

**NEWTON PARKS & RECREATION  
FIELD RENTAL PERMIT**

NAME OF FIELD: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GROUP MANAGERS/SUPERVISORS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ (BUSINESS): \_\_\_\_\_

DATE TO BE USED: \_\_\_\_\_

HOURS: FROM: \_\_\_\_\_ AM UNTIL: \_\_\_\_\_ PM

FOR WHAT PURPOSE: \_\_\_\_\_

\_\_\_\_\_

TOTAL NUMBER OF PERSONS PARTICIPATING IN PROGRAM: \_\_\_\_\_

FEE TO BE CHARGED: \_\_\_\_\_

PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ EMPLOYEE INITIALS: \_\_\_\_\_

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

**\*\*CONCESSIONS STANDS/ANNOUNCER SPEAKER STANDS ARE NOT AVAILABLE TO THE PUBLIC. THE RECREATION DEPARTMENT WILL BE THE ONLY AUTHORIZED OPERATORS OF SUCH FACILITY. A ONE (1) WEEK NOTICE MUST BE GIVEN FOR CONSIDERATION OF FIELD RENTAL.**

**I/WE, THE UNDERSIGNED, AGREE TO ABIDE BY ALL THE DEPARTMENTAL BALLFIELD OPERATING REGULATIONS AND RESERVATIONS POLICY AND THE APPLICANT SHALL BE SOLELY RESPONSIBLE FOR ANY AND/OR ALL DAMAGES WHICH OCCUR TO THE AREA, FACILITY, OR EQUIPMENT AND SHALL FURTHER BE SOLELY RESPONSIBLE FOR ANY AND/OR ALL PERSONAL INJURY OCCURRING TO ANY PERSONS OR PROPERTY USING THE FACILITY PURSUANT TO THE APPLICATION OF THE APPLICANT HEREIN, AND IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO REPORT ANY SUCH DAMAGES AND/OR INJURY TO THE RECREATION DIRECTOR AND/OR ASSISTANT DIRECTOR IMMEDIATELY UPON THEIR OCCURRENCE AND SAID DIRECTOR SHALL ABIDE AS TO THE PROCEDURE FOR SETTLING THE CLAIM FOR DAMAGE OR INJURY RESULTING FROM OUR USE OF THE NEWTON PARKS AND RECREATION FACILITIES SPECIFIED ABOVE AS SET FORTH IN THE GUIDELINES AND FIELD RESERVATIONS (SEE ATTACHED). RESERVATION OF FACILITIES MAY REQUIRE ADDITIONAL EXPENSES SUCH AS: Provisions of law enforcement officers, park maintenance, and additional toilet facilities as necessary.**

**\*\*PROOF OF COMPREHENSIVE GENERAL LIABILITY IN THE AMOUNTS OF \$500,000 per occurrence and \$1,000,000 aggregate ARE REQUIRED OF ALL FACILITY USERS. Proof of certificate of insurance must be shown in office before rental is established. (Commercial, Trade Shows, Concert & Food Vendors, etc.)**

**The Recreation Department will be the only authorized operators of such facility resulting from our use of the Newton Parks and Recreation Facilities specified above as set forth in the guidelines and field reservations.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SANDRA A. WATERS  
CITY OF NEWTON  
PARKS & RECREATION DIRECTOR**

## Athletic Field Rentals

### Practice Fields

#### Fees

1. League Teams (User Fee) -
  - (a) No charge for use of field
  - (b) Cannot use the field more than one time per week unless field is available on weekends.
  - (c) 1 ½ to 2 hour time limit
  - (d) Schedule: Monday – Thursday – Weekdays  
Friday – Sunday – Weekends  
(Call on Thursday for Weekends)

(Light Fee) -
  - (a) \$25.00 1<sup>st</sup> hour and \$5.00 each additional hour.  
Schedule same as User Fee (B,C,D)
2. Non-League Teams (Resident User Fee)
  - (a) \$25.00 – 2 hours/\$50.00 – 4 hours for use of the field. Schedule same as above (D)

