

City of Russellville
Recreation & Parks Department
 1000 East Parkway
 Russellville, Arkansas 72801-4208
 (479) 968-1272 Fax (479) 968-4103

Revised 12-06-7

Reservations of Ballfields for Tournaments & Games

TODAY'S DATE: _____

NAME OF ORGANIZATION/EVENT: _____

ADDRESS: _____

REPRESENTATIVE'S NAME: _____

Phone: Home #: _____ Work #: _____ Cell #: _____

2ND REPRESENTATIVE: _____

Phone: Home #: _____ Work #: _____ Cell #: _____

CHECK PARK AND PARK FACILITIES TO BE USED



_____ **Pleasant View Park** - 3595 N. Arkansas Ave.
 _____ Field 1 (300 ft.)
 _____ Field 2 (300 ft.)
 _____ Field 3 (300 ft.)
 _____ Field 4 (300 ft.)

_____ **Shiloh Park** - 3405 N. Arkansas Ave.
 _____ Upper Softball Field (285 ft.)
 _____ Lower Softball Field (300 ft.)
 _____ Both Softball Fields

_____ **M.J. Hickey Park** - 1312 East 16th Street
 _____ Field #1 (330 ft.)
 _____ Field #2 (280 ft.)
 _____ Field #3 (180 ft.)

_____ Field #4 (200 ft.)
 _____ Field #5 (150 ft.)
 _____ Field #6 (210 ft.)



_____ **Russellville Soccer Complex** - 901 Lock & Dam Road

_____ Field 1 (70' x 110')	_____ Field 6 (60' x 100')	_____ Field 11 (20' x 30')
_____ Field 2 (70' x 110')	_____ Field 7 (35' x 50')	_____ Field 12 (20' x 30')
_____ Field 3 (70' x 110')	_____ Field 8 (35' x 50')	_____ Field 13 (20' x 30')
_____ Field 4 (60' x 100')	_____ Field 9 (35' x 50')	_____ Field 14 (20' x 30')
_____ Field 5 (60' x 100')	_____ Field 10 (35' x 50')	_____ Field 15 (20' x 30')

EVENT DATE(s): _____

EVENT NAME (if applicable): _____

BEGINNING TIME _____ am/pm ENDING TIME _____ am/pm

Fees/Admission to be Charge: _____

Funds will go to: _____

PLEASE READ CAREFULLY BEFORE YOU SIGN THIS CONTRACT - YOUR ORGANIZATION WILL BE RESPONSIBLE FOR COMPLYING WITH THESE POLICIES.

FEE SCHEDULE FOR TOURNAMENTS:

Cleaning Deposit	\$100	Field Rental (each day per field)	\$ 50
Lights - each field per hour (no pro-rating for less than an hour's use)			\$ 12

** If scheduled on a per game basis, the charge will be \$12 per game.

1. All reservations are on a first come with deposit basis and must be made during normal office hours of 8:00 AM to 5:00 PM Monday through Friday at the Russellville Recreation & Parks Department, 1000 East Parkway, Russellville. NO RESERVATIONS WILL BE ACCEPTED OVER THE TELEPHONE. No reservation will be considered without at least 1/2 of the rental fee paid as a deposit, and all reservation forms are completed and signed. Checks that are returned due to insufficient funds could result in the sponsor's future use of city facilities being terminated.
2. The tournament sponsor must pay a \$100 cleaning deposit. The park will be cleaned before the tournament by Russellville Recreation and Parks personnel. The sponsor of the tournament must leave the park facility clean of litter or forfeit part or all of the deposit. The Russellville Recreation and Parks maintenance will remove the full trash cans and/or bins from the park area. The deposit must be requisitioned from City Hall for return and will be mailed to the representative and address listed on this form.
3. The tournament sponsor must pay for the lights used during their tournament. The fee is \$12.00 per hour for each field. The light fee must be paid the first working day following your tournament and before any deposits are returned to you. Failure to pay the light fee may result in the sponsor's future use of city facilities being terminated. If you have reserved Shiloh Park, you may need to pick up a key to the lights and the bathrooms prior to your event at the Parks Dept. office. You must sign the key out on an equipment check-out form and return it the first business day following completion of your reservation. DO NOT DUPLICATE THIS KEY.
4. Reservations will be made on a single, one event basis, no multi-reservations will be allowed, i.e. - every Saturday for a month. Any deviation from this must be approved by the Recreation & Parks Director.
5. The ballfields will not be available for reservation during the months of December through January. Tournament scheduling will begin the first working day in March for tournaments to be held in April. There will be a two field minimum on rentals during the months of April through July. Any fields not used by your organization are subjected to be rented. Under no circumstances will fields be reserved on dates which may conflict with programs operated by the Recreation and Parks Department. The department reserves the right to withhold any dates from being reserved to accommodate an event that proves to be beneficial to the city or park.
6. The hours of operation for a tournament are from 7:00 AM to 2:00 AM. Your tournament play must end at 2:00 AM and you may use the next hour to vacate the premises. Park rental is for your event, when your event ends, your rental ends. No city park facility shall be sub-leased, assigned, or loaned to any other group or individual by the lessee.
7. Reservation forms and receipts will be your proof of reservation and should be carried to the facility that you have reserved. No refunds will be given for tournament reservations except for acts of God. Persons wanting a refund must present the reservation form and copy of receipt to the Recreation and Parks office personnel during business hours. This Department will reschedule (one time only) any other cancellations for another date that is available during the current year. No dates will be moved to accommodate the rescheduling.
8. Recreation and Parks will prepare your fields at the beginning of your tournament, one time only. ONLY RECREATION AND PARKS DEPARTMENT PERSONNEL may operate city tractors, mowers, vehicles, etc. DO NOT place any substance other than dirt on the fields. DO NOT place substances such as *Diamond Dry, sawdust, etc.* on the fields.
9. The Russellville Recreation and Parks Department will arrange all food concessions. No other concession sales will be allowed without written permission from the Director.
10. NO VENDORS are allowed without the written approval of the parks director. Written approval will only be given to vendors who comply with the department's vendor policies. Vendor permits are required. In addition, tournament sponsors must submit to this department written permission for any vendors to sell at their tournament before a vendor permit will be approved.
11. If the tournament sponsor charges an entrance fee to their event, persons who do not wish to enter the event must be allowed in without paying the fee.

-----FOR OFFICE USE ONLY-----

Total Rental Fee _____
Amount of Deposit _____
Date Received _____
Received By _____
Check Number _____
Receipt Number _____

Unpaid Balance _____
Amount of Deposit _____
Date Received _____
Received By _____
Check Number _____
Receipt Number _____

Cleaning Deposit \$100
Total Fee _____
Date Received _____
Received By _____
Check Number _____
Receipt Number _____
Refund Due _____

Lights - \$12 per field per hour
_____ field(s) for _____ hour(s)
Amount Paid _____
Check Number _____
Receipt Number _____

Recreation and Parks Staff

Athletic Director