

Germantown Parks and Recreation Department
RENTAL GUIDELINES FOR USE OF ATHLETIC FIELDS

1. The City of Germantown (the “City”) encourages organized sports and provides and maintains athletic fields designed for such sports including baseball, football, soccer, and lacrosse. These athletic fields are in great demand and, due to the resulting wear and tear on the fields and the desire to keep such fields in good and safe condition for the use of the participants, the City requires that all organized play and practices on such fields be scheduled through the Germantown Parks and Recreation Department (the “Department”). Fields, even though apparently vacant, are not available for use except by scheduling through the Department.
2. The City selects and implements a Facility Usage Agreement with the following youth sports organizations to manage and operate outdoor youth sports on behalf of the City:
 - a. GYAA Baseball, Softball, Football, Cheerleading
 - b. GASA Soccer
 - c. Houston Lacrosse Lacrosse

All organized league play and practices utilizing the City’s athletic fields must be scheduled through these sports Providers. Teams should appear on the master field usage schedule and provide proof of a coaching permit, upon request from the Park Rangers or Parks and Recreation personnel. Otherwise such use of the fields shall not be considered as properly authorized and coaches and teams will not be allowed to play on the fields.

3. The Department has identified designated playing seasons for each sport in its Policy Letter No. 33 and closes fields at various other times of the year for turf maintenance and facility repairs. Fields shall be closed to all play during these periods.
4. During the designated sports seasons, the Parks and Recreation Department may rent athletic fields for play or practice subject to the availability and condition of the fields. Those interested parties must comply with the requirements for such rentals established by the Department. Inquires may be made by calling the Parks and Recreation Department at 757-7379.
5. Open park space areas should not be used for organized play as these areas have not been properly prepared for such use and such use may unduly interfere with the normal use of such property by other members of the public.
6. All users of athletic fields must have proper authorization from the Parks and Recreation Department to play or practice on such fields. The Germantown Park Ranger and Parks and Recreation Department is authorized to enforce policies regarding such use.
7. Failure to comply with the provisions of the guidelines contained herein could result in a one-game suspension of any coach found to be in violation of these guidelines. A second offense could result in the coach’s suspension for the remainder of the season.

Germantown Parks and Recreation Department
RENTAL PROCEDURES FOR USE OF ATHLETIC FIELDS

1. Users seeking to rent athletic fields must submit an application for a Field Permit to the Germantown Parks and Recreation Department. Field rental requests will not be accepted over the phone.
2. Applications will only be accepted on Thursdays from 8:00 a.m. – 5:00 p.m. for the following week.
3. All rentals are subject to field availability and field conditions. Field availability will be determined after the development of field and facility schedules by the Department and the Service Provider for the respective sports season.
4. Users may schedule no more than two (2) field rentals per week. A field rental consists of one and a half hours of activity. Designated rental time slots will be made available to any individual or team not associated with the designated sports service Provider, as requested.
5. Rentals will be scheduled using a lottery system at the beginning of the designated sports season. Teams consisting of at least seventy percent (70%) of Germantown residents will be given priority status for practices only. Teams shall provide the Department with a list of its non-resident participants including names and addresses. The Department may require a team to produce legal proof of the residency of any participant on the team's roster. Rental deadlines and schedules will be determined by the Department after reviewing the potential number of requests within that designated sports season and within reason.
6. No rental will be scheduled after 8:30pm.
7. Field rentals may not be sublet to any other individual, group or organization.
8. The Department shall maintain the athletic fields, including mowing, trimming, weed eating, and grooming all fields and surrounding areas. All users are responsible for the cleaning up and picking up of all trash during the course of the rental of the field. Failure to properly clean and pick up the field may result in forfeiture of the rental deposit.
9. Playing fields will be laid out according to Department specifications. No alterations will be permitted in anyway, nor will a user be allowed to maintain the fields in any way (including dragging or lining-off any field).
10. No alcohol or gambling is permitted.

