



Lexington Park District

Lexington, Illinois

KELLER PARK FIELD RENTAL APPLICATION & AGREEMENT

Organization Making Request _____

Today's Date _____

Contact Person/Responsible Party _____

Address _____

City _____ State _____ Zip _____

Cell # _____ Alternate# _____

Field(s) Requested _____

(Field 1, Field 2, Field 3, Field 4, Kemp's Field, Jacob's Field)

Requested Rental Date(s) _____

Sport or activity being played _____

Estimated Attendance _____

Start Time _____ am/pm End Time _____ am/pm

Will a particular set-up or equipment be needed for your request? If Yes, please describe.

Please read before signing.

The Lexington Park District exists to maintain and enhance the quality of life for all citizens of Lexington by providing park, recreation, and leisure opportunities through organized programs and acquiring, developing, maintaining, preserving, and enhancing recreation areas, open spaces, and facilities in the most cost-efficient manner.

The purpose of the Lexington Park District Field Reservation/Allocation and Use Policy is to provide facilities for the use and enjoyment of the residents of Lexington. It is the goal of the Lexington Park

District to make parks and recreation facilities available for use by organizations for non-profit recreational purposes. This policy serves to create a standardized approach to space allocation and fee assessment for users and to ensure that the allocation of facilities is fair and equitable.

I understand that completing and signing this agreement is a request until it is approved and required fees are paid, after which this request becomes a contractual agreement. Requests must be received 30 days prior to rental date requested unless otherwise approved and will be reviewed within 10 business days of being received. No deposit or payment is due with this form.

I agree to submit payment, as determined by the Lexington Park District, by date indicated when notified of approval. Failure to submit payment by date requested will make this request null and void and may result in loss of time slot.

I understand submitting a request is NOT a guarantee of availability or approval. All rentals are processed as identified in the Usage Procedures Rules and Rates. Requests will be reviewed based on Lexington Park District policy, facility and staff availability. Lexington Park District reserves the right to deny any rental which is deemed inappropriate.

I have read the Lexington Park District regulations and agree to adhere to them. This acknowledges that I have read the Keller Park Field Usage Procedures, Rules and Rates. As the Responsible Party for the field rental, I will make all users aware of the rules and regulations associated with the use of the athletic field(s).

I can assure that the Individual taking responsibility for the Rental Application and Agreement is 21 years of age. I understand and will ensure that an authoritative representative of the organization, over the age of 21, will remain on premise for duration of the rental. I understand that the organization is solely responsible for any and all supervision during rental. I understand that the organization is solely responsible for determining whether the site is safe and appropriate for use prior to each use; and notify the Park District of any known safety hazard. Safety includes protection of the resources as well as participants.

It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the Lexington Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement. It is also understood that the organization will provide and maintain at its own cost, insurance coverage as outlined in the Athletic Field Usage Procedures, Rules, and Rates.

Printed Name of Responsible Party

Signature of Responsible Party

Date of Signature

Title/Office (if applicable)

Please sign and return this Rental Application and Agreement to:

Lexington Park District

Office address: 905 Orange Street

Mailing address: P.O. Box 64

Lexington, IL 61753

E-mail: lexingtonparkdistrict@gmail.com

Office Use Only

The fields listed below are approved for use during the listed times. Signature of this form approves the use by the organization.

Permits are valid only in accordance to the park district regulations.

Approved by _____ Title _____

Disapproved by _____

Printed Name _____ Phone Number _____

Field(s): _____

Times: _____

Estimated Cost _____

Deposit _____

Final Cost _____

Payment Owed _____ Date Payment is Due _____

Date Paid _____

Remarks: _____

Keller Park Usage Procedures, Rules and Rates

The Lexington Park District offers 6 baseball and softball fields available for rent. Below is a list of those fields. Fees listed below are for a two-hour rental with one field prep included. If multiple field preps are needed an additional \$10 fee will apply per prep.

Fields & Fees

Programs and activities sponsored by the Lexington Park District, Lexington Community School District and any Lexington based non-profit organization will NOT be charged a field usage fee.

FIELD NAME	FIELD DESCRIPTION	RENTAL FEE	LIGHTS
Field 1	60' and 70' bases 200' temporary fence (depends on season)	\$50	N/A
Field 2	60' and 70' bases 200' fence	\$50	\$25/hour
Field 3	60', 70' and 80' bases raised pitching mound 300' fence	\$50	N/A
Field 4	60', 70' and 80' bases 200' fence	\$50	N/A
Kemp's Field	60' and 70' bases 200' temporary fence (depends on season)	\$50	N/A
Jacob's Field	Set up for Tball 150' fence	\$50	N/A

User Priority

In order to be consistent in granting use of these fields, identifying priority user groups, specifying deposit and fee schedules, and establishing administrative rules, the following guidelines apply:

1. Lexington Park District programs, leagues, and tournaments
2. Lexington Community School District programs and activities
3. Lexington based, non-profit recreational youth sport organizations.
4. Other Lexington based, non-profit organizations, including but not limited to youth and/or adult athletic leagues, scouts, church groups, service clubs, civic associations, traveling teams, etc.
5. Other Rental Groups (if space is available)

Availability of Field for Scheduled Use

Field availability is based on the user priority list, field conditions, weather, and any pre-existing schedule.

Scheduling Procedures

After the Lexington Park District programs, leagues, and tournaments have been scheduled and field needs have been determined for each season, all open time slots will be available for rental based on the priority list.

