



# Morrison Sports Complex

315 Bishop Road, Morrison, IL, 61270

## EVENT RESERVATION & USE AGREEMENT

### APPLICANT INFORMATION:

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

### EVENT INFORMATION:

Type of Event  
(ie. music concert, sports tournament, kids carnival, etc.) \_\_\_\_\_

Date(s) \_\_\_\_\_ Hours \_\_\_\_\_

Field Light Usage? Yes \_\_\_\_\_ No \_\_\_\_\_ Scoreboard Use? Yes \_\_\_\_\_ No \_\_\_\_\_

### FEES:

Reservation Deposit \$ 50 per event

Rental Fees \$600 full-price rate

\$0 to \$300 non-profit / charity rate (see explanation of fees)

Notes / Special Request(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 & Explanation of Fees*

*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:

Reservation Form \_\_\_\_\_ Date Received \_\_\_\_\_ Initials\_\_\_\_\_

Proof of Insurance \_\_\_\_\_ Date Received \_\_\_\_\_ Initials\_\_\_\_\_

Deposit Paid \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Initials\_\_\_\_\_

---

Rental Fee Paid \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Initials\_\_\_\_\_

---

Approval Granted \_\_\_\_\_ Date Approved \_\_\_\_\_ Initials\_\_\_\_\_

Confirmation Sent \_\_\_\_\_ Date Sent \_\_\_\_\_ Initials\_\_\_\_\_

## 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. All participants and guests are expected to abide by the Morrison Sports Complex Code of Conduct. Sports Complex staff reserves the right to temporarily or permanently ban an individual from the facility for any conduct which the Sports Complex staff reasonably believes violates the Code of Conduct or these facility use policies.
3. 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.
4. 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.
5. Operation of the concession stand is at the sole discretion of the City of Morrison. Outside food vendors will be permitted for events of this nature.
6. 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.  
Alcohol will be permitted only after receiving approval from the Morrison City Council and licensure acquired, as necessary.
7. 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.
8. 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 the complex, concession area, parking lots, etc.  
All trash cans must be emptied and bagged trashed collected in one location at the end of the event.
9. 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 specific permission has been granted prior to the event by the City of Morrison.
10. All groups must not play/practice in rain-soaked areas of the Morrison Sports Complex.
11. Cancellation of event due to field conditions will be determined by the City of Morrison.  
See Inclement Weather Policy below.
12. No STAKED tents are allowed on Morrison Sports Complex property. Tents may be used, but NO STAKES.
13. Requests for field light usage must be made at the time of field reservation. Applicable fees apply, per field, per hour of usage. See Explanation of Fees attached.
14. 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. The event contact person will be responsible for reviewing check-in/check-out lists with a designated City employee both before/after the event.

15. 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.

16. 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 evaluate the condition of the fields during/following inclement weather. If a field is determined to be unplayable or unfit for the event to occur before the reservation begins, the affected party may reschedule the event or receive a full refund, minus the \$50 deposit. The organization's contact person will be notified of any decisions to cancel.

In the event of inclement weather, where an event is cancelled after the start of the activity, no refund will be awarded. Rescheduling of the event is not guaranteed and is subject to future availability of the Morrison Sports Complex. 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 (8:00 am - 4:00 pm). Refund of facility 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 & Explanation of Fees**

Below is an explanation of mandatory and additional fees associated with the rental of the Morrison Sports Complex for any event. Full payment of mandatory fees is due to the City of Morrison no later than twenty-one (21) days prior to the start of the event.

Reservation Deposit	\$ 50	This non-refundable deposit, along with the completed reservation form and proof of insurance, secures the listed date(s) for the event. This deposit will be applied to the final rental fee if the event occurs as scheduled.
Rental Fee (full price)	\$600	This is the full price rental fee for the exclusive use of the Morrison Sports Complex on date(s) listed above. Rental fee covers full use of the facility including restrooms, parking lot, sports fields and surrounding areas.
Rental Fee (non-profit/charity)	\$0 to \$300	The rental rate given to non-profit/charitable organizations will be no more than \$300. A further reduced rate will be determined on a case-by-case basis by the Morrison City Council. Rental fee covers exclusive use of the facility on the date(s) listed above, which includes restrooms, parking lot, sports fields and surrounding areas.

Upon completion of the event, an invoice will be sent indicating any additional fees incurred, as listed below.

Light Usage Fee	\$ 15 / hour	Field lights will be set ahead of time to turn on/off automatically. Time will be measured to the nearest ½ hour and billed accordingly.
Scoreboard Remote Replacement	\$400	If a scoreboard remote is not returned at the end of the event, a \$400 replacement fee, per remote, will be charged to the reserving organization.

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

Upon acceptance and approval of the reservation, an invoice will be sent to the reserving organization for the balance due prior to the event. Upon completion of the event, an invoice will be sent to the reserving organization for any additional charges incurred.

### **Contact Information**

If you have questions regarding reservations at the Morrison Sports Complex, please contact the City of Morrison or visit our office at City Hall.

City of Morrison  
200 West Main Street  
Morrison, IL  
61270

(815) 772-7657  
[parksandrec@morrisonil.org](mailto:parksandrec@morrisonil.org)

---

### **EVENT RESERVATION & USE AGREEMENT**

Approved by the Morrison City Council on March 9, 2020