

## **PHPR Field Rental Policy**

### **Field Usage Philosophy**

It is the policy of the Pleasant Hill Parks and Recreation Department to control the use of City recreation facilities, parks, and sport fields, to protect these resources and to allow usage to individuals, groups, and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

### **Purpose**

This policy is intended to enhance the recreation opportunities and events available to the citizens of Pleasant Hill; to facilitate City and non-City use and scheduling of recreational venues; to offer safe, wholesome recreation programming for participants and spectators, and to adequately reimburse the City for expenses related to providing this use.

### **Prioritization of Users**

The Pleasant Hill Parks and Recreation Department reserves the right to schedule activities and events on City facilities, parks, and sport fields on an “as available” basis. The following priority applies to all scheduling for use of facilities:

1. Pleasant Hill Recreation Programs
2. Pleasant Hill School District
3. Community-Based Recreation Organizations
4. Non-Profit Competitive, Accelerated, or Super League Youth Programs
5. Non-Profit Adult Recreation Leagues or Programs
6. All Others

ALL practices and games MUST be scheduled through the Pleasant Hill Parks and Recreation Department at (816) 540-3135.

### **Guidelines**

1. The Pleasant Hill Parks and Recreation Department reserves the right to schedule activities and events on City facilities and parks on an “as available” basis. Game scheduling must be done a minimum of 10 days in advance, with at least a 48-hour notice of rescheduling for rain-outs or other scheduling problems. The City reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe, or in conflict with City ordinances and policies.
2. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited, without prior approval by the City.
3. The recreation facilities, parks, and sport field usage fees will be paid in advance of use and before the event is scheduled on the calendar. The City refund policy applies as follows: Cancellation by user 30 days prior to use is a full refund, minus \$5.00 handling charge; Cancellation by user up to 15 days prior to use is a 50% refund, minus \$5 handling charge; and cancellations less than 15 days prior to use, no refund will be issued.
4. Cancellations of an event due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible, or refunded (except for a \$5.00 handling fee). Playability of fields will be determined jointly by the Recreation Supervisor and Maintenance Supervisor within two hours prior to game time.
5. Cancellation of an event due to user failing to comply with this policy or City code and policies, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the user from future use of or scheduling of the facilities.
6. No alcoholic beverages, fireworks, firearms, weapons, or other dangerous devices are permitted in park or facility areas. Camping, archery, or amplified sound equipment must be approved through the City’s special event policy.
7. A minimum of \$1,000,000.00 liability insurance policy, naming the City of Pleasant Hill as additional insured must be submitted with scheduling request for all users. In addition, User shall release, indemnify, and hold

harmless the City of Pleasant Hill, its elected and appointed officials, officers, employees, and volunteers from any and all claims, damages, lawsuits, losses, and expenses (including attorney fees) arising out of or resulting from User's performance or failure to perform this agreement and all of User's activities conducted on City's facilities/property. Commercial and privately owned and operated program providers must provide proof of Worker's Compensation and Employee's Liability for employees of the organization as required by Missouri State Law.

8. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The User is responsible for any maintenance or cleanup cost incurred through the negligence of the User of any area or facility.
9. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, has administered its programs in such a way to cause discredit to the City or has not paid all fees due or past due.
10. The City assumes no financial responsibility for the user's group, programs, or any of their constituents.
11. Users shall abide by sport or event-specific rules and field usage rules. All games and practice games need to be scheduled with the Recreation Supervisor and fees paid. A game is defined by any one of the following criteria:
  - a. If there is more than one team present.
  - b. If there are officials present, certified or not, or coaches acting as officials.
  - c. If players are in uniform.
  - d. If one of the teams travels to game site from another city or location.
12. All games and programs must end by 11:00pm, unless approved by the City. All lights must be turned off by 11:15pm.
13. Field sizes are set and are not negotiable. No painting or altering of fields is allowed. Moving of goals, bases, pitching rubbers, bleachers, tables, or other equipment owned, maintained, or managed by the City is not allowed.
14. Community-based volunteer-operated recreation organizations are NOT permitted to operate concessions during their program in the spectator area of their programs without the consent of the City. Concessions MUST be operated in compliance with all applicable health codes. All funds generated from concessions MUST be used to facilitate the organizations' recreation program.

**PHPR Field Reservation Permit**

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**ENTER YOUR RESERVATION INFORMATION BELOW:**

DATE OF RESERVATION \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_

PURPOSE FOR RESERVATION \_\_\_\_\_

FIELD NAME \_\_\_\_\_

RESIDENT \_\_\_\_ NON-RESIDENT \_\_\_\_

WITHOUT LIGHTS \_\_\_\_ WITH LIGHTS \_\_\_\_

**WAIVER**

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY:**

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PAID BY: CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ AMOUNT \_\_\_\_\_