Any requests for tournament dates are asked to be submitted, with application, by January 1st of each year. All other date requests are processed on a first come first served basis.

Reservation requests will be accepted by email to lexingtonparkdistrict@gmail.com or may be dropped off in the lock box located at the Lexington Park District Office, 905 Orange Street. A field request form must be filled out. The Park District does not take verbal requests for field rentals. Only user groups who have a completed facility request form will be considered for rentals, and field requests will not be accepted or considered from any group with outstanding fees owed to the Lexington Park District.

After the field request is reviewed and approved, a field contract/permit will be issued to the user group. This permit should be in the possession of the user group during the time of the rental.

After date requests have been accepted and reserved by the Lexington Park District, the reservation process is not complete until payment is made in full. If the user group does not commit to the rental, by making their full payment, the time slot(s) may be distributed to other groups. Rentals are determined on a first-come, first-served basis. Changes to scheduled rental or practice times can be approved only by a Lexington Park District board member.

Cancellation/Refunds

- A. For rentals cancelled 90 business days or more in advance, the user group will be refunded 100% of fees paid.
- B. For rentals cancelled at least 30 business days in advance, the user group will be refunded 50% of fees paid.
- C. Refunds will not be granted for rentals that are cancelled less than 30 business days before the rental date or if the rental is cancelled after it has started.

Rainouts

The Lexington Park District reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns. The Lexington Park District will make every effort to get games in especially for tournaments and events that have no rain date options.

Insurance

The Lexington Park District requires all user groups to provide a certificate of liability insurance.

- A. Provide General Liability Insurance with limits of not less than \$1,000,000 team per occurrence and \$2,000,000 Aggregate or Personal Injury and shall cover liability arising from premises, operations, independent contractors, products-

completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract) and shall not be endorsed to exclude claims arising from athletic participation.

- B. The Lexington Park District must be named as an additional insured. The insurance policy shall not be suspended, voided, canceled, reduced in coverage, or in limit except after thirty days prior written notice has been given to the District by certified mail and a return receipt requested. Insurance forms must be submitted to the District prior to use of the fields.

Tournaments/Special Event Permits

Lexington Park District may require additional permission, permits, fees, and security deposits in some cases. The Park District reserves the right to increase the fee based on the nature of the activity.

Baseball and Softball Tournament Rental Fees

FIELD LOCATION	RATE PER TEAM
Keller Park	Email for price, lexingtonparkdistrict@gmail.com

Field Prep for Baseball and Softball Tournaments

Please email lexingtonparkdistrict@gmail.com for more information.

Rules and Regulations

1. The applicant, his/her organization and members are bound by policy of the permit, its' terms and conditions, and regulations and ordinances pertaining to the use of the Lexington Park District property.
2. The Lexington Park District does not assume any liability for property lost or stolen on the park premises, or for personal injuries sustained on the premises during facility reservation and the reserving organization agrees to hold park harmless for all claims, suits, judgments or damages arising out of such property loss or personal injury.
3. A Certificate of Insurance will be required before final approval is granted. This Certificate should name the Lexington Park District as co-insured and should have minimum limits of \$1,000,000 team per occurrence and \$2,000,000 Aggregate or Personal Injury.
4. No gambling, lotteries or raffles shall be performed, or liquor brought or consumed upon the premises or be in the possession of any member of the party unless approved by the Lexington Park District. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.
5. The reserving organization will be responsible for and will pay any damage to Lexington Park District property arising out of the use of said facility pursuant to this agreement.
6. The Lexington Park District reserves the right to have a designated employee visit for the purpose of supervision.
7. Requests for the lighted outdoor athletic areas must be made at the time of the field application.

8. Once reservation has been approved, a signed copy of the request will be issued. Bring this form with you to the athletic area in order to eliminate any conflicts. Those individuals with signed requests will have priority over facility usage.
9. All groups or individuals using outdoor athletic facilities will be responsible for any set-up that they may require and be held responsible for the clean-up of the facility after their scheduled use.
10. The established closing hour of the park system is 10 pm unless special permission is given by the Lexington Park District.
11. All groups must park in designated spots only (parking lots or off-street parking). There is no parking on the grass or sidewalks. Vehicles may not be driven onto park areas without prior approval of the Lexington Park District. Permission may be granted to allow a vehicle to transport materials and equipment too heavy to hand carry. No vehicles shall be driven on the turf within 72 hours of substantial rainfall, or if ground is determined to be too soft to allow vehicular travel without undue damage. Any such damage will be charged to the permit holder(s).
12. All groups must not play or practice in rain-soaked areas. Failure to enforce policy will be cause for revocation of the permit.
13. Cancellation of event due to field conditions will be determined by the Park Supervisor or his/her appointee.
14. If facility attendance is expected to exceed the capacity of on-site comfort facilities or no such facilities exist at site, the permittee must provide portable, temporary toilets with sufficient capacity to accommodate anticipated attendance.
15. Equipment owned by the organization must be removed from the facility within ten days of program completion. Equipment left behind will be disposed of at the cost to the organization.
16. Signature below acknowledges that these rules have been read and will be adhered to by permit holder.
17. The Lexington Park District is not responsible for any personal property loss or damage to vehicles. The Lexington Park District reserves the right to terminate its permit if regulations and/or rules are not followed.