



# ATHLETIC FIELD/COURT RENTAL REQUEST

Please complete this form entirely and legibly. Applicant must be at least 18 years of age. Rental fee must accompany Rental Request if applicable. Submission of Request does not constitute approval. You will receive acknowledgement through the mail, email, or by phone. **Add additional information on separate sheet if needed.**

**REQUESTED ATHLETIC FIELDS/COURTS (for leagues, complete a separate form per league and per field requested)**

<b>Tennis Courts</b> <input type="checkbox"/> Apollo Sertoma 4-Plex <input type="checkbox"/> Centennial 2-Plex <input type="checkbox"/> Harmon North 3-Plex <input type="checkbox"/> Harmon South 3-Plex <input type="checkbox"/> Harvey 4-Plex	<b>Soccer Fields</b> <input type="checkbox"/> Baldwin 4-Plex <input type="checkbox"/> Harvey East <input type="checkbox"/> Harvey West <input type="checkbox"/> WLW 6-Plex <input type="checkbox"/> WLW Elks West Soccer <input type="checkbox"/> WLW Kiwanis East Soccer	<b>Baseball Fields</b> <input type="checkbox"/> Collins <input type="checkbox"/> Harmon <input type="checkbox"/> Memorial <input type="checkbox"/> Patriot 4-Plex <input type="checkbox"/> WLW Elks West <input type="checkbox"/> WLW Kiwanis East <input type="checkbox"/> WLW Southwest Yellow <input type="checkbox"/> WLW Grass	<b>Softball Fields</b> <input type="checkbox"/> Centennial <input type="checkbox"/> Dryden <input type="checkbox"/> Harvey 4-Plex <input type="checkbox"/> Patriot 4-Plex <input type="checkbox"/> WLW Northwest Blue	<b>Football Fields</b> <input type="checkbox"/> WLW Elks West Football <input type="checkbox"/> WLW Kiwanis East Football  <b>Miscellaneous</b> <input type="checkbox"/> Apollo Pickleball <input type="checkbox"/> BMX Track <input type="checkbox"/> Other: <span style="background-color: yellow; display: inline-block; width: 20px; height: 10px;"></span>
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<b>EVENT INFO</b>	1. NAME OF TOURNAMENT/LEAGUE/CAMP/EVENT: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>		2. SPONSORING ORGANIZATION (IF APPLICABLE): <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	
	3. AGE DIVISIONS (I.E. ADULTS, U8-U18, ETC): <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>		4. NUMBER OF TEAMS/PARTICIPANTS ESTIMATED: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	
<b>CONTACT INFO</b>	5. TEAM/INDIVIDUAL REGISTRATION FEE? <input type="checkbox"/> Yes <input type="checkbox"/> No		6. SPECTATOR FEE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	7. REPRESENTATIVE: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>		8. CELL PHONE: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	9. EMAIL (IF DESIRED) <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>
	10. ADDRESS: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>		11. CITY - STATE - ZIP: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	
	12. PERSON SUPERVISING EVENT: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>		13. SUPERVISOR'S CELL PHONE: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	
<b>DAYS &amp; DATES</b>	14. DAY(s) <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> SA <input type="checkbox"/> SU DATE(s): <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>			
	15. TIME(s): (INCLUDE THE ENTIRE TIME FIELDS/COURTS ARE NEEDED, <u>INCLUDE SET-UP, WARM-UP AND CLEAN-UP TIME</u> . KEEP IN MIND THAT GAMES CAN'T BEGIN PRIOR TO 8:00 A.M., AND MUST CONCLUDE BY 11:00 P.M.) <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>			
<b>FIELD/COURT</b>	16. NUMBER OF FIELDS/COURTS REQUESTED: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>		17. SPECIFIC FIELDS/COURTS REQUESTED (EX. FIELDS #1 & #2/GREEN): <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	
	18. FIELD SIZE(S) NEEDED (I.E. 2-100 YARD FIELDS): <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	19. BASE PATH DISTANCE: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	20. PITCHING DISTANCE: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	
	21. OTHER SPECIAL FACILITY REQUESTS: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>			
<b>OTHER</b>	22. DO YOU WISH TO HAVE OUTSIDE VENDORS: <input type="checkbox"/> Yes <input type="checkbox"/> No (APPROVAL BY KPR DIRECTOR REQUIRED-ATTACH A LIST OF VENDORS)			
	23. DO YOU NEED THE CONCESSION STAND OPEN? <input type="checkbox"/> Yes <input type="checkbox"/> No (CONCESSION STANDS ARE NOT AVAILABLE AT EVERY FACILITY. MOST CONCESSION STANDS ARE ONLY AVAILABLE FROM MAY-AUGUST)			



# ATHLETIC FIELD / COURT RENTAL AGREEMENT

Rev. 10/01/16

## DEADLINES:

- For Field/Court use for months of March-August **deadline is November 20<sup>th</sup>**. You will be typically notified if request is approved by January 1st.
- For Field/Court use for the months of September-October **deadline is April 1<sup>st</sup>**. You will be typically notified if request is approved by April 15<sup>th</sup>.
- The Park and Recreation Director reserves the right to approve requests prior to the deadline if necessary.
- Requests may be submitted after the deadlines, but must be done a minimum of 10 working days in advance of the event.

