

Galt Parks and Recreation Department

SPORT FACILITY RENTAL AGREEMENT

(Revised 2/1/2010)

Rules and regulations regarding rental of facility for other than Galt Parks and Recreation Department sponsored events or activities.

1. Each group shall agree that:
 1. ALCOHOLIC BEVERAGES SHALL NOT BE ALLOWED ON THE PREMISES.
 2. No individual ice chests, cans, glass bottles, glasses, cups, or any other container capable of containing alcoholic beverages are permitted in the softball complex. The teams participating will be allowed one (1) ice chest per dugout.
 3. Renter will be responsible for cleanup of entire complex area, leaving it in a neat and orderly condition.
 4. Have the representative who signed the rental agreement at the complex during the rental hours. Individual shall not be participating in event.
 5. Keep children from running free in the complex and from climbing fences and bleachers, from riding bicycles, roller skating, roller blading and from skate boarding.
 6. Provide their own pencils and scoresheets for all games.
 7. Be responsible for and provide their own crowd control.
 8. Keep all animals out of the facility.
 9. No vehicles of any kind will be allowed in the facility.

2. RENTAL PROCEDURES:
 1. Check with Parks and Recreation Representative to see if requested date(s) is available.
 2. Pay deposit to secure requested date(s). Date(s) will only be held for 14 days.
 3. Five (5) days prior to event, Field rental charge is to be paid in full to the Parks and Recreation Department.
 4. A refundable cleaning deposit is due to the Parks and Recreation Department five (5) days prior to the event.
 5. Balance due of fees due three (3) days after event – i.e. light usage.
 6. Failure to meet the above deadlines will result in cancellation of the activity and could prevent future rentals.

3. RENTAL SERVICES PROVIDED

1. Bases and pitching mounds installed at the start of day ONLY (Complex & Community).
2. Facility will be clean and ready for use.
3. Facility Supervisor will be present to assist you and to open and close facility 1 hour prior to start time and ½ hour after ending time.

4. FACILITY SUPERVISOR OR STAFF WILL NOT:

1. Scorekeep games
2. Officiate games
3. Act as cashier at gate
4. Assist with crowd control

5. FACILITY SUPERVISOR SHALL:

1. Open one (1) hour before and close facility ½ hour after event.
2. Inspect facility before and after event.
3. Enforce rules and regulations of facility.
4. Supervise facility during games.
5. Check restrooms and stock with needed supplies.
6. Fill out incident reports on any injuries or incidents.
7. Report any problems to Division Supervisor.
8. Turn on lights when needed and record how long lights were used.
9. Provide plastic trash bags for cleanup.

6. CONCESSION

1. The City of Galt Parks and Recreation Department reserves the sole right to conduct all concession at the park facility. No person will be allowed to sell any food, drink or other consumable item in and around any facility connected with a rental agreement without permission from the Director of Parks and Recreation or designee.

7. PROTECTION

1. Each renter shall employ, at his own expense, sufficient police protection for any event which in the opinion of the Director of Parks and Recreation or the Chief of Police is deemed necessary.

8. CLEANUP

1. A cleanup fee will be deposited five (5) days prior to the event. The fee will be refunded by the Department, or deducted from final rental fee, if the facility is left in clean and orderly fashion.

2. If cleanup is not done properly and the City of Galt Parks and Recreation Department staff is needed to clean up facility on the day after the event, a fee of \$30.00 per hour per man will be charged.

9. LIGHTS

1. Lights if needed will be available for tournaments on Saturday and Sundays evenings until 10:00 p.m.
2. The light fee will be per hour or fraction of hour per field.

10. GAME TIMES

1. No game is to begin any earlier than 8:00 a.m. on Saturdays and Sundays.
2. All games must be completed no later than 10:00p.m. unless authorized by the Parks and Recreation Director or his designee.

11. INSURANCE

1. Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the lessee's operation and use of the leased premises. The cost of the insurance shall be borne by the lessee.
2. Lessee shall furnish the City of Galt with certificates of insurance and with original endorsements affecting coverage required by this section (see below). The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms provided by the City and are to be received and approved by the City five (5) days before the event(s) commence.
3. Lessee shall maintain limits no less than: Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
4. Lessee shall furnish along with the certificate of insurance, an original endorsement naming the City, its officials, employees and volunteers as insureds as respects to any and all liability arising out of activities performed by or on behalf of the lessee.
5. The certificate of insurance and endorsement must be delivered to the City five (5) days prior to the event.

12. RESERVATION FEE

1. To reserve the facility date(s) a reservation fee will be charged.
2. This will be deducted from the overall cost of the rental when the fees are paid.
3. Failure to use facility due to other factors besides weather will result in the reservation fee being forfeited. (See item #13 - Cancellations.)

13. CANCELLATIONS

1. If the renter makes a written surrender of any reservation not later than thirty (30) days prior to the date reserved, the advanced deposit will be returned to the renter and event canceled less a \$50.00 processing fee.
2. In the event the renter wishes to cancel his agreement after the thirty (30) days, a charge of two hundred-fifty dollars (\$250.00) will be made.
3. Any cancellation due to weather or unforeseen circumstances which will cause delay or cancellation of the event will be reviewed by the Recreation Department.
4. The City reserves the right to cancel any reservation up to forty-eight (48) hours prior to the event if the City determines that the condition of the fields do not allow safe use without the risk of damage to the City facilities. Adverse field conditions may be due to weather, unanticipated maintenance problems, or other causes. If the City cancels the reservation due to condition of the fields, the renters shall receive a full refund of any fees paid. The City shall have no liability to renter for any damages resulting from such cancellation.

14. RENTAL FEES

See Attachment A

I FULLY UNDERSTAND ALL RULES AND REGULATIONS WHICH ARE LISTED IN THE MATERIAL. I OR MY ORGANIZATION WILL BE RESPONSIBLE FOR THE FACILITY CARE AND GENERAL SUPERVISION.

Name (signature)

Date (month/day/year)

Name (printed)

Address: _____ City: _____ Zip: _____

Cell Phone: _____

E-mail Address: _____