

CITY OF DERBY RECREATION FACILITY FIELD LEASE AGREEMENT

INSTRUCTIONS FOR THE COMPLETION OF LEASE AGREEMENT FOR CITY OF DERBY FIELDS AND/OR RECREATION FACILITIES

1. Applications for the use of City of Derby park facilities must be made with designated personnel at the Derby Recreation Center, during regular business hours. Request must be signed by an adult (21 years of age) of the eligible group who assumes responsibility for the group.
2. Field agreements may not be filed before January 1st of the current season. Request for shelters should be made at least 10 days in advance of rental date, and will not be accepted more than 6 months in advance. Agreements will be accepted on a first-come basis.
3. The lessor is required to sign a hold harmless agreement with the lease agreement.
4. The total fees and a \$50 shelter/\$100 field refundable deposit must accompany all applications for lease.
5. One adult must take responsibility for the lease. This adult must be the first to enter the facility and the last to leave. The facility must be returned to the same condition it was before the rental.
6. The responsible party assumes financial responsibility individually, and on behalf of his/her organization, for any part of the facility or contents that are damaged or stolen during the hours the facility was used by the individual or organization. If damages should occur during rental or the facility is not clean, their deposit will be forfeited toward clean up and/or repair.
7. The facility will be checked by staff no less than 12 hours, and no more than 24 hours after usage to determine that the facility is in proper condition
8. Requests will be confirmed upon the Superintendent of Recreation or their designator's approval. At that time the individual or organization will receive written confirmation of dates and times.
9. Use or possession of alcoholic beverages or illegal drugs is strictly prohibited in City of Derby parks. The lessor shall be responsible for unacceptable behavior as mentioned above. Failure to abide by this regulation may result in the lessor being barred from all future facility usage
10. The Derby Recreation Commission or City of Derby is not responsible for damage or loss of personal property by anyone participating in or attending activities scheduled by any group.
11. The Derby Recreation Commission maintains the right to add additional personnel, and make appropriate charges for such personnel (i.e. field maintenance, custodial).
12. Adequate supervision must be planned prior to any youth event. An adult supervisor, 21 years of age or older is required for every 25 youth in attendance. The Derby Recreation Commission or the City of Derby is not responsible for supervision of any group.
13. Groups are not allowed to sell or take donations for concessions, programs, novelties, etc. during events without authorization from the Derby Recreation Commission. For profit events are prohibited, unless the activity is a fund raising effort for a non-profit organization.

14. Groups must vacate the facility at the time designated on the agreement. The individual or group using the facility will be charged for time spent in the facility beyond agreement time.
15. Groups are responsible for set up, clean up and trash. All trash should be picked up and put in proper receptacles after the completion of events. Failure to clean up after an event will result in forfeiture of deposit.
16. Cancellations – Refund Policy – A refund request form must be completed. There is a 10% or \$5 service charge for cancellations (\$5 min. service charge). There is not a service charge for cancellations due to rainouts. Allow 2 to 3 weeks to receive refund by mail.
17. City of Derby parks open at 7:00 am and close at 11:00 pm. In the event of a ball tournament, an inning in progress at 11:00 pm may be completed, however, no inning may start after that time.

Shelters

- High Park enclosed shelter requires a key. Shelter keys need to be picked up at the Derby Recreation Center during regular business hours. The lessor is responsible for securing the facility after rental.

Fields

- The Derby Recreation Commission will be the sole judge of rain-outs. Only fields specified by the agreement will be prepared in lieu of rain.
- No group will be allowed more than two reservations during any one recreational season (except when approved by the Derby Recreation Commission).
- All fields will be prepared prior to the start of the days games by the Derby Recreation Commission staff. Under no circumstances will teams or individuals who are not members of the Derby Recreation Commission staff work on the fields.
- Any further field maintenance will require additional costs. These cost include labor and supplies (i.e. Diamond Dry). Organizations must pay in advance all additional cost associated with preparation of fields.
- Lessor will be required to complete and return the tournament report form to the Derby Recreation Commission.

