



# CORALVILLE YOUTH SPORTS PARK AGREEMENT FOR USE

City of Coralville Parks & Recreation Department  
1506 8<sup>th</sup> Street / Coralville, IA / 52241 / 319.248.1750

## APPLICANT INFORMATION

Name of Individual or Sanctioning Organization \_\_\_\_\_ Website \_\_\_\_\_

Name of Tournament/Event \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ E-Mail \_\_\_\_\_

Any food/beverage brought into complex to run concessions? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, concession fee = \$500/tournament)

## DATES:

1st choice Sat. ( / / ) Sun. ( / / ) Other ( / / )  
mo. day mo. day mo. day

2nd choice Sat. ( / / ) Sun. ( / / ) Other ( / / )  
mo. day mo. day mo. day

## FIELD LIGHT USAGE ?

Yes \_\_\_\_\_ No \_\_\_\_\_

## SCOREBOARD USE ?

Yes \_\_\_\_\_ No \_\_\_\_\_

## ANTICIPATED # OF TEAMS:

\_\_\_\_\_

## # OF FIELDS REQUESTED: (5 fields available)

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Other \_\_\_\_\_

Special Requests: Base Distance \_\_\_\_\_ Pitching Distance \_\_\_\_\_ Other \_\_\_\_\_

## TIMES:

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Other \_\_\_\_\_

## FEES:

|   |                          |
|---|--------------------------|
| Damage/Cleaning Deposit (must accompany "Agreement For Use")    | \$400.00                 |
| Scoreboard Fee:   | \$10 per field, per day  |
| Facility Rental Fees (5 fields):                                | \$20/hour/field          |
|   | *includes 1 morning prep |
| Additional Field Prep   | \$ 25 per field          |
| Light Usage (only 1 field)                                      | \$ 15 per hour           |
| Bag of Diamond Dry – open (providing own additional field prep) | \$15 per bag             |
| Bag of Chalk – open (providing own additional field prep)       | \$15 per bag             |
| Total Fees Paid with Application                                | \$ _____                 |

~ **DEPOSITS MUST BE PAID BY EITHER CASH, CREDIT OR CHECK MADE PAYABLE TO THE "CITY OF CORALVILLE".**

~ **FEES MUST BE PAID BY EITHER CHECK (MADE PAYABLE TO THE CITY OF CORALVILLE), CREDIT CARD, CASHIERS CHECK OR CASH AND MUST BE RECEIVED NO LATER THAN 2:00 PM THE FRIDAY BEFORE THE EVENT. NO REFUND OF FEES AFTER THIS DATE UNLESS THE DEPARTMENT CANCELS DUE TO WEATHER OR OTHER UNFORSEEN CIRCUMSTANCES.**

I authorize, by my signature below, the City of Coralville to charge the following credit card account in the amount of \$ \_\_\_\_\_. If facility is not returned to its original condition, or there is damage to facility, equipment or grounds, or theft attributed to my use, or if I do not timely cancel my reservation for use of the facility.

Credit Card Number (Mastercard, Visa, or Discover)

Signature

Exp. Date

The undersigned, being of legal age and in consideration of the opportunity to use above facilities of the Coralville Parks and Recreation Department, and to participate in the activities identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity and I further agree to indemnify and hold harmless the City of Coralville, its officials and officers, employees, agents and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Signature

Date

### FOR OFFICE USE ONLY

Date of Receipt / / Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_ Deposit returned / /

Employee Initials \_\_\_\_\_ Rental Fees \$ \_\_\_\_\_ Check # \_\_\_\_\_

**Purpose:** It is the policy of the Coralville Parks & Recreation Department to provide for reservations at Youth Sports Park and to honor the traditional and historic users of that facility. This policy is intended to provide formal documentation of the process and fees for use.

**Procedure:** In order to schedule the use of Youth Sports Park, the following procedure will be followed. This procedure is designed to provide a preference to users who have successfully and without a problem or incident conduct a prior event.

Applications will be accepted starting September 1<sup>st</sup> with tournament designations awarded on or before November 1<sup>st</sup> for the upcoming season.

- Groups with questions or wishing to check the schedule of previous or returning tournaments must check with Erik Dinusson, Athletic Supervisor  
Email: [edinusson@ci.coralville.ia.us](mailto:edinusson@ci.coralville.ia.us) Phone: 319-248-1750

**Priority:**

1. The Coralville Parks & Recreation Department has first priority for use of its facilities for department sponsored, approved, and co-sponsored programs.
2. Returning events in good standing will receive 2<sup>nd</sup> priority use.
3. 1<sup>st</sup> come, 1<sup>st</sup> serve for remaining open dates. Events attracting more participants will be given higher priority.
4. The main objective is to maximize usage of the Complex.

**General Athletic Field use Policies: The City has established and will enforce the following regulations.**

1. The Tournament Reservation Form must be accompanied by a damage/field deposit of \$400.00.
2. Tournament and/or concession fees must be paid in full no later than 2:00 p.m. the Friday before the event. Fees may be paid to:  

Coralville Parks & Recreation  
1506 8<sup>th</sup> Street  
Coralville, IA 52241
3. Tournament directors must provide the City with their final tournament schedule no later than 2:00 p.m. the Wednesday before the tournament.
4. The Damage/Field deposit will be refunded in full to the user upon returning of the facility to its original condition. The Parks & Recreation Department retains the right to forfeit the damage/field deposit if there is excessive cleaning required following the use, damage to the facility, equipment or grounds, or theft attributable to the use. If the user chooses to cancel reservation without 60 days notice the damage/field deposit will be forfeited.
5. All merchandise sales and set up locations must be approved by the Athletic Supervisor prior to the event.
6. Rain-Outs: On days when it appears games may be rained out, call the Rain out hotline: 319-248-1763
7. All facility renters must be 18 years of age or older. Renters are responsible for all damage and must make payment in full in order to qualify for next year use.
8. Dogs must be on a leash at all times in all areas of the Park. No pets on the playing field.
9. In renting, leasing, or making available for use the City of Coralville is not responsible for:
  - a. Loss or damage to any property placed on the premises by the user.
  - b. Loss or damage to any property or personal effects, including motor vehicles and their contents, of the user, its members, employees, agents, participants, guests, or attendees.
  - c. Royalties, licenses, or costs associated with any production or event.
  - d. Injuries to participants or spectators caused by athletic play.
10. Complex users may perform only those maintenance duties approved by the City Parks maintenance staff.
11. Renters are required to adhere to all rules and regulations and conduct themselves in a sportsmanlike manner. Conduct will be a factor in deciding subsequent year uses.
12. Field Lighting: Lights for field use will be turned on/off at the time requested on the Tournament or Field Reservation Form.
13. Outside food and beverage sales will not be permitted unless otherwise approved by the Athletic Supervisor.
14. It is the tournament hosts responsibility to make sure dugouts and common areas are free of trash at the days end. Failure to do so may result in loss of deposit.
15. Smoking is not permitted in the facility! Patrons are able to smoke designated areas in the parking lot.
16. All flyers, signage, and/or announcements to be posted in Park Facilities require prior approval of the Athletic Supervisor or appointed designee.
17. Obstruction(s) shall not block aisles, emergency exits, passageways, or be placed so as to affect the ingress and/or egress from the facility.
18. The Parks & Recreation Department reserves the right through its representatives to control all activities and to eject any person(s) from the Facility who causes disfavor to the rules and regulations of said facility or poses a threat to the safety of self or others. In such case, there will be no refund of user fees or deposits.