



# Sports Facility Rental Request

Requires 14 business days notice for games or tournaments rentals.

Facility Requested \_\_\_\_\_  
It is agreed by and between the parties hereto that the County grants the rentee permission to utilize the facility listed above.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Activity Begins: \_\_\_\_\_ am/pm Activity Ends: \_\_\_\_\_ am/pm

Reservation Date(s): \_\_\_\_\_

Event/Purpose: \_\_\_\_\_ Facility setup: \_\_\_\_\_  
(i.e. Adult Softball, Baseball, Fastpitch, table and chairs needed or list other use)

Anticipated Attendance: \_\_\_\_\_ Are lights requested? Yes \_\_\_\_\_ No \_\_\_\_\_ (field rental only)

Is rentee requesting additional utilities? Yes \_\_\_\_\_ No \_\_\_\_\_ Will an admission charge apply? Yes \_\_\_\_\_ No \_\_\_\_\_

Is rentee wanting to offer concessions? Yes \_\_\_\_\_ No \_\_\_\_\_ (Special requirements apply)

If yes to any of these, see Reservation Information; Additional Fees and County Codes will apply. <http://parksandrec.snco.us>

Comments/Special Instruction: \_\_\_\_\_

By signing below, applicant understands and will advise all participants that Shawnee County is subject to the Kansas Tort Claims Act, which substantially limits any liability of the County or any subdivision thereof in the event of any injury or accident. This event is to be considered a recreational use of a public facility and any liability would be determined in keeping with Kansas law as it relates to such use. In the event any such liability was found, Applicant agrees to hold harmless, indemnify and otherwise repay County for any expenses arising out of such event and any legal action or settlement relating to the same.

**Applicant has read and understood the field/facility rental information provided as well as the rights and responsibilities of Shawnee County and the applicant for the facility rental.**

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

### Athletics Office Use Only:

Date request received: \_\_\_/\_\_\_/\_\_\_ Approved by \_\_\_\_\_ Entered into QuickScores: Yes No

Confirmation sent: \_\_\_/\_\_\_/\_\_\_ Email Quickscores

Balance paid: Yes No Amount paid: \_\_\_\_\_ Staff Initials (print): \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_

## Diamond Reservation Information

<b>Diamond Options:</b>	<b>Address</b>	<b>Fields</b>	<b>2 HR Practice</b>	<b>Type</b>	<b>Games /field</b>	<b>Day /field</b>	<b>Deposit</b>	
Felker Park	2540 SW Gage Blvd, 66614	1-4	\$30	sb/fp	NA	\$ 85	\$ 50	
Gage Park	635 SW Gage Blvd, 66606	1	\$30	sb/fp	NA	\$ 85	\$ 50	
Rueger Park	2801 SE Kansas, 66605	1-4	\$50	sb/fp	NA	\$ 165	\$ 50	
Lake Shawnee Girls Softball Comp	3512 SE Leisure Lane, 66605	1-4	\$50	fp	\$ 60	\$ 85	\$ 50	
Bettis Family Sports Complex	3025 SE Croco Road, 66605			bb				
Pee Wee 1 <sup>#</sup>			\$50	bb	\$ 60		\$ 50	
Pee Wee 2 <sup>#</sup>			\$50	bb	\$ 60		\$ 50	
Harold North Field			\$50	bb	\$ 60		\$ 50	
Jim Parrish Field			\$50	bb	\$ 60		\$ 50	
Pony		HS+	\$50	bb	\$110		\$ 50	
Jerry Robertson		HS+	\$50	bb	\$110		\$ 50	
		College	\$50	bb	\$250		\$ 100	
Soccer/Multipurpose		1-3	\$125	misc	\$125		\$ 50	
Shawnee North <sup>#</sup>	300 NE 43rd St., 66617	1-4	\$30	sb/fp	NA	\$ 85	\$ 50	
Shawnee North Soccer Fields	300 NE 43rd St., 66617	1-3	\$30	No lights	NA	\$ 85	\$ 50	
Crestview	4801 SW Shunga Dr, 66614	1	\$30	sb/fp	NA	\$ 85	\$ 50	
Santa Fe	1301 NE River Road, 66616	1-2	\$30	No lights	NA	\$ 85	\$ 50	
Oakland/Billard	801 NE Poplar, 66616	1-3		sb/fp/bb				
Pony			\$30	sb/fp/bb	NA	\$ 110	\$ 50	
Colt			\$30	sb/fp/bb	NA	\$ 110	\$ 50	
Mustang			\$30	sb/fp/bb	NA	\$ 110	\$ 50	
Shawnee South	6715 SW Westview Rd, 66619	1-2	\$30	sb/fp	NA	\$ 85	\$ 50	
Dornwood Softball	2815 SE 25th Street	1-3	\$30	sb/fp	NA	\$ 85	\$ 50	
Highland Park Baseball	2815 SE 25th Street	A-D	\$30	bb	NA	\$ 85	\$ 50	
#No steel cleats on portable mounds	<b>Lights included with rental fees, exception: practices</b>							
<b>Convenience Fees</b>								
Concessions fee	1 or 4 fields	*rentee is responsible for all licenses and fee				\$50		
Admission Fee						\$50		
Utility Fee			4 hours			\$25		
Outlets (120 V/15 amp)			5+ hours			\$50		
Light Fee for Practices (ea field)	Applies to league or non-league teams		90 minutes			\$30		
Subsequent tournament or field maintenance (ea request)						\$35		
Vendor Fee (ea)						\$100		



