



**CITY OF COLUMBUS PARKS & RECREATION DEPARTMENT**

**COURT RENTAL REQUEST**

<b>OFFICE USE</b>	Calendar	<input type="checkbox"/>
C Mailed	<input type="checkbox"/>	C to Staff <input type="checkbox"/>
Insurance	<input type="checkbox"/>	Fee Paid <input type="checkbox"/>

2424 14th St-Columbus, NE 68601  
 402-562-4234  
 betsy.eckhardt@columbusne.us

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 a separate sheet if needed.**

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

<p align="center"><b>Tennis Courts</b></p> <p><b>Gerrard</b></p> <input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> Court 3 <input type="checkbox"/> Court 4 <input type="checkbox"/> Court 5 <input type="checkbox"/> Court 6 <p align="center"><b>Pawnee Park</b></p> <input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> Court 3 <input type="checkbox"/> Court 4 <input type="checkbox"/> Court 5 <input type="checkbox"/> Court 6 <p align="center"><b>Centennial Park</b></p> <input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2		<p align="center"><b>Handball</b></p> <p align="center"><b>Centennial Park</b></p> <input type="checkbox"/> Court 1		
<b>EVENT INFO</b>	1. Name of practice/tournament/league/camp/event:		2. Sponsoring Organization (if applicable):	
	3. Age Division (i.e Adults, U8-U18, etc.)		4. Number of Teams/Participants Estimated	
	5. Team/Individual Registration Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Spectator Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CONTACT INFO</b>	7. Representative:		8. Cell Phone	9. Email:
	10. Address		11. City, State, Zip:	
	12. Representative Supervising Program (if different from above) :		13. Supervisor's Cell Phone (If different from above):	
<b>DAYS &amp; DATES</b>	14. Year _____ Start Date: _____ End Date: _____ 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			
	15. Time(s): Include the entire time fields are needed. Keep in mind that games can't begin prior to 8am, and must be concluded by 11pm. Example: Date(s) <u>6/1-7/14</u> _set up/arrival time: <u>5:30pm</u> game/practice time: <u>6:00pm</u> breakdown/departure time: <u>9:30pm</u>			
<b>FIELD/COURT</b>	16. Special Instructions (Equipment needed, fields drug, fields lined, bases out, sign/banner etc)			
	17. Field Size(s) Needed (ie 2-100 yard fields):		18. Base Distance:	
			19. Pitching Distance:	
<b>OTHER</b>	20. 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-October)			

**DEADLINES, RESERVATIONS POLICY & INSURANCE:**

- The deadline is November 15th for March-July Field/Court use. You will be typically notified if request is approved by December 20th.
- The deadline is April 1st for August-October Field/Court use. You will be typically notified if request is approved by April 15th.
- The Park and Recreation Coordinator reserves the right to approve requests prior to the deadline if necessary.
- Requests may be submitted after the deadlines, but should be done in a minimum of 10 working days in advance of the event and are subject to field/court availability.
- Fields and courts cannot be requested between the months of November-February unless otherwise approved by the Park and Recreation Coordinator.
- A Certificate of Liability Insurance, listing the City of Columbus as an Additional Insured, is required. Minimum coverage: \$1M per occurrence, \$2M general aggregate.

**RULES AND REGULATIONS GOVERNING USE OF CITY OF COLUMBUS ATHLETIC FIELDS/COURTS (READ THOROUGHLY): ALL PROGRAMS:**

- The Representative/Sponsor Organization, hereinafter referred to as "Rep/Org", shall keep a copy of the signed Agreement in his/her possession. This Information herein needs to be shared with others within the organization, if applicable.
- The Rep/Org 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 Rep/Org shall accept responsibility for the conduct of those using the facility, and any/all damage to property.
- The Rep/Org is responsible for ensuring the program/event reflects positively for Columbus.
- Alcohol is not permitted in City parks. The Rep/Org 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 CPR Coordinator.
- No amplified sound system, unless already available at the facility, may be utilized unless otherwise approved by the CPR Coordinator.
- No vending or sales of any kind are permitted without prior approval from the CPR Coordinator. Some fields have designated concession operators.
- For league games and camps, the Rep./Org. is responsible for ensuring that there is at least one adult supervisor present at each complex/park utilized. Site supervisors much make routine rounds of the facility.
- All park rules, regulations and ordinances of the City of Columbus shall apply.
- Games may not begin prior to 8:00am and may not **extend beyond 11:00pm**. Any exceptions must be pre-approved by the CPR Coordinator.
- If a field is prepared and not used, there will be a \$20 fee assessed to the Rep/Org for each incident. No charge will be made if a cancellation has been made prior to field preparation.
- Use of the fields/courts is subject to weather and its impact on the facility. CPR Staff will make the final determination if fields are playable. For weeknight league games/practices, a decision will be made on the filed conditions by 3:00pm. Decisions are based on safety and potential long term field damage. Park staff will do what they can to make fields playable, but that there are limits to the amount of solid/field amendments and time. If the entire program/event is cancelled due to weather, a refund will be returned to the Rep/Org if applicable. If part of the event is cancelled due to weather, a proportional refund will be returned if applicable.
- The Rep/Org needs to be aware of severe weather that is approaching and allow time for evacuation if needed. Limited on-site shelters are available. Games/events should obviously be suspended when emergency sirens are heard. Games/events should stop when lightning is spotted nearby. Games/event should be delayed for 30 minutes after the most recent lightning strike.
- Updates or corrections to the field/court schedule must be submitted to the CPR ideally five (5) working days prior to field use.
- The Rep/Org needs to have adequate first aid present in anticipation of an injury.

**TOURNAMENTS:**

- A complete tournament/event schedule must be submitted to the CPR Office no later than seven (7) working days prior to the tournament/event.
- Baseball/Softball fields will be lined once each day by park staff. Please indicate under "special instructions" if fields need lined more often, but additional fee will apply.
- For tournaments, a minimum of two site supervisors are required at Bradshaw, Centennial and Gerrard parks, and one site supervisor at each single field at all times unless otherwise approved. For tournaments utilizing courts, a minimum of one site supervisor should be present at each park utilized unless otherwise approved. Site supervisors cannot be active coaches or umpires. Site supervisors should make routine rounds of the facility. For identification purposes, site supervisors need to wear a "tournament Staff" vest supplied by the Park and Recreation Department, or bright colored shirt, hat or vest supplied by the tournament organization.
- The rep/Org should have an emergency action plan in place.
- Larger tournaments may require additional volunteers, supplied by the sponsoring organization, to assist with parking. The Rep/Org must take measures to ensure that cars are parking legally and appropriately so as to not damage the facility or block emergency access.
- A back-up plan should be in place if tournaments is delayed due to weather or other unforeseen circumstances.
- A pre-event meeting will typically be conducted between the Rep/Org and Park Staff, a week or two prior to the tournament, to review final details.

**HOLD HARMLESS:**

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 anyway by such use or occupancy of the facilities of the City of Columbus. The applicant further agrees that in consideration of being permitted to use said Facilities, he/she and the group will defend, indemnify a hold harmless the City of Columbus and their agents and employees harmless for any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant 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. Failure to abide by these rules and regulations shall result in forfeiting the facility deposit check if applicable, additional fees, and /or prohibit future use.**

[Signature line for Representative]

**Representative Signatures**

Date: [Date line]

[Signature line for Park & Recreation Coordinator]

**Park & Recreation Coordinator**

Date: [Date line]

Approved

Not Approved