

# Waverly Parks & Recreation Department

## Field Rental Agreement and Policies

### Contact Information:

Noah Dea, Parks and Recreation Director, 402-786-2312 or [noahd@citywaverly.com](mailto:noahd@citywaverly.com)

### Practice Schedules:

Each team should elect one representative to communicate with the Parks and Recreation Director for all team scheduling. Practices are available in 1 ½ hour increments. ~~Evening practices will be at 5pm and 6:30pm or 5:30pm and 7pm, depending on the time of the first practice for that evening.~~ Feb/March/April weekday practice start times will be 5pm and 6:30pm. May/June/July weekday practice start times will be 6pm and 7:30pm.

#### Wayne Park Fields

Field #1 (Lights)

Field #2 (No Lights)

Field #3 (No Lights)

#### Jaycee Park Fields

Field A (No Lights)

Field B (No Lights)

#### Lawson Park

Smart Chicken Field #2 (Lights)

Horizon Bank Field#3 (Lights)

Trackside Field#4 (Lights)

### Practice Preparation:

All fields will be dragged prior to the first practice Monday-Friday. Teams will be required to return the field to its original form after practice. This may require raking or dragging around the bases, home plate area, and pitcher mound. Coaches are allowed to move bases and the pitchers rubber.

### Game/Scrimmage Preparation:

All fields will be dragged at the beginning of each weekday by the City of Waverly Monday-Friday. Coaches will be given a key to the storage room to access field prep tools. Tools will include drag, rakes, line marker, field chalk, chalk line, bases, mound, and base tool. Teams will be required to return the field to its original form after the game. This may require raking or dragging around the bases, home plate area, and pitcher mound. Coaches are allowed to move bases and the pitchers rubber.

### Ball Field Priority System:

When scheduling ball fields, the City of Waverly Parks & Recreation Department prioritizes users in the following order:

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

The following considerations will be made when allocating field time:

1. A field's configuration and size will determine the age group scheduled.
2. Highest quality fields will be reserved for game use during peak season.
3. A teams age level may receive priority for earlier practices and game times.
4. The number of teams requesting use of a field may force allocation of available time.

# **Waverly Parks & Recreation Department**

## **Field Rental Agreement and Policies**

1. All rentals must be scheduled through the Parks and Recreation Director.
2. Field rental will not be officially scheduled until all fees are paid and rental agreement signed.
3. Fields will be rented on a first come first served basis and follow the ball field priority system.
4. All City sponsored programs and events take priority over outside rentals
5. In case of inclement weather, No fields will be allowed to be played upon that are not in playable condition.
6. The City of Waverly may refuse rental to anyone. Reason may include, but are not limited to: non-payment, abuse of facilities, sportsmanship issues, lack of supervision, disregarding policy.
7. Alcoholic beverages, illegal drugs, and smoking are prohibited at all City Parks and Facilities.
8. No driving of any vehicle on the grass or walking paths unless authorized by the Parks and Rec. Director
9. No soft toss hitting against any chain link fence.
10. ATVs and golf carts are not allowed in the facility or on the fields unless authorized by the Park and Rec. Director.
11. Before leaving, the facility must be cleaned up and all garbage put in trash cans. This includes parking lot. If facility is not cleaned, deposit will be kept.
12. Renters will be responsible for locking and unlocking all scheduled equipment and facilities.(ie. Shutting lights off, locking all doors and gates)
13. Under no circumstances can a facility be sub-leased at any time.
14. Reserving Organizations/Personnel shall be responsible for any and all damages incurred to the facilities which were a result of the event scheduled. You are also totally liable for injury to person or persons using facility during the rental period. Lessee 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 facility.
15. A \$100 security deposit is required on each rental. Any damage done to the facility, including costs of clean up and garbage removal will be subtracted from the security deposit. Security deposit may also be retained in the event that the contract is not adhered to.

**All lights need to be turned off and facility doors locked after game.**

**All equipment used to prep the field must be return to the equipment room immediately after use. (Other teams may need to use equipment for field prep)**

**I/WE AGREE TO BE FULLLY RESPONSIBLE FOR THE FACILITIES PER CONDITIONS AS STATED IN THE AGREEMENT. I UNDERSTAND THAT THIS REQUEST SHOULD BE RETURNED TO WAVERLY PARKS AND RECREATION BEFORE THE DESIRED EVENT DATE AND THAT APPLICATION IS SUBJECT TO THE APPROVAL OF WAVERLY PARKS AND RECREATION DIRECTOR.**

**SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

# Waverly Parks & Recreation Department

## Field Rental Agreement and Policies

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

Name of Organization/ Personnel: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Team: Baseball \_\_\_ Or Softball \_\_\_ Base Distance: \_\_\_\_\_ FT. Pitching Distance: \_\_\_\_\_ FT.

Key # \_\_\_\_\_

### Check Field Requested

### Dates Requested and Times

#### Wayne Park

\_\_\_ Field #1

\_\_\_\_\_

\_\_\_ Field #2

\_\_\_\_\_

\_\_\_ Field #3

\_\_\_\_\_

#### Lawson Park

\_\_\_ Smart Chicken Field #2

\_\_\_\_\_

\_\_\_ Horizon Bank Field #3

\_\_\_\_\_

\_\_\_ Trackside Field #4

\_\_\_\_\_

**GAME FEE: 2hrs max per/game at \$30.00 or \$30 per/game**

**DEPOSIT: \$100.00 (Field Keys Must Be Returned After Each Game)**

Yes \_\_\_ No \_\_\_ **TEAM INSURANCE** (Your team/league has insurance coverage) If so, what is the maximum cover per accident? \$Amount \_\_\_\_\_

\*For your personal safety and protection please be alert to flying balls and bats that may leave the playing field.

\*Batting or throwing balls into the fence is prohibited.

\*No pets, bikes, or skateboards allowed inside complex area.

\*Alcohol and Smoking is prohibited.

\*Authorized vehicles only.

### Office Use Only

Date Paid: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ CASH: \_\_\_ CHECK # \_\_\_\_\_

Deposit Return Approved: YES \_\_\_ NO \_\_\_ Date Deposit Return Approved: \_\_\_\_\_