

# YMCA/CITY OF MAQUOKETA - BASEBALL/SOFTBALL FIELD RENTAL FORM

Date of Activity	
Time	
Contact Person <small>(please print)</small>	
Sponsoring Organization <small>(please print)</small>	
Type of Activity <small>(please print)</small>	
Address <small>(please print)</small>	
Phone – Home and/or Cell	
Email	

**FACILITY YOU WISH TO RESERVE:**

Grove Street East                     
  Grove Street West                     
  5<sup>th</sup> Ward Field  
 Burlingame North                     
  Burlingame South

**RENTAL FEES (DUE AT TIME OF RESERVATION)**

- Deposit - \$150 (See rules & regulations on reverse side)
- Field rental - \$25/day/field
- Chalk - \$5/bag
- Lights - \$25/night
- Gate Fee - \$100/tournament (if admission is charged)
- Concession Stand rental - \$100/tournament

As a condition of rental, each renter will be required to provide a certificate of insurance for their event.

	Quantity	Price	Days	Total
Deposit		\$150	NA	\$150
Fields		\$25		
Chalk		\$5	NA	
Lights		\$25		
Gate Fee		\$100	NA	
Concession Stand		\$100	NA	
<b>TOTAL</b>				

Please list any special needs you may have concerning your request – include base distances, pitching plate distances and any additional field preparation needed.

**QUESTIONS? CALL CITY OF MAQUOKETA/563.652.2484 OR MAQUOKETA YMCA/563.652.6566**

PLEASE SEE REVERSE SIDE

**Rules and Regulations**

- 1. All field reservations requests must be submitted on the appropriate form to the Maquoketa Area Family YMCA.
- 2. All requests are subject to approval by the Maquoketa Area Family YMCA.
- 3. Use of alcoholic beverages shall be prohibited and no one under the influence of alcohol may participate in activities at the City of Maquoketa ball fields.
- 4. Curfew on all fields shall be 11:00 p.m. Permission to waive/extend curfew restrictions must be approved by the City of Maquoketa.
- 5. Reserving persons/organizations shall be held responsible for any and all damages incurred to the facilities, which were a result of the scheduled event. You are also liable for injury to person or persons using the facility during the rental period. A certificate of insurance will be required with general liability requirements of \$500,000 for each occurrence and \$1,000,000 general aggregate.
- 6. Reserving persons/organizations are responsible for chalking the fields.
- 7. Reserving persons/organizations are responsible for cleaning the facility, bagging trash and depositing it in trash dumpsters on an as needed/daily basis. Failure to leave facility in original condition will result in loss of deposit and denial of facility reservations in the future.
- 8. Reserving persons/organizations will be responsible for locking & unlocking all equipment & facilities. Renter understands & agrees that the keys provided for accessing equipment and facilities shall not be copied.
- 9. Rental is for the ball fields only. Admission may be charged at locations; however, access cannot be denied to those using the parks playground area for exercise.
- 10. A deposit and all rental fees must be paid at the time of reservation to secure dates. A 48-hour cancellation notice is required for a refund.
- 11. A deposit of \$150 (check payable: City of Maquoketa) will be charged. The full amount will be returned if there is no damage to the facilities and if all of the renter’s responsibilities stated within are met. The City of Maquoketa may hold all, or a portion, of the deposit if the facility is not returned to its original condition.
- 12. As part of the rental of the facility, the City will provide 2 large rolls of toilet paper, 2 small rolls of toilet paper, 2 extra garbage cans and 5 garbage bags for each day the facility is rented. If the City of Maquoketa is called out during the rental period, the applicant may be charged a \$100 fee, which will be collected from the deposit.
- 13. Additional Provisions: \_\_\_\_\_

**By their signatures below, the Maquoketa YMCA and the Organization/Person that may use the specified ball fields under the terms of this Agreement do hereby agree to the terms and provisions set forth above.**

Signature: \_\_\_\_\_  
(Organization: Authorized Representative)

Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
(Maquoketa YMCA Representative)

Date: \_\_\_\_\_

OFFICE USE ONLY: Total Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

- deposit provided
- copy of insurance provided
- entered into the google calendar
- copy given to City staff