



City of Potterville

Field Rental Application

319 N. Nelson St. • PO Box 488 • Potterville, MI 48876 • Phone: (517) 645-7641

Fax: (517) 645-7810 • www.pottervillemi.org

City of Potterville Facility Use Contract Application 2024

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 _____ 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 fields at Lake Alliance Park and/or City Park on the date(s) listed above for the purpose of a day(s) practice/game. If the lessor amount is needed the City has the right to lease out the remainder fields not in use.
2. A fee of \$16.00 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, nor do we provide operators to run the scoreboards. It is solely the team(s) responsibility to operate, if so.
5. Final decision on the playability of the fields will be left to the discretion of the Parks & Recreation Director and/or Supervisor in Charge and they will confer with the Coach/Manager of team. Player safety and potential damage to the fields is a priority.
6. The responsibility of canceling practices/games due to weather or field conditions is the responsibility and discretion of the Parks & Recreation Director and/or Supervisor in Charge and they may confer with the Coach/Manager. If the game is canceled due to weather conditions and the fields have been prepped, the field preparation fee per field will be owed.
7. If games are canceled due to weather or any other situations during a game, the fee for that game will be owed.



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8. 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 of times of the event(s).
3. Furnish certificate of liability insurance acceptable to the City, with The City of Potterville listed as an additional insured.
4. Have all participants sign a waiver of liability acceptable by the City.
5. Pay for all umpires, referees, scorekeepers, or other officials used.
6. Throwing or hitting balls into any fence is prohibited.
7. If using, City's ballfield equipment, such as pitching "L" screen, rakes, etc. **equipment must be put back where you got it from as well as the field must be raked before leaving the field. A fee maybe applied but not limited to: equipment is broken, damaged, misplaced (nowhere to be found at the location), field not properly taken care of after rental, facility is not properly locked (or if other arrangements made with the City), etc.**
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 needing more than a 2-hour practice time, it is up to the discretion of the City. Organization will 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 the signing of this agreement to secure your date(s) and it will be marked in the master calendar.



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In order fully secure and confirm rental dates and field location, a signed agreement and payment MUST be on file and BOTH completed at the same time. If additional dates are needed, payments will be due upon confirmation.

Field Locations:

Lake Alliance Softball Complex: 511 Alliance Drive, Potterville, MI 48876

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

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

Signed By:

Print 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