

**Winter Garden Parks and Recreation Department**  
**Field Rental Policy & Contract**

The City of Winter Garden provides athletic field space to local organizations when available. Groups that wish to utilize City of Winter Garden owned athletic fields must first agree to terms set forth by the Parks and Recreation Department and sign this contract agreeing to those terms. In addition, groups must meet minimum requirements regarding league organization, accounting, liability insurance coverage, conduct of league activities and safety.

**Requests for regular field use must be submitted to the Winter Garden Parks and Recreation Department utilizing this form at least one week prior to the first anticipated rental date.**

Please complete the following:

League Name: \_\_\_\_\_

League Representative: \_\_\_\_\_

Rep. Address: \_\_\_\_\_

Rep. Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Rep. Email/Website: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Ages of Participants: \_\_\_\_\_ Gender of Participants: \_\_\_\_\_

Typical Cost of Participant Registration: \_\_\_\_\_

Does the league have liability insurance coverage (*Please circle*): Yes No  
*(If so, a copy of the current certificate of insurance must be received by the Parks & Recreation Dept. prior to use)*

Field(s) Requested: \_\_\_\_\_

Date(s) and Time(s) of requested use: \_\_\_\_\_

\_\_\_\_\_

Type of Activity (game, practice, etc.): \_\_\_\_\_

*Questions below are required of organized teams.*

Is the league/team a recognized 501c-3 non-profit organization (*Please circle*)? Yes No

Do you conduct background screens of all coaches and league officials through a local or state law enforcement agency (*Please circle*)? Yes No

Is sportsmanship conveyed to coaches, players, and spectators in some way (*Please circle*)?  
Yes No If so, how: \_\_\_\_\_

**Additional paperwork to be filed with request:**

1. Team rosters complete with names of participants and complete addresses.
2. Copy of leagues' 501c-3 Certificate (if applicable)
3. Any copies of league flyers, registration forms or descriptions of league activities
4. A copy of the league's current liability insurance certificate
5. If the requesting team or group is an affiliate of a larger national or state organization, a letter on letterhead from the league governing body must be attached that verifies the requesting team is a local entity of that organization.
6. Organized Groups or Leagues: If funds are raised through registration fees, concession fees, fund raisers or other sources of income, they must be listed on the separate Financial Accounting Form.

**Winter Garden Parks & Recreation Field Use Guidelines**

1. Teams must submit rosters of teams or participants to the Parks and Recreation Department. Rosters should be complete with names and addresses of participants. Anyone submitting a falsified document will be prohibited from field use for a period of at least two years from the time the incident is discovered, regardless if the season has commenced play. Field use will not be granted until the submitted roster has been verified.
2. Costs for field use shall be as follows:
  - ◇ *Veteran's Park or Braddock Park Softball/Baseball field:*
    - Teams with at least 50% of city residents: Complimentary; \$15.00 per hour with lights
    - Teams that are between 0-49% city residents: \$10.00 per hour; \$25.00 per hour with lights
  - ◇ *Walker Football Field:*
    - Teams with at least 50% of city residents: Complimentary; \$15.00 per hour with lights
    - Teams that are between 0-49% city residents: \$50.00 per hour; \$65.00 per hour with lights
  - ◇ *Braddock Park Soccer/Multi-Purpose Field:*
    - Teams with at least 50% of city residents: Complimentary; \$15.00 per hour with lights
    - Teams that are between 0-49% city residents: \$25.00 per hour; \$40.00 per hour with lights

The City reserves the right to charge additional fees for trash cans and removal, restroom supplies and clean-up, or any other service deemed necessary dependent on the nature of the request and expected attendance at the activity.

**Payments must be made in full at the time of the rental. Rentals will not be held or guaranteed with partial or missing payments.**

3. Rentals must be reserved at least 24 hours in advance. Any changes to rentals must be made before 12:00pm on the day of the rental. No changes will be made after 12:00pm.
4. Reservations may be made no more than 2 months prior to the intended date of use.
5. Appropriate sportsmanship and conduct must be conveyed to all league participants, coaches, staff and spectators. Sportsmanship should be monitored by a league representative or official at all times. Negative reports from the public or from the families of participants regarding league activities may lead to the immediate suspension of league play for the season.
6. Use of city equipment such as rakes, drags, lining equipment, etc. is strictly prohibited and can not be granted at any time.
7. A partial credit may be available for rained out activities.
8. The City has no accessory equipment available for use such as P.A. Systems, down markers, nets, etc.
9. League or team activities should be respectful of facility cleanliness and remove any trash created by their activities.
10. Prepping, dragging and lining the fields are not included in any field rental. The Winter Garden Parks and Recreation Department does not offer this service for any field rentals.

## Field Use Allocation

<b>50% or more</b>	<b>Maximum of 3 days per week per team, as available</b>
<b>30% - 49%</b>	<b>1 day per week per team, as available</b>
<b>10% - 29%</b>	<b>2 days per month per team, as available</b>
<b>Less than 10%</b>	<b>No field time granted</b>

Meeting these criteria does not guarantee field availability.  
Requests will be based on length of service to residents in terms of number of years in existence and how well new programs meet the needs of the residents.

I agree to all policies and terms set forth in this contract. Any variance from these terms or dates requested will be done in writing to the Parks and Recreation Department at least one week prior to the date the change is to go in to effect. Any breach of these terms on my behalf, or that of any of the team officials, participants, leagues, or spectators could result in the immediate suspension of all activities and field use. I acknowledge that I am an authorized agent for the requesting organization.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (name of organization) hereby assume all liabilities, risks, injuries, and hazards incidental to participation in \_\_\_\_\_ (activity) at \_\_\_\_\_ (location), including transportation to or from said activity. I acknowledge the fact that this program may or does involve physical contact or other conditions where injuries occur. I do hereby waive, release, and agree to hold harmless the CITY OF WINTER GARDEN, it's officers, agents, employees, the organizers, sponsors, activity supervisors, co-sponsoring organizations and participants for any claim, demand, liability, cost, suits, charges or losses or injuries arising from the negligence of the CITY OF WINTER GARDEN, it's agents or employees and sponsors or activity supervisors, arising from my participation in or presence at said activity. I acknowledge that the CITY OF WINTER GARDEN will not assume any costs relating to any injury incurred during said activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Winter Garden Representative

\_\_\_\_\_  
Date

## Athletic League Financial Disclosure

This form is only required for league activity and not of individual team requests. Any copies of internal league accounting documents may supplement this form to further verify results. The City of Winter Garden reserves the right to request additional back-up documentation as necessary.

<u>REVENUES</u>		<u>EXPENSES</u>	
Cost per Participant:	_____	Uniforms:	_____
	_____		
Number of Participants:	_____	Supplemental Equipment (concessions, etc.):	_____
			_____
Concession Revenue:		Insurance:	_____
Commercial Advertisers or Sponsors:	_____	League Dues to Organization:	_____
	_____	Officials/Umpires:	_____
Donations:	_____		_____
	_____	Equipment for play (please briefly list):	_____
Other Revenue:	_____		_____
	_____		_____
	_____	Other Miscellaneous Expenses:	_____
	_____		_____
	_____		_____

Is a bank account set up solely for league activities? Yes \_\_\_ No \_\_\_

If yes, Current Bank Account Balance: \$ \_\_\_\_\_ (please include copies of three of your most recent bank statements)

*Returning Teams Only:*

Previous Season League Starting Balance: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Previous Season League Ending Balance: \$ \_\_\_\_\_ Date: \_\_\_\_\_