## FIELD / COURT RESERVATION POLICY:

- Fields and courts cannot be rented between the months of November-February unless otherwise approved by the Park and Recreation Director.
- Some fields are not available during certain times of the year.

## RULES AND REGULATIONS GOVERNING USE OF CITY OF KEARNEY ATHLETIC FIELDS/COURTS:

- The Rental Representative, hereinafter referred to as Representative, is responsible for leaving the facility in a clean and orderly fashion. Failure to do so will result in an additional clean-up fee based on hourly wages.
- The Representative shall accept responsibility for the conduct of those using the facility, and any/all damage to property.
- The Representative is responsible for ensuring that there is at least one adult supervisor present at each complex/park used.
- The Representative is responsible for ensuring the event reflects positively for Kearney.
- Alcohol is not permitted in City parks. The Representative is responsible for enforcing this rule and should call police if assistance is needed
- Motorized vehicles are prohibited inside the athletic complex unless otherwise approved by the KPR Director.
- The Representative shall keep a copy of this Agreement in his/her possession at all times during rental use.
- No artificially enhanced or amplified sound system may be utilized unless otherwise approved by the KPR Director.
- No vending or sales of any kind are permitted without prior approval from the KPR Director. Some fields have designated concession operators.
- All park rules, regulations and ordinances of the City of Kearney shall apply.
- Games/events may not begin prior to 8:00am, and must be completed by 11:00pm. Any exceptions must be pre-approved by the KPR Director.
- A complete tournament/event schedule must be submitted to the KPR Office no later than five (5) working days prior to the tournament/event.
- Fields will be lined once each day by Park Staff. Please indicate under "special instructions" if fields need lined more often. Fee will apply.
- If a field is prepared and not used, there will be a \$20 fee assessed to the renter/association for each incident. No charge will be made if a cancellation has been made prior to field preparation.
- Proof of liability insurance may be an added requirement.
- The City of Kearney Park and Recreation Department, Kearney Public Schools, the University of Nebraska at Kearney, and Kearney Area Sport Organizations have first priority to the fields/courts.
- Use of the field/courts is subject to weather and its impact on the facility. KPR Staff has the final decision on playable field/court conditions. If the entire event is cancelled due to weather, a refund will be returned to the tournament director if applicable. If part of the event is cancelled due to weather, a proportional refund will be returned if applicable. For weeknight league games, a decision will be made on the field conditions by 3:00pm.
- The Representative needs to be aware of potential thunderstorms that may form and allow time for evacuation if needed. Games/event should obviously be suspended when emergency sirens are heard. Games/event should stop when lightning is spotted and thunder is heard. As a guideline, games/event should be delayed for 30 minutes after the last thunder is heard.

Failure to abide by these rules and regulations shall result in forfeiting the facility deposit check and possibly prohibit future use by the Representative and organization.  Check here to confirm that the rules and regulations are understood.

## IMPORTANT – READ BEFORE SIGNING:

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

By signing/typing below, the applicant signifies that he/she has read and understands the rules and regulations listed above.

[Redacted Signature]

Representative Signature

Date: [Redacted]

[Redacted Signature]

Park & Recreation Director

Date: [Redacted]

Approved

Not Approved

## FIELD RENTAL FEES:

- League games / practices / tournaments / camps sponsored by Kearney Public Schools, Kearney Catholic High School, UNK, or a Kearney Youth Sport Association: NO FEE (unless special requests dictate a fee)
- Adult league games or youth league games not sponsored by a Kearney Youth Sport Association: \$50 PER GAME
- Adult or youth sport tournament not sponsored by KPS, KCHS, UNK or a Kearney Youth Sport Association: \$100 DEPOSIT, PLUS \$20 PER TEAM x THE NUMBER OF DAYS THE TOURNAMENT IS CONDUCTED
- Adult or youth camps or special event not sponsored by a Kearney Youth Sport Association: \$50 PER FIELD EVERY FOUR HOURS

## TENNIS COURT RENTAL FEES:

- League games / practices / tournaments / camps sponsored by Kearney Public Schools, Kearney Catholic High School, UNK or a Kearney Youth Sport Association: NO FEE (unless special requests dictate a fee)
- Adult league or youth league not sponsored by a Kearney Youth Sport Association: \$2 PER PLAYER x THE NUMBER OF DAYS OF THE LEAGUE
- Adult or youth tournament not sponsored by a Kearney Youth Sport Association: \$10 PER COURT x THE NUMBER OF DAYS OF THE TOURNAMENT
- Private tennis lessons / camps not sponsored by a Kearney Youth Sport Association: \$10 PER COURT PER HOUR