illegal drugs, smoking, or vaping allowed in all City parks and facilities.
- No vehicles (including golf carts/ATVs) on grass or walking paths unless authorized by the Parks & Recreation Director.
- No soft toss hitting into any chain-link fences.
- Clean up all trash including parking lot. If facility is not cleaned, deposits may be kept.
- Renters responsible for locking and unlocking all scheduled equipment and facilities and shutting off lights.
- Under no circumstances can a facility be sub-leased at any time.
- Renters liable for damages to facilities and injuries incurred during rental period. Renter obligates itself to indemnify and save harmless The City of Waverly, its employees, and its agents from any loss sustained by the lessor as a result of or in connection with the use of the facilities.
- A \$100 security deposit per field is required. Any damage, cleanup, or contract violations may be deducted from or result in the loss of the deposit.

I AGREE TO BE FULLY RESPONSIBLE FOR THE PER CONDITIONS OF FACILITIES AS STATED IN THE AGREEMENT. I UNDERSTAND THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF WAVERLY PARKS AND RECREATION DIRECTOR.

Signature: _____

Date: _____

Field Rental Application

Organization/Team Name:	Date:
Contact Person:	Sport: <input type="checkbox"/> Baseball <input type="checkbox"/> Softball
Address:	City/State/Zip:
Email:	Phone:
Base Distance: _____ ft	Pitching Distance: _____ ft

Fields (please select one):

Community Foundation	Wayne Park	Lawson Park
<input type="checkbox"/> North Field	<input type="checkbox"/> Field #1	<input type="checkbox"/> Smart Chicken #2
<input type="checkbox"/> South Field	<input type="checkbox"/> Field #2	<input type="checkbox"/> Horizon Bank #3
		<input type="checkbox"/> Trackside #4
		<input type="checkbox"/> New Addition #5

Fees

Type	Waverly Teams	Non-Waverly Teams
Practice	No fee	\$40/practice
Games	\$40/game	\$55/game
Lights	\$10/game	+\$10/game
Tournaments	\$250/day per field	\$350/day per field (+\$10/game for lights)
Deposit: \$100 per field (4+ games) applied to total. Practice fees paid at season start; rainouts refunded at season end.		

Insurance: ☐ Yes ☐ No — \$1,000,000 liability coverage required for games (City named as additional insured).

Facility Rules:

For your personal safety and protection, please stay alert for flying balls and bats. Batting or throwing balls against the fence is prohibited. No pets, bikes, skateboards, or golf carts allowed inside the complex area. Alcohol use and smoking/vaping is prohibited. Authorized vehicles only.

Mail Checks To: City of Waverly Parks & Recreation, P.O. Box 427, Waverly, NE 68462

Internal Use Only

Date Paid: _____ Amount Paid: \$ _____ ☐ CASH ☐ CARD ☐ CHECK # _____

Deposit Return Approved: ☐ YES ☐ NO Date Deposit Return Approved: _____