



Urbandale Walker Johnston Park Softball Complex Non-Tournament Field Rental Application

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

Applicant Information

Today's date: _____
 Name: _____ Organization: _____
 Address _____ City: _____ State: _____ Zip: _____
 Email: _____ Cell #: _____

Rental Information and Request(s)

Field Hourly Rate: \$25 / hour
Field Light Usage: \$20 per field / per hour
Scoreboard usage: \$10 per field/per day
*Rentals available Sunday – Thursday **

A	B	C	D	E	F	G	H	I	
Requested Date(s)	Fields (circle all that apply)	Start Time*	End Time*	Total Fields	Total Hrs (all fields)	Field \$ Cost (F x \$25)	Lights (F x \$20)	Scoreboard (E x \$10)	Total (G+H+I)
	#1 #2 #3 #4					\$	\$	\$	\$
	#1 #2 #3 #4					\$	\$	\$	\$
	#1 #2 #3 #4					\$	\$	\$	\$
	#1 #2 #3 #4					\$	\$	\$	\$
	#1 #2 #3 #4					\$	\$	\$	\$
Grand Total:									\$

*Times start and end on the hour, beginning at 4:00 p.m. Last rental begins at 9:00 p.m.

Note: Fields on Sunday evening rentals will not be prepped if there is a tournament at the complex on that weekend.

HOLD HARMLESS AND INDEMNITY AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING – INDEMNITY AND HOLD HARMLESS 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 Policies 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: _____ Amt. Pd: \$ _____

Payment by: Cash Check # _____ CC: _____

REFUND: Date: _____ Amount: _____

Walker Johnston Park Softball Complex Facility Use Policy: NON-Tournament

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 1st come, 1st serve basis for open dates from April 3 to October 15, 2017. **From March 1- March 10, 2017 renters will be limited to reserving a maximum of 4 fields/hours per week.**

C. General Renter Responsibility for Complex Rentals

- A. All renters 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 Application Form 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. 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 renter, its members, employees, agents, participants, guests or attendees.
- I. The Department does not endorse or condone any activities or products represented by the renters.
- J. Soft pitching and hitting balls into fencing at the Complex is prohibited. Renter is required to enforce this rule.
- 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.
- N. Renters 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 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: Non-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

- Walker Johnston Softball Complex is available for rental Monday, April 3 – Sunday, October 15, 2017.
- Weather cancellation: It is the decision of the Parks and Recreation Department if field conditions are suitable for play.
- Rental Agreement required for all field usage: Use of the fields that are reserved and rented are the only fields that should be used by the renter. All other fields will be made available for rental to other groups or individuals. **No use of fields at the complex is allowed without approved rental agreement with the Urbandale Parks and Recreation Department.** Any use of facility that is not approved and paid for by renter prior to use may result in outstanding/future rental agreement being revoked and no future use allowed.
- Trash Cleanup: Renter is responsible for making sure dugouts and common areas are free of trash and debris and placed in garbage cans at the end of their rental.

Field preparation and maintenance provided by the City:

- For weekday rentals, fields will be prepped (raked and lined) by the City prior to first rental time of the day. Standard set-up is 70 foot bases.

NOTE: Fields on Sunday evening rentals will not be prepped if there is a tournament at the complex on that weekend.

Rental Reservation Fee/Schedule:

1. A confirmed reservation is made when Rental Fees are received and a “Rental Application” is completed, signed and submitted.
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. A cancellation made at least 1 week in advance of the scheduled rental will receive a refund of rental fees. NO REFUND OF FEES if cancellation is within 1 week of scheduled use, unless Department cancels due to weather or other unforeseen circumstances.

**For rain or weather related cancellations and/or questions about the complex,
please call the Parks and Recreation office at 515-278-3963.**

