

Harrison County Parks and Recreation

# Spelter Ballfield

## Rental Agreement

Name of Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

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

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Practice(s): \_\_\_\_\_

Time of Practice: \_\_\_\_\_

General Description of Field Use \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The renter must provide a responsible person to act as the representative to be on site and in charge throughout the practices; that person will be: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### Terms and Conditions of Use

1. All practice requests must include date, starting and ending times, and must be submitted to Parks office for approval prior to usage. There will be a fee of \$ \_\_\_\_\_ or an optional one time rental fee for the season of \$ \_\_\_\_\_ with the guarantee of the use of the field on the scheduled days and times for entire length of agreement.
2. Anyone using the fields must provide a certificate of proof of insurance (establishing coverage in the amount of \$1,000,000), and list the Parks commission as the named insured, turned into the Parks office prior to use of the field. Failure to provide the

certification of insurance in advance will result in the inability to use the field at the designated time.

3. Maintenance of the field is the responsibility of the renter.
4. Police the field and immediately report issues to the Harrison County Parks and Recreation office.
5. No tobacco products or alcohol are permitted during field usage.
6. The field and dugouts must be clear of trash after every practice. There will be multiple trash receptacles at the field. The bags will be replaced prior to any usage of the field.
7. Bathrooms at the facility will be available. It will be required to make sure trash is properly dispensed to keep them clean. Parks staff will check bathrooms to make sure they are properly stocked and trash is removed.
8. Do not alter or install any equipment without the prior approval of the Harrison County Parks and Recreation department.
9. Harrison County Parks and Recreation reserves the right to cancel any practices due to inclement weather or poor field conditions. The purpose of this policy is to ensure the safety of the participants, and to prevent damage to the field while vulnerable. Conditions that may result in cancelation:
  - a. Standing puddles of water or snow/ice on the field.
  - b. Severe weather storms and/or lightning.
10. For those renting the field for one day, in case of inclement weather, you can reschedule based on availability. If a makeup date cannot be made, a refund may be given. For seasonal use, this contract policy will not be practiced.
11. Failure to abide by these terms and conditions may result in termination of this agreement and the ability to use the field, plus forfeiture of your fees.
12. Any further questions, feel free to contact Jack Cann at the Harrison County Parks and Recreation office during business hours of 8:30-4:30 Monday-Friday at 304-423-7800.

**I have read, understood, and agree to abide by this policy presented by Harrison County Parks and Recreation, and as coach take financial responsibility on behalf of my team for any damages incurred while using the field.**

\_\_\_\_\_

Coach/representative signature

\_\_\_\_\_

Date

\_\_\_\_\_

**For Office Use Only**

**Facility Rental Fee: \$** \_\_\_\_\_

**Other Charges: \$** \_\_\_\_\_

**Total Amount Due: \$** \_\_\_\_\_

**Proof of Insurance Received:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Approved by:** \_\_\_\_\_

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

**Receipt#:** \_\_\_\_\_

**Paid:** \_\_\_\_\_

### Field Rental Rate Sheet

Daily	\$20
2-3 per weekly at \$15	\$30/\$45
\$10/day Monthly. 20 days per month	\$200
Season 4/1- 9/30	\$550