

# CAMERON PARKS & RECREATION

## FIELD & COURT USE APPLICATION / AGREEMENT

Application must be submitted a minimum of 10 business days prior to event.

Completion of application does not guarantee approval for use.

Event Name: \_\_\_\_\_

Organization/Group/Affiliation Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event Organizer /Contact Name:**

\_\_\_\_\_

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

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

**Secondary Contact Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

Request for: Individual Team \_\_\_\_\_ League \_\_\_\_\_ Tournament \_\_\_\_\_ Camp \_\_\_\_\_ Practice \_\_\_\_\_

Request for: Soccer \_\_\_\_\_ Football/Cheer \_\_\_\_\_ Basketball \_\_\_\_\_ Volleyball \_\_\_\_\_

Dates of Rental: \_\_\_\_\_

Times of Rental: \_\_\_\_\_ Number of teams: \_\_\_\_\_

Request for: Youth Event w/ Age Group \_\_\_\_\_ Adult Event \_\_\_\_\_

Check one: For Profit \_\_\_\_\_ Non-profit \_\_\_\_\_ Fundraiser \_\_\_\_\_

Field/s Requested:

Soccer Complex Fields: North \_\_\_\_\_ South \_\_\_\_\_

Anticipated number of spectators: \_\_\_\_\_ Plans to charge for admission: \_\_\_\_\_

If planning on charging for admission, outline below plan for the considerations for the patron entrance(s) and collections \_\_\_\_\_

\_\_\_\_\_

Require Concessions: \_\_\_\_\_

If yes, please list type of food and merchandise to be sold and number of paid workers: \_\_\_\_\_

\_\_\_\_\_

**FEES:**

**Application Fee:** There is no application fee

**Security Deposit:** A **\$400.00** deposit **may** be required as part of the use agreement, regardless of number of field/courts and/or use and shall be submitted with application. The security deposit will be fully refunded at the conclusion of the agreement upon satisfactory completion of the agreement, or if requested date and/or times are not available, or if event is canceled due to weather etc. and there are no acceptable alternative dates to re-schedule the event. Deposits need to be turned in directly to the City of Cameron at City Hall.

**Initial Rental Fees Payment:** Due no later than five (5) business days prior to the first scheduled date

**Additional Fees Payment:** Any remaining fees for costs associated with the use must be paid in full 30 Days after invoice. Applicant/Event Organizer are responsible for any remaining balances.

**1. Practices:**

a) **General Use and Fees:** Field/Courts can be rented in minimum two-hour blocks per field/per day.

**Field/Courts for one-time practice requested:**

	<b>Resident</b>	<b>Non-resident</b>
N Soccer Field	\$15/hour x _____ hours = \$ _____	\$20/hour x _____ hours = \$ _____
S Soccer Field	\$15/hour x _____ hours = \$ _____	\$20/hour x _____ hours = \$ _____
Volleyball Court	\$10/hour x _____ hours = \$ _____	\$15/hour x _____ hours = \$ _____
Basketball Court	\$10/hour x _____ hours = \$ _____	\$15/hour x _____ hours = \$ _____

**Field/Courts for multiple practices requested:**

	<b>Number of Practices</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>WHITE PACKAGE</b>		<i>Based on \$10.00 per hour</i>	<i>Based on \$15.00 per hour</i>
1 hour	1 to 10	\$100	\$150
1.5 hours	1 to 10	\$150	\$225
2 hours	1 to 10	\$200	\$300
<b>BLACK PACKAGE</b>		<i>Based on \$7.50 per hour</i>	<i>Based on \$12.50 per hour</i>
1 hour	11 to 20	\$150	\$250
1.5 hours	11 to 20	\$225	\$375
2 hours	11 to 20	\$300	\$500
<b>GOLD PACKAGE</b>		<i>Based on \$7.00 per hour</i>	<i>Based on \$12.00 per hour</i>
1 hour	21 or more	\$210	\$360
1.5 hours	21 or more	\$315	\$540
2 hours	21 or more	\$420	\$720

**2. Games and Tournaments:**

- a) **General Use and Fees:** The initial fee includes field rental and general maintenance and any other field preparation that is required. Fields can be rented in minimum two-hour blocks per field/per day.
- b) **Field Prep:** For games and tournaments our park staff will do the prep work on each requested field for each day of use.

