



City of Potterville

Pavilion Rental Application

319 N. Nelson St. • PO Box 488 • Potterville, MI 48876 • Phone: (517) 645-7641
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City of Potterville Facility Use Contract-Non-Tournament Rental

This Agreement between the City of Potterville (hereafter, the City) a municipal corporation, P.O. Box 488, 319 N. Nelson St., Potterville, MI 48876 and _____ for the purpose of providing authorization to utilize the _____ Complex on _____.

This Agreement is hereby effective for a term commencing on the date signed and will expire once the following stipulations have been satisfied by both parties.

Terms of Agreement

A. The City Agrees to:

1. Provide the Organization with the exclusive use of the softball fields or baseball field at Lake Alliance Park and/or Baseball field at City Park on the date(s) listed above for the purpose of a day(s) practice/game. If lessor amount is needed, the City has the right to lease out the remainder fields not in use.
2. A fee of \$15.00 per field will be applied for dragging and lining fields in preparations for games on date(s) listed above.
3. Operate concession stand and retain all profits, and will not feed nor provide beverages for the coaching staff, players or umpires at no charge. (City's discretion).
4. Scoreboards are available for use. The City cannot guarantee their performance. Operators of the scoreboards must be a coaching staff member, or a volunteer parent from the home team.
5. Final decision on the playability of the fields will be left to the discretion of the Parks & Recreation Director and they will confer with the coach/manager. Player safety and potential damage to the fields is a priority.
6. The City of Potterville is not responsible for accidents, injury, or loss of property during the times the facility is in use.

B. The Organization Agrees To:

1. Provide a coach/manager of team for the event.

2. Must send Parks & Recreation Director the schedule with times of the event.
3. Pay for all umpires, referees, scorekeepers or other officials used.
4. Furnish certificate of liability insurance acceptable to the City, with The City of Pottersville listed as an additional insured.
5. Have all participants sign a waiver of liability on a form that is approved by the City Representative.
6. Throwing or hitting of balls into any fence is prohibited.
7. If using City's ballfield equipment such as pitching "L" screen, rakes, chalk machine, etc. **equipment must be put back where you got it from as well as the field must be raked before leaving the field.**
8. Maintain monthly/weekly contact on progress and finalize all details for practice(s)/game(s) with the Parks & Recreation Director.
9. Market, advertise and actively promote the event.
10. There is a per field, per game fee of \$30.00, and a fee of \$25.00 for a 2-hour practice time spot on the field. (If needed more than a 2-hour practice time, it is up to the discretion of the City) Organization will also be charged \$50.00 per field if lights are used. If games are canceled due to weather or any other situations during a game, the fee for that game will be owed. The responsibility of canceling games due to weather or field conditions is the responsibility of the Parks & Recreation Director and may confer with the coach/manager. If the game is canceled due to weather conditions and the fields have already been prepped, the game fee per field will be owed. Payment is due at the time of signing this contract to secure your date and it will be marked in our Master Calendar. **In order to be scheduled and place in our Master Calendar, a signed contract and payment MUST be on file and BOTH completed at the same time.**

Physical Address:

Lake Alliance Softball Complex: 515 Alliance Drive, Potterville, MI 48876

Lake Alliance Baseball Complex: 505 Alliance Drive, Potterville, MI 48876

City Park Baseball Complex: Murphy Blvd, Potterville, MI 48876

City of Potterville: P.O. Box 488, 319 N. Nelson St. Potterville, MI 48876

Signed By:

Printed Name & Title of Organization's Authorized Rep.

Signature

Date

Name of Insurance Company: _____

Policy Number: _____

Contact Number of Insurance Company: _____

Parks & Recreation Director or Authorized Rep.

Date