

# Urbandale Walker Johnston Park Softball Complex – Tournament Field Rental Application

City of Urbandale Parks and Recreation Department  
 3600 86th Street, Urbandale, IA 50322 (515) 278-3963 [parks-rec@urbandale.org](mailto:parks-rec@urbandale.org)

## Applicant Information

Today's date: \_\_\_\_\_  
 Name of Individual or Sanctioning Organization: \_\_\_\_\_ Website: \_\_\_\_\_  
 Name of Tournament or Event: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_  
 Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell #: \_\_\_\_\_ Alternate #: \_\_\_\_\_  
**ANTICIPATED # OF TEAMS:** \_\_\_\_\_ **ANTICIPATED # OF GAMES:** \_\_\_\_\_



### Rental Information and Request(s)

**Friday:** 4:00 p.m. – 10:30 p.m. **\$350 for 4 fields**  
**Saturday:** 8:00 a.m. – 10:30 p.m. **\$500 for 4 fields**  
**Sunday:** 8:00 a.m. – 4:00 p.m. **\$500 for 4 fields**  
**Security / Damage Deposit (Refundable):** **\$400 per tournament**

Tournament fees include use of lights and scoreboards

* Requested Day, Date(s)	Start Time	End Time	Total
			\$
			\$
			\$
<b>*Please use one form per weekend tournament</b>			<b>Field Rental Total:</b> \$

Optional Items	Rate	# of Bags	\$ Amt.	Total
Bag of Field Dry (providing own application)	\$12 / bag		x \$12	\$
Bag of Chalk (providing own application)	\$12 / bag		x \$12	\$
<b>Optional Items Total:</b>				\$
<b>Security / Damage Deposit</b>				<b>\$ 400.00</b>
<b>Grand Total</b>				<b>\$</b>

FEES: The full amount must be paid at the time of reservation. Fees can be paid by cash, check (payable to the "City of Urbandale"), or credit card  
 NO REFUNDS OF FEES OR DEPOSIT IF CANCELLED LESS THAN THREE WEEKS PRIOR TO EVENT, unless the Department cancels due to weather or other unforeseen circumstances.

**Reminder: Certificate of Insurance required one (1) week prior to tournament rental. See Rental Agreement Guidelines for more information.**

## HOLD HARMLESS AND INDEMNITY AGREEMENT

The undersigned applicant and/or organization, being of legal age and in consideration to use above facilities of the City of Urbandale, and to participate in the activities identified above, hereby agrees to assume full responsibility for any risk resulting from participation in any activity, and further agrees to indemnify and hold harmless the City of Urbandale, its officials and officers, employees, agents and representatives, from any and all claims, cause of action, demands, and expenses of every kind, resulting from or relating to third party or his/her property, arising out of use of the facilities or relation to the activity which is the subject matter of this executed form. Further, undersigned applicant agrees to have read and understand the Walker Johnston Park Softball Complex Facility Use Policy and Guidelines and agrees to abide by them, to ensure that other invited participants abide by said regulations, to assume responsibility of any theft or damage or equipment, facilities, and grounds as a results of such use, and to fully reimburse the City for expense of any theft or damage, including excessive cleanup.

\_\_\_\_\_  
 Renter Signature

**For Office Use Only:**

Department Representative: \_\_\_\_\_ Recd. Insurance? \_\_\_\_\_  
 Amount Paid: \$ \_\_\_\_\_  
 Payment by: Cash    Check # \_\_\_\_\_    CC: \_\_\_\_\_  
 REFUND: Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**Walker Johnston Park Softball Complex Facility Use Policy: Tournament**  
**Urbandale Parks and Recreation 515-278-3963**

**I. Priority**

- A. The Urbandale Parks and Recreation Department (Department) owns and operates the Walker Johnston Softball Complex and has first priority for use of its facilities for City-sponsored, approved and co-sponsored programs/events. The Department's main objective is to maximize usage of the Complex.
- B. After March 1, 2017, fields will be opened up to the public and rented on a 1<sup>st</sup> come, 1<sup>st</sup> serve basis for open dates from April 3 to October 15, 2017.

