



Office Use Only	
Date Paid:	_____
Amount \$	_____
Form of Payment:	_____
Receipt #	_____

**Baseball/Softball Field Rental Usage Form and Policy**

Baseball \_\_\_\_\_ Softball \_\_\_\_\_

Fee: Practice not lined \$25 - 2 hour block  
 Games Lined/Mound or no Mound - \$60 Game 2 hour block  
 Lights Small Field - \$30 per hour / Large Field \$35 per hour  
 Additional drag and line in a day \$25 per hour per field  
 Bags of MVP & Rapid Dry \$15 per bag  
 Tournaments same rate of fee per game and a deposit of \$500.00

**On file 3 days prior to event Certificate of Insurance \$1,000,000**

**Clean up by renter/must be clean or will not rent again**

Insurance: The Director of Parks and Recreation will determine if a certificate of insurance shall be provided by the renter. The determination shall be dependent upon the type of event (i.e. camp, practice, game) and the estimated attendance.

Field Preparation: The cancellation of the rental due to inclement weather and site conditions shall be the responsibility of the renter and Parks and Recreation Department on a mutual agreement. Please note that the field is expected to be left in the condition that it was found in. Therefore, if the field is too wet to play on but is used anyway, restoration charges will be assessed to the renter.  
 All trash must be placed in the provided trash cans.  
 No motorized equipment is allowed on the fields.

Preference: Preference will be given to the Recreation Department programs first when there is a question of availability.

Payment: Payment shall be made to the Godfrey Parks and Recreation Department in advance of utilizing the field.

**(Attach drawings of field size needed)**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Date & Time of Rental: \_\_\_\_\_ Hours Needed: \_\_\_\_\_

Lined: Yes \_\_\_\_\_ No \_\_\_\_\_ Field Numbers: \_\_\_\_\_ Field Size: \_\_\_\_\_

Lights: Yes \_\_\_\_\_ No \_\_\_\_\_ Hours Needed: \_\_\_\_\_, Bags of Rapid Dry/MVP Used \_\_\_\_\_, Addn Drag: \_\_\_\_\_

Tournament Deposit (\$500.00): Yes \_\_\_\_\_ No \_\_\_\_\_, Tournament Insurance Provided: Yes \_\_\_\_\_ No \_\_\_\_\_

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