The Department will determine all field cancellations in its sole discretion. In the event that the Department determines that a practice must be cancelled due to poor field conditions or inclement weather, every attempt will be made to reschedule practice as fields become available. If the renter chooses not to reschedule, a full refund will be issued by the Department. **For assistance, please call the Sports Coordinator's office at 757-7379.**

For field cancellations, please call the Germantown Parks and Recreation Hotline: 751-KNOW
The hotline will be updated daily after 3 p.m.

**CITY OF GERMANTOWN FACILITY USE AGREEMENT
TOURNAMENT AGREEMENT**

The **CITY OF GERMANTOWN PARKS AND RECREATION DEPARTMENT** ("**CITY**") and the _____ ("**PROVIDER**") hereby enter into an agreement for use of the following facility: (**Circle all that apply**)

- | | |
|--------------------------------------|-----------------------------------|
| Houston Levee Park – Field 1-2-3 | SoccerPlex – Field 1-2-3-4 |
| Bob Hailey Baseball – Field 1-2-3-4 | Johnson Road Soccer – Field 1-2 |
| Riverdale Softball Field – 1 | Farmington Soccer – Field 1-2 |
| Cameron Brown Park – Field 1-2-3-4-5 | Bob Hailey Football – Field 1-2-3 |

Beginning _____ and _____ ending _____ for tournament.

The **PROVIDER** will be granted use of said facility for this period of time and will be responsible for reporting any unsatisfactory use or conditions, which affect the **PROVIDER** and the **CITY**.

The **PROVIDER** agrees to conduct their activities in strict and complete compliance with Policy Letter No. 33 which shall be incorporated as part of this document as if fully and completely set forth herein.

The **PROVIDER** agrees to provide the Parks and Recreation Department with the information required in Policy letter No. 33 and any other materials requested by the Director of the Parks and Recreation Department, by the deadline enumerated in Policy Letter No. 33.

I/We have read and understand the policies and regulations as stated in Policy Letter No.33 and agree to abide by them. I/We understand that failure to abide by these policies and regulations may be cause for the revocation of the agreement for facility use.

I/We further waive any claim against the **CITY** and assume all risks and hazards incidental to the use of the facilities of the conduct of the activities and transportation to and from the activities. I/We further hereby release, absolve, indemnify, and hold harmless the **CITY OF GERMANTOWN, PARKS AND RECREATION DEPARTMENT, THEIR OFFICIALS, STAFF, AND/OR ALL OF THEM** from and against any loss, liability, claims, causes of action, and expenses, including attorney's fees and damages, arising our of or related to the facilities, the condition of the facilities, the activities, or the programs contemplated by their agreement.

The **PROVIDER** shall maintain at all times during the term of this agreement, at its sole expense and at no expense to the **CITY**, adequate and proper public liability insurance for the joint and separate protection of the **PROVIDER** and the **CITY**, in amounts as designated by the **CITY**, in case of injury to any one person, and in case of injury to more than one person in the same occurrence, and in case of property damage.

The **PROVIDER** shall also furnish written evidence of such coverage of insurance, containing an endorsement that it will be primary as to any other insurance that the **CITY** may have in that regard; and, such coverage of insurance shall not be canceled or coverage reduced without the insurance carrier first giving thirty (30) days notice in written form to the **CITY**.

_____ Signature	_____ Date	_____ Title
_____ City of Germantown	_____ Date	_____ Title

**CITY OF GERMANTOWN FACILITY USE AGREEMENT
TOURNAMENT AGREEMENT**

Date: ____ - ____ - ____

Tournament Name: _____

Sponsoring Organization: _____

Organization Representative: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Fax: _____ Email Address: _____

Address: _____ City/ST: _____ Zip: _____

Dates of Event: _____

Facility Requesting: _____

Game Times: _____

Number of Teams to Participate: _____ Entry Fee per Team: _____

Admission Fee: _____ Age and Gender of Participants: _____

Require use of a Concession Stand Yes No

FIELDS & DIMENSIONS REQUESTING

Ex: – Bob Hailey #3 – Dimensions Bases – 80’, Mound – 54’