**C. General User Responsibility for Complex Rentals**

- A. All users shall comply with all Federal, State and local laws and ordinances, as well as any facility rules posted at the facility, printed on agreement form, permit, other written forms, or as directed by staff.
- B. The individual whose signature appears on the Rental Agreement Application is responsible for the supervision and behavior of participants. Children under 18 years of age must have adult supervision.
- C. The Department reserves the right to cancel or postpone any activity due to conflicts, disregard of rules and regulations, inclement weather, unsafe playing conditions or other unforeseen circumstances.
- D. It is recommended that renter has a copy of the Rental Application and approval with them for proof of permission to use the facility. This will clarify any questions as to which dates and timeframes are scheduled on specific fields by the renter.
- E. Prior to use, the renter shall notify the Department staff of any damages, deficiency, or similar fact observed by him/her at the Complex, in order that such condition might not be attributable and charged to the renter.
- F. The renter shall be responsible for reparation of any theft or damages to equipment, facilities, and grounds as a result of such use.
- G. Any accidents on the premises occurring during the use shall be reported immediately to Department staff.
- H. Renter must sign an Indemnity/Hold Harmless Statement, as well as provide a certificate of insurance against liability associated with such usage. The absence of such requirements shall not negate responsibility as follows: In renting, leasing, or making available for use, the City assumes no responsibility for:
  - 1. Loss or damage to any property placed on the premises by use.
  - 2. Loss or damage to any property or personal effects, including motor vehicles and their contents, of the user, its members, employees, agents, participants, guests or attendees.
- I. The Department does not endorse or condone any activities or products represented by the renter.
- J. Soft pitching and hitting balls into fencing at the Complex is prohibited.
- K. Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility.
- L. No sublet or assignment shall be initiated by the renter unless written consent is given by the Department.
- M. Parking is only allowed in the parking lot. Renter shall prohibit motorized vehicles from driving within the Complex, including the ball field walks from the parking lot. This includes umpires and vendors. Exception- Tournament Director shall be allowed to drive a vehicle up to the common area to unload supplies and/or equipment, and to remove garbage, etc. Vehicle may not remain parked at the common area.
- N. Renter and their participants must abide by the Iowa Smoke Free Air Act. Smoking is prohibited in the Walker Johnston Park Softball Complex in the following areas: inside and next to buildings, seating areas and by entries and exits.
- O. All flyers, announcements, advertisers and/or ads to be posted in Complex or used and/or promoted with renter's event require prior approval of the Parks and Recreation Director or his/her designee.
- P. All animals must be licensed and under control by owner by a leash not more than 10' in length. Owner must remove any droppings by the animal on the property. Pets are not allowed onto designated fields of play.



**WALKER JOHNSTON PARK SOFTBALL COMPLEX “Rental Agreement” Guidelines: TOURNAMENT**

The Walker Johnston Park softball complex is owned, managed and maintained by the City of Urbandale. Fields are located at Walker Johnston Regional Park, 9000 Douglas Avenue, Urbandale, IA 50322

**Rental Approval Process:** All rental applications will be reviewed by the Parks and Recreation Department, with reservations being granted on a first come, first serve basis. Department’s main objective is to maximize usage of the Complex.

- Walker Johnston Softball Complex tournament rentals are generally available Fridays, 4:00 p.m. - 10:30 p.m., Saturdays 8:00 a.m. - 10:30 p.m. and Sundays, 8:00 a.m. - 4:00 p.m.

Tournament Fee/Schedule:

1. A reservation is made when the Security/Damage/Cleaning Deposit(s) and Rental Fees are received and a “Walker Johnston Park Softball Tournament Field Rental Application” is completed, signed and submitted. A certificate of Insurance is required prior to the scheduled tournament date.
2. **FEES** must be paid by check (payable to the City of Urbandale), credit card, cashier’s check or cash and must be paid at the time of the reservation.
3. A cancellation made at least 21 days in advance of the scheduled rental will receive a refund of rental fees and damage deposit. **NO REFUND OF FEES within 21 days of rental unless Department cancels due to weather or other unforeseen circumstances.**
4. Deposit(s) will be returned by mail within two weeks of rental date if the facility is left in satisfactory condition or in the event that the Department must cancel the reservation.

Certificate of Insurance:

The Renter, at its own expense, shall procure and maintain during the time of the use, commercial general liability insurance for protection of the City from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person or property on the Premises due directly or indirectly to the use or occupancy thereof by the insured, or any person claiming through or under the insured. Insurance should include coverage for premises and operations, independent contractors, volunteers, products & completed operations and contractual liability. The policy should not have a participant exclusion and the City of Urbandale must be added as additional insured. Liability policies shall have limits of not less than: (1) \$1 Million per occurrence for bodily injury and property damage, (2) \$1 Million per person for personal injury, (3) \$2 Million annual aggregate (4) \$2 Million Products & Completed Operations General Aggregate – (if renting the concession stand and selling food items): (5) \$300,000 for Damage Rented to you Limit and (6) \$5,000 Medical Expense limit. A certificate of insurance must be provided to the City **one (1) week prior** to the renter’s access and use of the facility.

City will provide – Field preparation and maintenance:

- The City will prep the fields one time prior to a weekend rental. If prior notice is given, the City will install the bases at the distance requested for the tournament. Standard set-up is 70 foot bases.
- Prior to the commencement of the tournament, the City will empty all the garbage cans and will install one clean bag in each can with one back up bag under the clean bag.

Tournament Sponsor/Renter Responsibility:

- Renter will be responsible to adjusting pitchers mounds and installing temporary fences as needed for a tournament.
- It is the renter’s responsibility to make sure dugouts and common areas are free of trash at the days end. Garbage pickup is to be handled throughout the tournament by the renter. Remove garbage bags from cans and put them in the dumpster near the north Maintenance building by the parking lot. Replace bags in the cans when the full bags are removed. Failure to do so may result in loss of deposit.