

Ball Field Lights Use Agreement & Policy



City of Pleasant Hill

5160 Maple Drive, Suite A, Pleasant Hill, IA 50327
 Phone: 515-262-9368 Fax: 515-262-9570
 After Hours: 208-5216

RESERVATION INFORMATION:

Event Date: Month / Day / Year	Start Time	Exit Time	Total

Contact Person _____ Group or Organization _____

Day Phone _____ Evening Phone _____

Address _____ City _____ State _____ Zip _____

Purpose of Event _____ Estimated Attendance _____

RELEASE OF LIABILITY

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Division, and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Division, their officials, officers, employees, agents and representatives from any and all claims, causes of action, demands, and expenses of every kind resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them, to ensure that other invited participants abide by said regulations, to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the city for the expense of any theft, loss or damage, including excessive cleanup.

CONDITIONS

Park hours are 5:00 a.m. to 10:00 p.m. Lights must be off by 10:00 p.m. Keg beer of any size, party balls, hard liquor or glass containers are NOT allowed in the parks. The City of Pleasant Hill reserves the right to cancel any rental at any time.

The ball light key shall be picked up at city hall during regular business hours the day of the event. For weekend rental, keys may be picked up on the Friday prior to the event. A ball light key deposit of \$50 must be paid at the time the key is picked up. The entire deposit will be retained until the key is returned. The contact person shall return the key to the city hall no later than 4:00 p.m. of the next business day. If the key is lost or stolen the contact person is responsible for the cost of changing the switch & keys on the facility. The contact person is responsible for reporting any loss or damage, including loss of key, to the Pleasant Hill Police Department at 265-1444.

Refunds of rental fees, less a \$10 administrative fee, will only be granted with just cause. Appeals for refund can be made to the Park & Recreation Commission.

If the renter does not abide by the facility use policy, the renter will no longer be allowed to rent any facility of the City of Pleasant Hill. Discrepancies will be reviewed by the Park & Recreation Commission.

 RENTER'S Signature Date

 CITY REPRESENTATIVE'S Signature Date

Make checks payable to the City of Pleasant Hill

Rental Paid _____ Cash _____ or Check # _____ Receipt _____ Processed by _____ Date _____

Deposit Paid _____ Cash _____ or Check # _____ Key Number _____ Processed by _____ Date _____

Key & Deposit Return Date _____ Deposit Returned To Whom _____ Processed by _____

PLEASANT HILL FACILITY USE POLICY

General Policy Information

All reservations are made at Pleasant Hill City Hall. Reservations will be granted on a first come first serve basis. In the event of reservation conflicts, priority shall be given to the city sponsored event. City sponsored events, library, elections and league signups are not required to pay rent nor provide a damage deposit for facility use but must complete and submit the facility use agreement to guarantee reservation. All other parties must complete and submit the facility use agreement and make full payment to guarantee reservation. Local leagues must have a lease agreement established with the city for the use of specific ball field facilities and are encouraged to provide accommodations for access to such areas when not in use. **Refunds of rental fees, less a \$10 cancellation fee for outdoor facilities and a \$50 cancellation fee for indoor facilities, will only be granted with just cause. Cancellations must be made 30 days prior to the reserved date in order to receive a refund.** Appeals for refund can be made to the Park & Recreation Commission. If the renter does not abide by the facility use policy, the renter will no longer be allowed to rent any facility of the City of Pleasant Hill. The City of Pleasant Hill reserves the right to refuse and cancel any rental at any time. Discrepancies will be reviewed by the Park & Recreation Commission.

Ball Field Lights Use Policy

Pleasant Hill Parks and Recreation encourages community use of the facilities when they are not in use for city sponsored events, league play or previously scheduled tournaments. The city does not provide reservation services for the ball fields except when it is necessary to use the lights. In such cases a "Ball Field Light Use Agreement" shall be submitted. The lights for the ball field at Doanes Park are available for rent at \$40 per evening. Lights must be off by 10:00 p.m. A use agreement must be completed prior to issuing a switch key for the lights.

The ball light key shall be picked up at city hall, during regular business hours the day of the event. For weekend rental, keys may be picked up on the Friday prior to the event. A ball light key deposit of \$50 must be paid at the time the key is picked up. The entire deposit will be retained until the key is returned. The contact person shall return the key to the city hall no later than 4:00 p.m. of the next business day. If the key is lost or stolen the contact person is responsible for the cost of changing the switch & keys on the facility.

The contact person is responsible for reporting any loss or damage, including loss of key, to the Pleasant Hill Police Department at 265-1444.