

## Field Rental Reservation Form

(Does not include Athletic Complex Facilities)

Name of Applicant: \_\_\_\_\_

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

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

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

Facility	Date	Days of Week	Time
Khoury Park 1		Monday	
Khoury Park 2		Tuesday	
Lakeview Park 1		Wednesday	
Lakeview Park 2		Thursday	
		Friday	
		Saturday	
		Sunday	

**Event Details:**

### Fees:

#### City Residents

\$10 per hour

#### Non City Residents

\$15 per hour

**Hourly charges begin at the time the field is made available for permit holder use and ends when field is vacated.**

**(Hours X Amount from above X Number of Days = Amount Due)**

$$\frac{\text{Hours}}{\text{Hours}} \times \frac{\text{Amount}}{\text{Amount}} \times \frac{\text{Days}}{\text{Days}} = \frac{\text{Total}}{\text{Total}}$$

### Use Regulations:

- The permit and the responsible party (21 years of age or older, who officially rented the field) must be on-site when the field is being used.
- The permit holder will leave the field in a clean, neat condition. If it is necessary for the City to provide cleaning services following the reserved activity, the permit holder may be charged an additional fee **and the City will review whether to permit future use by the permit holder.**
- No apparatus or equipment may be located on the fields unless the use and location of said equipment has been approved by the City of Warrenton.

- Private Vehicles may NOT be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
- In case of inclement weather, permit holders are responsible for determining if the event/activity is going to be held. The City of Warrenton may deem it necessary to close fields in extenuating circumstances.
- Unless specifically stated on the permit, it is understood that the gathering to be held is not a fundraiser, no admission fees are being charged, and no tickets will be sold or collections taken and that no items or services will be sold without approval of the City of Warrenton.
- Users agree to indemnify, defend, and hold harmless the City, its agents, and employees from and against any accident, injury, including death, and/or loss of property or damage to neighboring property.
- No teams, coaches, etc. are permitted to use athletic field fencing as a backdrop or toll for game warm up or aid, with an exception to pitching warm ups provided there is a catcher. Example: soft toss.

### **Refund Policy**

- If the activity is cancelled from the beginning (you never get to the field or start set up) due to inclement weather, the reservation fee will be refunded in full.
- If your rental commences and then is shortened by weather, you will be charged for the time used in ½ hour increments and will be issued a credit for the unused portion of time.
- Refunds will not be granted within 2 (two) weeks of the reservation. Refunds requested in writing outside of 2 (two) weeks will be granted a refund minus a \$10 administrative fee.
- The City reserves the right to postpone, cancel, or delay any activity on City property. The decision on whether to start or continue a program rests fully with the permit holder.
- Any damage caused to the fields will be the sole responsibility of the rental party.
- All policies of the field use permit program are subject to the discretion of the City of Warrenton. The City reserves the right to modify or waive any policy as it deems necessary and in the best interest of the City.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

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### FOR CITY USE ONLY

Office Initial: \_\_\_\_\_

Fee: \_\_\_\_\_

(PRKFIE)

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