Bob Hailey #1: _____	Cameron Brown #5: _____	Riverdale Field #1: _____
Bob Hailey #2: _____	Farmington #1: _____	Soccerplex #1: _____
Bob Hailey #3: _____	Farmington #2: _____	Soccerplex #2: _____
Bob Hailey #4: _____	Houston Levee #1: _____	Soccerplex #3: _____
Cameron Brown #1: _____	Houston Levee #2: _____	Soccerplex #4: _____
Cameron Brown #2: _____	Houston Levee #3: _____	BH Football #1: _____
Cameron Brown #3: _____	Johnson Road #1: _____	BH Football #2: _____
Cameron Brown #4: _____	Johnson Road #2: _____	BH Football #3: _____

**CITY OF GERMANTOWN FACILITY USE AGREEMENT
TOURNAMENT AGREEMENT**

FEE SCHEDULE

Outdoor Facilities

\$100/day/field Monday – Friday
 \$150/day/field Saturday & Sunday

_____ Field/Court @ \$_____ field/court x _____ days = \$_____

_____ Field/Court @ \$_____ field/court x _____ days = \$_____

_____ Field/Court @ \$_____ field/court x _____ days = \$_____

Total = \$_____

Additional Materials _____ Bags of Turface @ \$10.00/bag \$_____

Additional Manpower _____ Employees @ \$22/hour for _____ hours \$_____

Other additional fees _____ \$_____

Total Amount Due \$_____

Representative Signature

_____-_____-_____
Date

List additional instructions on back of form.

This form will be copied to Recreation Superintendent & Sports Coordinator, Parks Superintendent and Sponsoring Organization. The Recreation Division will keep original on file.

OFFICE USE ONLY

\$ _____
 Amount Paid (if any)

 Receipt #

 Method of Payment

 GPR Staff Signature

_____-_____-_____
 Date

Germantown Parks and Recreation
GUIDELINES FOR USE OF ATHLETIC FIELDS

TOURNAMENTS

The following rules, regulations, priorities and charges apply for the use of the City of Germantown's athletic fields and facilities for tournament play.

1. Users must submit a tournament application to the office of the Germantown Parks and Recreation Department (the "Department").
2. Applications must be received by October 1 for the spring and summer seasons and by April 1 for the fall season.
3. Facility use permits will be issued during the month of January for the spring and summer season and during the month of June for the fall season.
4. A \$250 deposit and proof of insurance must be attached to all tournament applications. If the user has met all requirements set out, the deposit will be applied toward the final cost due to the City of Germantown for use of the facilities.
5. Users shall not sublease any facility to any other group or organization.
6. Users are responsible for the cleaning up and picking up of all trash during the tournament event. If an additional dumpster is deemed necessary by the City, a fee will be charged to the applicant. Failure to clean the area will result in forfeiture of the deposit.
7. There will be a pre-tournament meeting between the Germantown Parks and Recreation Department and representative(s) of the tournament organizers to discuss issues related to the operation of the tournament.
8. In coordination with Department, tournament organizers are allowed to drag and line playing fields to supplement efforts by the Department. Machinery or outside materials will not be allowed on the field(s).
9. Clean restrooms for men and women will be provided. The City shall be responsible for the maintenance of the plumbing of all facilities utilized for tournament play.
10. The City Park Ranger will make periodic patrols to assist tournament organizers as needed. A park ranger will check in with the tournament director each morning prior to start of the first game. The Park Ranger will monitor and enforce parking code violations to ensure the safety of visitors and allow for emergency vehicle access.
11. Event organizers are responsible for the actions of all individuals attending the event.
12. Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to GPR at least twenty-four (24) hours in advance unless action was due to inclement weather.

13. Refunds will be considered and pro-rated if applicable when: in extreme/hazardous weather conditions, when rescheduling is not possible. In these situations the organizer must submit a request for refund with 48 hours of the date of the tournament.
14. The City of Germantown Parks and Recreation Department reserve the right to determine when the field is playable. Under no circumstance is the field to be used for play when the field crew has determined that the conditions are unsafe for users or possibly harmful to the fields.