(Resident Light Fee)
  - (a) \$25.00 1<sup>st</sup> hour and \$5.00 each additional hour.  
(Schedule same as User Fee (B,C,D)

(Non-Resident Use Fee)
  - (a) \$37.50 – 2 hours/\$75.00 – 4 hours for use of field.  
Schedule same as User Fee (D)

(Non-Resident Light Fee)
  - (a) \$30.00 1<sup>st</sup> hour and \$5.00 each additional hour.  
(Schedule same as User Fee (B,C,D)
3. Field Preparation available at additional fee for practices only - \$25.00.

### League/Tournament Rental Fees/Guidelines

#### Fees

1. An individual or organization residing inside the city limits will be charged a \$150.00 per field, per day rental fee regardless of the hours used. An additional fee of \$25.00 per hour will be charged if lights are needed (same as league fee). Total fee must be paid in advance.
2. A Non-Resident or Organization residing outside the City Limits will be charged a \$300.00 per day field rental fee regardless of hours used. An additional \$30.00 light fee per hour (same as league) will be charged. Total fee must be paid in advance.
3. Announcer/Scorer will be provided through the Recreation Department at \$20.00 per game, upon request and approved by the Parks and Recreation Department and Assistant Director. A separate payment for this service will be made directly to the Announcer/Scorer.
4. Additional fees are added for field preparation and supplies used due to field conditions and supply cost to department. For example; lime, turf, paint, etc.

The City of Newton does not discriminate on the basis of disability in the provision of its services as charged by the Newton City Council. All meetings are held in accessible facilities. Any person with a disability needing special accommodations should contact ADA Coordinator at least 48 hours prior to the scheduled meeting at (695-4300).

**PARK & FIELD RESERVATION**

**GUIDELINES**

1. The organization renting the facility will be responsible for providing all police protection and supervision necessary for an efficiently run program and for traffic/crowd control.
2. The organization renting the facility will be required to furnish their own game officials and equipment.
3. The undersigned agrees to hold the city harmless for any liability or loss resulting from the activities authorized herein or conducted on the premises.
4. The organization reserving the facility will be responsible for the maintenance of the field once tournament starts.
5. Reservation applications must be submitted in writing to the Parks and Recreation Department.
6. Reservations for tournaments must be submitted a minimum of one week in Advance.
7. Payments for use of facilities must be made one day prior to the tournament. Any additional payments must be paid prior to leaving facility.
8. In case of rain or foul weather the city will attempt to reschedule a raindate for the tournament. The recreation department reserves the right to rule on the playing conditions of the field and safety of participants.

\*In addition to items stated above, the sponsoring organization or individual is also responsible for the items listed herewith.

1. Submission of a schedule of games one (1) day in advance of the scheduled start of the tournament. Such to include time and date of all games.
2. Designation of one person, by name, who will be in charge of the tournament, and one additional person to be in charge at each site used by the sponsoring organization.
3. Provide daily clean up of grounds, and disposal of debris.
4. See that all participants are aware of the City Ordinance prohibiting alcoholic beverages on Recreation premises. The sponsoring organization is responsible to see that use and display of alcoholic beverages is controlled among participants and spectators.
5. Sponsoring organization will make all clearances with the Newton Police Department in regard to patrolling areas.
6. Use of any fields other than those stated in this agreement must be approved by the Parks and Recreation Director and/or Assistant Director.
7. No new game will begin after 11:00 p.m.
8. Lights will not be used in the rain.
9. At conclusion of tournament all concessions areas will be promptly cleaned and all grounds policed of all debris.
10. The Recreation Department reserves the right to request sponsors to perform any other functions which may be deemed necessary to see that tournament is operated in a matter which will not be objectionable to residents of the neighborhood in which the playing fields are located.

I have read the terms of this contract agreement and understand that I/We shall abide by the items herewith stated.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

(RENTAL ORGANIZATION REPRESENTATIVE)