

MOULTRIE-COLQUITT COUNTY PARKS & RECREATION AUTHORITY

BALLFIELD RENTAL FORM

Revised 1/23/18

Rental Agent (USER): _____ Purpose of facility use: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Night Phone: _____ Day Phone: _____

CHECK THE FACILITY YOU WISH TO RESERVE: (Check all that apply)

- _____ Knuck McCrary Park (4) Adult softball fields with 300' fences @ 8'
- _____ Magnolia Complex (5) Baseball fields with 250', 250', 200', 200", & 200' fences @ 8'
- _____ Jim Buck Goff Park (3) Girls softball fields with 225', 225', and 200' fences @ 8'
- _____ Drew Field (1) Multi-purpose field 225+- fences @ 8'

DATE OF EVENT: _____ Starting Time: _____ Ending Time: _____

List any special needs concerning your request: _____

RENTAL FEES & TERMS

		AMOUNT OWED	DATE PAID
• First 2 fields \$100/ \$75 all other fields	\$100/\$75	_____	_____
• Concessions rights (Tournaments only)	\$100	_____	_____
• Field Supervisor, 1 per 3 fields (Tournaments only)	\$15 per hr/ each	_____	_____
• Cleaning deposit	\$100	_____	_____
• Security deposit	\$100	_____	_____

- **All tournament rentals require a \$100 security deposit per day to be paid upon reservation to secure dates.**
- **Remaining tournament rental fees must be paid in full at least 48 hours before the start of the tournament or the event rental will be cancelled. IF more than one renter requests the same date, the renter willing to pay a security deposit within the deadline, and forfeit the right for a refund if they cancel, will be given first consideration for the requested date.**
- **A 48-hour cancellation notice is required for any allowable refund.**
- **This form is not valid without signature from MCCPRA Staff.**

USER hereby covenants and agrees to exonerate, save harmless, protect and indemnify the Moultrie-Colquitt County Parks and Recreation Authority and all its employees, representatives and agents thereof, from any and all losses, damages, claims, suits, or actions, judgments and costs which may arise or grow out of any injury to or death of, any person or persons or damage to property in any manner connected with the use of said premises by the User.

USER'S SIGNATURE OF AGREEMENT: _____ DATE: _____

TOURNAMENTS AND SPECIAL EVENTS RULES AND REGULATIONS

1. All field reservation requests must be submitted on the appropriate form to be eligible for approval.
2. Use of alcoholic beverages at all MCCPRA facilities is prohibited.
3. Curfew on all fields at Goff Complex shall be 11:00 PM. Any tournament that starts after 5pm will be \$100 per field. Permission to waive curfew restriction must be approved by MCCPRA.
4. USER agrees to adhere to all laws and ordinances of the City of Moultrie and Colquitt County.
5. USER understands that no field alterations will be allowed without prior consent of the MCCPRA. If USER receives permission to use equipment such as portable pitching mounds, temporary outfield fences, etc., USER must provide, install, and take down these items per MCCPRA directions. No digging is allowed at the complex.
6. USER is responsible for cleaning the facility, bagging trash and depositing it in trash cans on a daily basis. Failure to leave facility in original condition will result in loss of deposit and/or denial of future facility reservations.
7. USER will be responsible for unlocking and locking all equipment and facilities as directed.
8. Under no circumstances can the MCCPRA facilities be sub-leased at any time.
9. Rental fees include MCCPRA lining off the rented field(s) once each day.
10. Rights to any and all concession sales are reserved by MCCPRA. USER may purchase concession rights from MCCPRA for a fee of \$100 per day without access to the concession stand, unless given permission. Any event merchandise sales must be approved in advance by MCCPRA.
11. If applicable, entities must abide by all laws governing the preparation and/or resale of concessions products.
12. USER agrees that his/her performers, agents, participants and employees will conduct themselves in a professional manner to promote a safe and wholesome family event. Furthermore, USER pledges to comply with the terms of this contract and vacate the playing fields and/or facility if the MCCPRA staff feels that unsafe playing conditions are present. Refusal to obey the MCCPRA or Supervisor instructions while using these facilities could lead to USER banishment from MCCPRA facilities and/or arrest.
13. MCCPRA agrees to furnish lighted ballfields, parking, and restrooms with existing utilities.
14. MCCPRA agrees to, before the start of each day's usage, provide restroom maintenance and drag and line fields. In case of unusually wet fields or in climate weather, MCCPRA reserves the right to cancel the event. Prior to the event, MCCPRA will use a maximum of 3 bags of Turface per field to make fields playable. If any additional Turface is needed it will be charged to USER at the purchasing costs. USER will be responsible for any additional field or restroom maintenance during the event day or night. All trash pickup during and after the event each day is the responsibility of the USER. If trash is not picked up before the start of each day, the \$100 USER deposit will be used as necessary to cover the personnel costs to clean the facility.
15. Unless waived by MCCPRA, one supervisor per 3 fields rented will be provided to supervise the facility during the duration of the event at a rate of \$15 per hour to be paid by the USER. Supervisor will act as the MCCPRA representative to assure that rules and regulations for facility usage and maintenance are followed. However, actual event management and maintenance, during and after the event, is the responsibility of the USER. Supervisor will be available to provide access to the facility, grounds, and non-motorized equipment for use by the USER. Any material or equipment not approved by MCCPRA or staff supervisor is prohibited from the facility. With 48 hours notice, if USER requests that MCCPRA provides field and facility maintenance for the event, USER will be charged \$15 per hour per staff person. MCCPRA may waive the Supervisor fees if USER track record of cooperation is acceptable and press boxes/scoreboards not used.
16. Multiple facility rentals by the same individual may be allowed but is subject to approval by MCCPRA staff depending upon the facility usage demands.