



Clay Center Parks & Recreation Department 2023 Athletic Facility Reservation Application



This form should be completed by the responsible party for the stated event.

Today's Date: _____

Applicant Name/Group Name: _____

Address: _____

Phone # _____ Email: _____

Facility/Field(s) Requested: (circle) *Schaulis* *Montel* *Campbell* *Fairgrounds #1*

Fairgrounds #2 *Fairgrounds #3* *Fairgrounds #4* *Fairgrounds #5*

Concession Stand Usage: (circle) *Schaulis* *Campbell* *Fairgrounds*

Date(s) Requested: _____ (application should be submitted no less than 14 days from event)

Time: From _____ To _____ (include set up, tear down, and clean up)

Anticipated number of persons attending this event: _____

Purpose of this event: _____

Contact Person for this event: _____

Phone # _____ Email: _____

I have read and understand the rules and regulations listed in this document and I agree to abide by them. I understand that the violation of any rule or regulation by me or by any member of my party/group may subject the violator to fines/additional fees as determined by the Clay Center Parks and Recreation department, removal from the facility, and/or forfeiture of use of city facilities, including denial of future reservation applications.

I do hereby agree to defend, indemnify, and hold harmless the City of Clay Center, its officers, employees, agents, and volunteers from any loss, damage, expense, claim, and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's and its invitee's use of city property at, during, or in conjunction with the activity or event described in this application.

Applicant Signature

Date



Clay Center Parks & Recreation Department Facility Rules and Regulations



The following rules and regulations shall apply to the use of the fields and other park facilities:

- Tournament Rental Fee- \$50 for Resident or \$100 for Non-Resident reservation. Fees are per field, per day and payable at time of submitting application (Resident is defined as living in Clay County).
- Single game/Doubleheader Rental Fee of \$25 per field, per day is payable at time of submitting application. Single games or doubleheaders which are scheduled during a team’s regularly scheduled practice time will not incur a charge unless field prep is requested.
- *Rental Fee includes the set up and preparation of fields ONCE prior to the start of games each day as well as use of scoreboards (if applicable), use of restrooms and use of lights.*
- Concession Stand Rental fee of \$25 per day, per facility includes utilities and is payable at time of submitting application. No concession items are included with reservation.
- Reservation is not final until approved/signed/returned by Parks and Recreation Superintendent.
- The City of Clay Center has the right to cancel reservations due to weather or poor field conditions due to weather. Refunds will be given for cancellations if no games are played.
- No tobacco, alcohol beverages or illegal drugs are allowed on/in City facilities.
- Use of the fields is subject to applicable provisions of the City of Clay Center code and state law.
- Weapons of all types are prohibited on/in all City facilities.
- Pets are not allowed on/in City of Clay Center facilities. (Exceptions for service animals)
- Parking is limited to designated areas only. Unauthorized vehicles should not enter the facility.
- Speed limit is 10 mph unless otherwise posted.
- *Littering is prohibited. Users are responsible for clean-up following an event and will be charged any costs incurred by the City for failure to comply. A separate \$50 trash deposit is required at the time of submitting the application. Deposit will be returned or destroyed if clean-up is completed at an acceptable level as determined by the Parks and Rec department.*
- No person shall damage or destroy City of Clay Center property of any kind or any property of others in the facility or otherwise interfere with the use of the facility by the public.
- **Cancellation Policy:** All fees will be refunded if reservation is cancelled at least 48 hours in advance.

Reservation application and payment can be submitted to City Hall, 427 Court St. Clay Center, KS 67432
Checks Payable to the City of Clay Center
For any questions, contact Patrick Hayes at 785-632-3797 or cityparkdept@claycenterks.com.

Date _____
Ball Field Fee(s) Total \$ _____
Concession Stand Fee(s) Total \$ _____
Trash Deposit(s) Total \$ _____

Reservation **Approved** or **Declined**

Parks and Recreation Superintendent