**Fields/Courts for games/tournaments requested:**

	<b>Resident</b>	<b>Non-resident</b>
N Soccer Field	\$35/hour x _____ hours = \$ _____	\$40/hour x _____ hours = \$ _____
S Soccer Field	\$35/hour x _____ hours = \$ _____	\$40/hour x _____ hours = \$ _____
Volleyball Court	\$10/hour x _____ hours = \$ _____	\$15/hour x _____ hours = \$ _____
Basketball Court	\$10/hour x _____ hours = \$ _____	\$15/hour x _____ hours = \$ _____

**Tournament Fees** (applies when ALL fields are reserved):

**Resident:**

Soccer Complex \$280/day, x \_\_\_\_\_ days = \_\_\_\_\_

**Non-resident:**

Soccer Complex \$315/day, x \_\_\_\_\_ days = \_\_\_\_\_

CHARGES APPLY FOR ALL FIELDS BOOKED EVEN IF NOT ALL FIELDS ARE USED.

**3. Optional Fees:** We are able to provide additional maintenance throughout the day for your field usage.

a) **Concession Rental Rate:** \$100.00 per event

b) **Additional Maintenance:**

Weekdays: \$25.00/hour/employee

Weekends, Evenings & Holidays: \$40.00/hour/employee

c) **Additional requested services:** must be discussed and agreed to in advance with the Parks Department, and will be billed accordingly.

d) **Extraordinary Measures:** In the event of severe weather or other unexpected events, extraordinary measures may need to be taken to ensure fields are playable in a specific time frame. Under these circumstances, additional charges may apply (field materials, extra staff, etc.). Additional maintenance required to the fields due to inclement weather will be upon the prior mutual agreement of the applicant and staff.

**Cancellation Policy:** If the Applicant/Event Organizer or Secondary Contact shall submit, in writing, the request for cancellation a minimum of thirty (30) business days before event a full refund will be issued. If the written request is received a minimum of ten (10) business days before the event, 50% shall be refunded. If the written request is received within five (5) business days of the event, no refund shall be granted.

**Make up Games:** Applicant must confirm all make-up game dates with the Parks Department prior to scheduling the make-up game. All requests must be made no less than 72 hours prior to the date requested, NO EXCEPTIONS.

Fields and Courts are available for rental on a first come, space available basis.

## **INSURANCE REQUIREMENTS:**

The City of Cameron strictly adheres to the following insurance requirements. These insurance requirements shall not be waived for any reason. The certificate of insurance shall reflect the following:

- Comprehensive General Liability: Minimum limit \$2,000,000 combined single limit for bodily injury and property damage per occurrence
- Comprehensive Automobile Liability - if applicable. Minimum limit \$1,000,000 combined single limit
- Workers' Compensation - if applicable, statutory requirements
- Employers' Liability - if applicable, \$1,000,000 each employee, 1,000,000 each accident and \$1,000,000 policy limit
- The City reserves the right to revise or increase insurance requirements to reflect risk exposure
- The City shall be named as an additional insured and receive notification of cancellation for 30 days.

Certificate of Coverage shall be provided a minimum of five (5) business days (M-F) prior to the requested use date or the reservation will be cancelled.

Depending on the nature of your event, the City of Cameron may require you to provide additional insurance coverage.

The leasing organization agrees to require players (or parents for minors) to sign a waiver (individually or using a team format with individual signatures) for each player to indemnify and hold harmless the leasing organization and the City of Cameron.