## **Field/Facility Rental Information**

### **Shawnee County provides the following:**

- **Athletics staff will prioritize games, tournaments, and rentals above practices. Athletics staff reserves the right to reschedule or cancel practices if they conflict with games, tournaments, or rentals.**
- Athletics staff will be in contact within 72 hours to confirm details and approval of the request.
- Field preparation at the start of rental (manicured diamonds, bases and pitcher's plate at specified distances, marked infields, clean site, free parking, restroom or portable toilet access).
- Inclement weather policy: If fields have been prepared and inclement weather occurs, an additional fee for field agent and labor will be incurred. This will be the judgment of the onsite staff and rentee.
- Rental of diamonds and/or facilities during park hours only
- Scoreboard operator and field maintenance between games when applicable (additional fees will apply).
- SCPR reserves the right to designate your tourney or rental to accommodate the park/facility, you may be required to fill out a special use permit. The County will provide you such a copy should it be so determined.
- SCPR staff reserves the right approval within reasonable discretion to include, safety, security, adequate seating, tables, equipment, times, and activities that will be performed.

### **Rental contact provides the following for the reservation:**

- Non refundable deposit required to reserve facilities or fields at time of reservation.
- Game or tournament schedule 72 hours prior to the start of the rental.
- Contact Topeka Premier Umpire Association for officials or umpires.
- Litter control on fields, spectator areas, dugouts, parking lots and facilities; vehicles allowed only in parking lots.
- Do not place any substance(s) onto playing surfaces in order to alter the playing surface.
- Field and facility guidelines may or may not apply such as prohibiting steel spikes.
- Equipment and premises must be returned in the manner in which it was rented.
- Additional facility and/or field preparation and cleaning are the responsibility of the rentee.
- Facilities are tobacco free.
- Groups will be allowed usage only of the specific room(s)/field(s) reserved and the restrooms. Access to other areas of the rental facility is prohibited.
- No alcoholic beverages including beer are allowed on county parkland property as outlined in HR-84-10. The Shawnee County Park Police may ticket violators. Shawnee County Parks and Recreation reserves the right to withhold any deposit placed by the rentee and cancels the tournament/rental for violating this code.
- Damages incurred during rental will result in additional fee assessed.
- Special requirements may only apply with prior written approval from the Director. Additional fees may apply shall such rights be granted. The rentee assumes any and all responsibility for the return of leased premises. In addition, they are responsible for the conduct of participants and spectators throughout the entire rental period.
- All pertinent fees are reflected on reservation form.
- Adequate adult supervision is required whenever members are under 18 years of age.