Morrison Sports Complex
315 Bishop Road
Morrison, IL 61270

2019
Field Reservation & Use Agreement
- General Rules and Regulations
  Inclement Weather Policy
  Cancellation Policy
  Payment Policy

City of Morrison
200 West Main Street
Morrison, IL 61270
(815) 772-7657
parksandrec@morrisonil.org
Morrison Sports Complex - FIELD RESERVATION & USE AGREEMENT

APPLICANT INFORMATION:
Name of Organization ________________________________ Contact Person ________________________________
Mailing Address ______________________________________________________________________________________
City __________________ State __________ Zip ______________
Home # __________________ Work # __________________ Cell # __________________________
Email _________________________________________________________________________________________________

EVENT INFORMATION:
Name of Tournament/League/Event ____________________________________________________________
Date(s) ____________________ Hours ____________________
Age Group(s) Participating _________________ Anticipated Number of Teams __________________
Field Light Usage? Yes _____ No _____

# OF FIELDS REQUESTED:
□ Softball Field 1 □ Baseball Field Reservation Deposit $50
□ Softball Field 2 □ Football Field Facility Rental Fee $125 per field (all day)
□ Softball Field 3 Light Usage $15/hour per field
□ Softball Field 4 Total Fee: __________________________

Special Request(s) __________________________________________________________

FEES:

AGREEMENT:

In signing, I (we) fully understand and agree to the City of Morrison Sports Complex Policies and Regulations as listed below:
□ General Rules and Regulations
□ Inclement Weather Policy
□ Cancellation Policy
□ Payment Policy

I (we) provide a certificate of general liability insurance with the minimum limits of $1,000,000 individual and
$1,000,000 aggregate for personal injury.

I (we) assume full responsibility for any damages to City equipment and/or property that occur as a result of
the requested use. Furthermore, I(We) understand that the City of Morrison and its staff will not be held liable
for any injury or damage which may occur to me, my guests, and or members of the above-named organization
and our property during our requested use of the facility. I also agree that while our organization uses the
above listed facility, we will not discriminate on the basis of gender, age, race, disability or sexual orientation.

Signed: ________________________________ Date____________________

City Approved: ________________________________ Date____________________
**OFFICE USE:**

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<thead>
<tr>
<th>Item</th>
<th>Date Received</th>
<th>Initials</th>
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<tbody>
<tr>
<td>Reservation Form</td>
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<td>Proof of Insurance</td>
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<td>$50.00 Deposit</td>
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<td>Approval Granted</td>
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<tr>
<td>Balance Received</td>
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**Date Due:** __________  **Amount Due:** __________
Morrison Sports Complex General Rules and Regulations

1. The applicant, his/her organization and its members are bound by the terms, conditions, regulations, and ordinances pertaining to the use of the City of Morrison Sports Complex.

2. The City of Morrison does not assume any liability for property lost or stolen on City premises, or for personal injuries sustained on the premises during facility reservation, and the reserving organization agrees to hold the City 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 reservation approval is granted. This Certificate should name the City of Morrison as co-insured, and should have minimum limits of $1,000,000 Individual and $1,000,000 Aggregate for Personal Injury.

4. No outside food/drink shall be brought into the facility. Concessions, run by the City of Morrison, will be available for all events.

5. No alcohol shall be brought or consumed upon premises or be in the possession by any member of the party. It is agreed that violation of this provision shall result in immediate revocation of all rights hereunder and forfeiture of all fees.

6. The reserving organization will be responsible for and pay for any damage to property arising out of the use of the said facility pursuant to this agreement.

7. All groups will be responsible for standard clean-up of facilities at the end of their event. i.e. removal of temporary signage, pick-up of litter around dugouts, concession area, parking lots, etc.

8. All parking must be in designated parking lots or legal city streets. NO ONE will be allowed to drive vehicles out of parking lots and onto Sports Complex property unless permission has been granted by the City of Morrison.

9. All groups must not play/practice in rain-soaked areas of the Morrison Sports Complex.

10. Cancellation of event due to field conditions will be determined by the City of Morrison. See Inclement Weather Policy below.

11. No STAKED tents are allowed on Sports Complex property except for designated areas. Tents may be used, but NO STAKES.

12. Requests for field light usage must be made at the time of field reservation.

13. The City of Morrison reserves the right to have a designated employee visit for the purpose of supervision, but is not required to have someone on site.

14. Once the reservation is approved, a signed copy of this agreement will be issued and must be kept with you during the event for evidence of reservation and compliance.

15. Signature on the reservation form acknowledges that these rules have been read and will be adhered to by the permit holder organization.
Inclement Weather Policy

The City of Morrison reserves the right to determine the playability of the fields during/following inclement weather. If a field is determined to be unplayable before the reservation begins, the affected party may reschedule the activity or receive a full refund, minus the $50 deposit. The organization’s contact person will be notified of any decisions to cancel play.

In the event of inclement weather, where an activity is cancelled during play, no refund or rescheduling will be awarded. The City of Morrison will do as much as possible to get the activity completed, minus jeopardizing safety of people or damage to the Morrison Sports Complex.

Cancellation Policy

Cancellations on the part of the renter must be made no later than twenty-one (21) days prior to the event. Notification of cancellations must be made during Morrison City Office hours (8:00am - 4:00pm). Refund of field rental, minus the $50 deposit will be made once cancellation is verified against the policy. If cancellation occurs within twenty-one (21) days prior to the start of the event, no refund will be granted.

Payment Policy

Reservation form must be accompanied by a non-refundable deposit of $50.

Upon acceptance and approval of reservation, an invoice will be sent to the reserving organization for the balance due. Full payment is due to the City of Morrison no later than twenty-one (21) days prior to the start of the event.

Payments shall be made payable to City of Morrison and sent to the following address:

City of Morrison
200 West Main Street
Morrison, IL  61270