Morrison Sports Complex

315 Bishop Road, Morrison, IL, 61270

SINGLE FIELD RESERVATION & USE AGREEMENT

APPLICANT INFORMATION:

Name of Organization _____ Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Home # _____ Work # _____ Cell #_____

Email _____ Insurance on File (Y/N) _____

EVENT INFORMATION:

Type of Event
(ie. scrimmage, double header, private lesson, etc.) _____

Date _____ Hours _____

Field Light Usage? Yes _____ No _____ Scoreboard Use? Yes _____ No _____

FIELDS REQUESTED:	Base Distance	Mound Distance	Field Prep (Y/N)
□ Softball Field 1	_____	_____	_____
□ Softball Field 2	_____	_____	_____
□ Softball Field 3	_____	_____	_____
□ Softball Field 4	_____	_____	_____

FEES:

Reservation Fee	$50	per reservation
Field Prep Fee	$75	per field
Total Due	_____	

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_____

Fees 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. No outside food/drink shall be brought into the facility.

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.

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 dugouts, concession area, parking lots, etc.

9. All parking must be in designated parking lots or legal city streets.
   <u>NO ONE</u> 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.

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 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 refund of the reservation fee and field prep fees, minus the $25 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 seven (7) days prior to the event. Notification of cancellations must be made during Morrison City Office hours (8:00 am - 4:00 pm). Refund of field reservation and field prep fees, minus the $25 deposit, will be made once cancellation is verified against the policy. If cancellation occurs within seven (7) 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 a field reservation. Full payment of mandatory fees is due to the City of Morrison no later than seven (7) days prior to the start of the event.

Reservation Fee	$50	This fee covers a $25 non-refundable deposit, as well as $25 to secure the reservation. The requested date will not be secured until this fee is paid, and the completed reservation form and proof of insurance are on file at Morrison City Hall.
Field Prep Fee	$75	Field prep will be completed by City staff prior to the reserved date/time and includes measure/set bases, chalk lines, groom infield, and measure/place pitching mounds (if required).
Prep You Own Field	$ 0	Field prep by City staff is <u>not required</u> for single field reservations. Each field is equipped with rakes and a manual field drag. A small chalker and other tools can be made available upon request.

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

Light Usage Fee	$0	There is no fee to use the field lights for this reservation. Requested times for field lights to be turned on/off must be requested ahead of time. Lights will be set to turn on/off automatically.
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