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## **RULES:**

**TOURNAMENT DIRECTOR AND/OR APPLICANT ARE RESPONSIBLE FOR ENFORCING THESE RULES. THERE MAY BE ADDITIONAL REQUIREMENTS DEPENDING ON THE NATURE OF THE EVENT.**

- BY CITY ORDINANCE, ALCOHOL IS PROHIBITED AT ALL CITY PARKS.
- Fields are available from 7:00 a.m. to 11:00 p.m. unless prior arrangements have been made.
- Applicant/Event Organizer is responsible for any damages or other incidentals.
- Athletic trainers or medical staff for events are not provided by the City. Recommend the event organizers have an emergency medical plan in place.
- No pets are allowed on the fields.
- Groups or organizations that have requisitioned the field must use the field. Permits are nontransferable.
- All vehicles must be confined to designated parking areas and are not permitted on or adjacent to any field.
- Upon conclusion of the game or tournament, groups are responsible for picking up all litter items from around the field, bleacher and parking areas. This must be done at the conclusion of each days use, or it will be picked up by parks crews the following morning and the applicant will be subject forfeit security deposit.
- Fires are allowed in grills only. Backyard propane and charcoal grills must be placed at least 20 feet away from all structures. These are permitted in parking lots only. Turkey fryers and deep fat fryers are not permitted.
- If thunder is heard or lightning is seen, a mandatory game delay of 30 minutes will be enforced and all players, coaches, officials and guests must leave the fields and seek shelter. Staying near fields or under pavilions is **not** acceptable. Updates will be communicated to the City by the applicant/ event organizer.
- In the event of adverse weather starting after activities begin, the Parks Supervisor can delay or cancel games.
- It is the sole decision of the Parks Staff if field conditions are suitable for play.
- When fields are being re-prepped, coaches need to remove their teams from the fields for the staffs safety as well as the players. Refusal to do so will result in the fields not being re-prepped.
- Vending of food or other items is not permitted without prior approval.
- No admission, parking or other fees are permitted unless prior approved granted by the City.
- A copy of a list of all participants (coaches, team names, number of players per team, state and city of origin) shall be submitted to the City no less than three (3) business days prior to tournament start.

- Copy of all signed waiver shall be submitted to the City no less than twenty-four hours (24) prior to start.
- The City of Cameron reserves the right to cancel a rental event in whole or in part, at any time, for any reason. Such reasons could include, but are not limited to; inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repairs to the field. Depending upon circumstances, a portion of the deposit may be returned to the Renter.

Be aware that the rest rooms are winterized and generally not available between November 15<sup>th</sup> and March 15<sup>th</sup>

I, the undersigned, hereby certify that I will be personally responsible for any damage and have read the rules and regulations governing the use of the City of Cameron's fields and fully agree to all terms and conditions. The information provided on and accompanying this application request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of the request or revocation of field use. By signature the leasing organization agrees to be responsible for and pay, indemnify and hold harmless the City of Cameron, its officers, agents, employees and volunteers against any and all loss, cost or expenses, including reasonable attorney's fees, resulting from any claim or legal action that may arise against the City of Cameron in connection with the use of fields referenced in this agreement

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

Name (please print clearly): \_\_\_\_\_

The following must be submitted with this request:

1. A list of additional information or special requests that will assist in the evaluation of this request
2. If required, a \$400.00 deposit (check, cash, Master Card, Visa, Discover, American Express, or debit)

Submit completed application request and deposit to:

[sgarr@cameronmo.com](mailto:sgarr@cameronmo.com)

City of Cameron

205 N Main

Cameron, MO 64429

For additional information on the facilities visit the City of Cameron website, or contact the Parks and Recreation Department at (816)-632-5420, or City Hall at (816)-632-2177. The applicant or event organizer listed on this application will be notified if additional information is needed to process this request. Confirmation will be made in writing. If assistance is required with your event after normal business hours, contact the Water Plant at (816)-632-2844.