



**Athletic Field Use Application – Games**  
**BerJuan Sportsplex, Schuman, and Green Acres Fields**  
**Park Update Line: 573-364-0847**

Reservations requested the day of the event may be taken at the discretion of the Parks & Recreation Department.  
 Cancellations/modifications received less than 48 hours prior to the reserved date will not be eligible for refund/approval.

Applicant/Organization Name (s): \_\_\_\_\_ DOB: \_\_\_\_\_

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

Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Fields Requested:    \_\_\_ Kimmel    \_\_\_ Morgan    \_\_\_ Kwantes    \_\_\_ Bayless    \_\_\_ Wilson  
    \_\_\_ Schuman    \_\_\_ Green Acres

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Field Lights Needed? Yes \_\_\_ No \_\_\_    If yes, Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Start and End Times MUST include setup and cleanup, if applicable.

<b>Sports Field Rental</b>			
<b>User Fees are Per Field</b>	<b># of Fields</b>	<b>User Fee</b>	<b>Fees Due</b>
Field Rsvn/Prep – per day		60.00	
Lights – per day		25.00	
Portable Fencing		150.00	
Portable Mounds		15.00	
Scoreboards*		25.00	
<b>*Lost or damaged scoreboard remotes to be replaced at cost</b>			
<b>Total User Fees Due</b>			

## Guidelines and Agreement

Applicant understands that reservations are only for designed area/facility permitted and limited to activity listed. Use of other areas/facilities not listed on the permit will result in User Fees assessed and may be grounds for removal from City property.

1. Admission/gate fees shall not be charged to the general public to any City facility for any event without prior approval from the Parks & Recreation Department.
  - Will there be a general admission charge? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Organization shall submit, in advance, written agreement of the reservation date and expected number of fields required. **Payment due at the time of reservation.**
3. Organization shall notify Rolla Parks & Recreation of cancellation by 2 p.m., two working days before the reservation, to receive a full refund.
4. All sports field preparation shall be done by the Parks & Recreation Department. Crew will prepare fields before play, at a charge of \$100 per field. If additional prep is needed during the day, a \$50 fee per field will be charged. If there is rain, Parks Crew will use the same drying procedures at the start of each as used for league play (i.e., up to two bags of drying agent will be used per field).
5. Applicant is liable for all damages that occur to the premises as a result of the event. **\*Lost or damaged scoreboards or remotes to be replaced at cost.** Applicant/Organization is responsible for keeping area clean from trash and debris, as a result of the event.
  - A trash dumpster is located on the north side of the concession stand.
6. Applicant agrees to call the Park Update Line, at 573-364-0847, prior to their event to make sure their rented facility is not closed due to unforeseen circumstances.
7. Applicant agrees to comply with all City codes, applicable laws, regulations and orders of the City Administrator.

### Damage Deductions & Penalties

- |   |                                     |
|---|-------------------------------------|
| 1. Lost scoreboard remote.....                | \$400/remote                        |
| 2. Damaged scoreboard.....                    | \$TBD                               |
| 3. Stolen, lost, moved, or missing bases..... | \$125/ base                         |
| 4. Post damage.....                           | \$50/ post                          |
| 5. Litter.....                                | \$150/field (including parking lot) |

I, \_\_\_\_\_, Applicant, having read the above Guidelines and Agreement, hereby agree to abide by the same.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Rolla Parks & Recreation Official Date