City of Derby
Facility and Fields Available for Lease

RILEY PARK (Jaycee Field) – located on E. Kay at Willow

- Softball Diamond

GARRETT PARK – located on 87th Street South

- Softball #1 – southeast diamond
- Softball #2 – southwest diamond
- Baseball field – northeast diamond
- Soccer fields (2)
- Shelters

HAND PARK – South Westview

- Sand Volleyball Pits (2)
- Open Shelter

TANGLEWOOD SCHOOLS

- Little League Fields (2)

HIGH PARK (see separate fee page)

- Little League Fields (4)
- Enclosed Shelter
- Large Open Shelter
- Gazebo
- Amphitheater
- Sand Volleyball Pits (2)

FEES FOR THE USE OF CITY OF DERBY FACILITIES

FACILITY USER CATEGORIES:

1. DRC activities and USD 260 interscholastic athletic events
2. Derby civic clubs, not-for-profit organizations and church groups
3. Derby residents and for-profit organizations
4. All others

ATHLETIC FIELDS

Category	Maintenance (per field per day)		Lights (per field per day)	Usage (per facility)
	Monday-Thursday	Fri, Sat, & Sun		
1	N/C	N/C	N/C	N/C
2	\$25	\$70 for first field \$25 for each additional field	\$20	\$5 hour \$50 day max
3	\$25	\$70 for first field \$25 for each additional field	\$25	\$10 hour \$100 day max
4	\$35	\$80 for first field \$35 for each additional field	\$40	\$150 day max

PARK FACILITIES

Category	Enclosed Shelter/ Amphitheater		Open Shelter/ Gazebo	
	Monday-Thursday	Fri, Sat, & Sun	Monday-Thursday	Fri, Sat, & Sun
1	N/C	N/C	N/C	N/C
2	\$15 hour \$75 day max	\$30 for 1 st hour \$15 additional hour \$90 day max	\$10 hour \$50 day max	\$25 for 1 st hour \$10 additional hour \$65 day max
3 & 4	\$30 hour \$120 day max	\$45 for 1 st hour \$30 additional hour \$135 day max	\$15 hour \$90 day max	\$30 for 1 st hour \$15 additional hour \$105 day max

LESSORS TOURNAMENT REPORT

Return to the Derby Recreation Commission upon completion of tournament

RESPONSIBLE PARTY:

NAME _____

ADDRESS _____

PHONE (home) _____ (work) _____

TOURNAMENT DATES _____

PARTICIPATION:

NUMBER OF TEAMS PARTICIPATING _____

AVERAGE NUMBER OF PLAYERS PER TEAM _____

ESTIMATED NUMBER OF SPECTATORS FOR TOURNAMENT _____

FIELD CONDITIONS:

WAS THE CONDITION OF THE PLAYING FIELDS SATISFACTORY?

PLEASE LIST ANY IDEAS THAT THE Derby Recreation Commission COULD DO TO HELP IMPROVE THE QUALITY OF TOURNAMENTS IN DERBY.

****THIS FORM MUST BE RETURNED TO THE Derby Recreation Commission –
801 E. MARKET, DERBY, KS 67037 BEFORE THE \$100.00 DEPOSIT WILL BE
RETURNED (IF FACILITY IS IN PROPER ORDER).**

FIELD LEASE PERMIT FOR DERBY CITY PARKS AND/OR RECREATION FACILITIES

Today's Date _____

NAME OF INDIVIDUAL OR ORGANIZATION: _____

RESPONSIBLE PARTY:

NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE (HOME) _____ (WORK) _____

PARK _____

FACILITIES NEEDED _____

BALL FIELD REQUEST _____

base distance _____ pitching distance _____

NATURE OF INTENDED USE _____

ATTENDANCE EXPECTED _____

DATE(S) REQUIRED _____

STARTING TIMES (each day) _____

ENDING TIMES (each day) _____

The holder of this permit has priority use of the above facilities on the days and times listed.

IT IS UNDERSTOOD that the user maybe pre-empted by the Derby Recreation Commission if scheduling needs arise.

Category: _____ **Fees:** Yes No **Deposit:** Yes No

FIELD/SHELTER	MAINTENANCE	LIGHTS	USAGE	DEPOSIT
	\$	\$	\$	rcvd:
				rtnd:

Staff _____ Date _____

Approve as requested? Yes No Director of Facilities _____