



Sports Facility Rental Request

Submit via email to prathletics@snco.us

Requires 14 business days' notice for tournaments or rentals.

All rentals will be processed on a first-come, first-serve basis.

NOTE: New 2024 policy on Multipurpose Field at Bettis Family Sports Complex on Pg 3

Facility Requested _____

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: _____

Sports Facility Rentals

Fees are per practice slot, unless otherwise noted.

Location:	Number of Fields	Practice	Game	Day
Softball Fields				
Lake Shawnee Softball Complex	4	\$50	\$60	N/A
Rueger Park	4	N/A	N/A	\$125
Felker Park	4	\$30	N/A	\$85
Shawnee North Park	4	\$30	N/A	\$85
Shawnee South Park	2	\$30	N/A	\$50
Crestview Park	1	\$30	N/A	\$50
Santa Fe Park	2	\$30	N/A	\$50
Dornwood Park	3	\$30	N/A	\$85
Baseball Fields				
Bettis Family Sports Complex (Big Fields)	2	\$50	\$250 (College) \$150 (HS)	N/A
Bettis Family Sports Complex (Small Fields)	4	\$50	\$80	N/A
Oakland/Billard Park	3	\$30	N/A	\$50
Dornwood Park	3	\$30	N/A	\$85
McDonald Field	1	\$30	\$125	\$85
Soccer Fields		Multipurpose specific policy listed on Pg 3		
Bettis Family Sports Complex (Full Field)	1	\$60/hour	\$60/hour	\$1,000
Bettis Family Sports Complex (Small Fields)	3	\$20/hour	\$20/hour	\$500
Shawnee North Park (Small Fields)	3	\$30	N/A	\$85
Sand Volleyball Courts				
Lake Shawnee	2	N/A	N/A	\$25
Gage Park	2	N/A	N/A	\$25
Tennis Courts				
Lake Shawnee Tennis Complex	8	N/A	N/A	\$50/court



Field/Facility Rental Information

Multipurpose Field (Bettis Family Sports Complex) Policy Only

- Renting periods will be broken into the following:
 - **Spring:** January 1 – April 30
 - **Summer:** May 1 – August 31
 - **Fall:** September 1 – December 31
- Prospective renters may submit requests *no earlier than one month prior to beginning of a renting period* and no later than within 5 days of the date(s) requested.
 - **Example 1:** User A wants to utilize dates beginning May 6. They may not request this at any point prior to April 1 and no later than May 1.
 - **Example 2:** User B wants to utilize a single date on October 10. They may not request this at any point prior to August 1 and no later than October 5.

New in 2024: Fees for league/rental must be paid in full before receiving reservation confirmation.

- **Exception:** Recurring rentals on the Multipurpose Field may be taken and confirmed for a full renting period, but must be paid prior to the beginning of each month.
- Renters requesting non-recurring dates on the Multipurpose Field must be paid in full before receiving reservation confirmation.

Shawnee County provides the following:

- Athletics staff will prioritize games, tournaments and special events above practices. Athletics staff reserves the right to reschedule or cancel practices if they conflict with any of the above.

Rental contact provides the following for the 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 on turf fields.
- 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 + 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.
- Adequate adult supervision is required whenever members are under 18 years of age.

Updated: Jan 23, 2024