

# Mascoutah Parks and Recreation

3 West Main Street, Mascoutah, Illinois 62258 – (618) 566-2964

## Ball Field Use Application / Agreement / Permit

Organization Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Person (Renter) \_\_\_\_\_ Cell # \_\_\_\_\_

Alternate # \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Type of Sport Activity:

☐ Practice    ☐ Game    ☐ Tournament    ☐ Clinic/Camp/Class    ☐ Batting Cage

*(Separate application required for each type of sport activity)*

### *Rental Fees: Practices, Games, Clinics, Camps, Classes*

\$25 – Single game with field lined and bases

\$100 – All day use of one field lined and bases

### *Tournament Fees:*

\$200 – Per day for Mascoutah Organizations

\$400 – Per day for Non-Mascoutah Organizations

### *Additional Fees: (all organizations)*

\$25 – Same day additional field lining

\$12 – Per Turface bag

### *Field Lights Fees: (all organizations)*

\$25 – Deposit per key (\$100 fee for lost key)

\$15 – Single game/practice lights

\$30 – All day use of one field with lights

No fees will be charged for use of batting cages.

\*An authorized city official will determine if the fields are playable.

Dates and Times of Rental Request (make additional copies if more space is needed)

[illegible]

The undersigned, as renter or as renter's duly authorized agent, represent that they are the same party named above and agrees to the following:

- This form is a request until it is approved and all required fees are paid. Requests will be reviewed within 5 business days of being received. Payment is due with application.
- Renter's willful misrepresentation of any fact contained in the application shall constitute grounds for the City of Mascoutah to, without prior notice or inquiry of any kind, cancel, revoke, or rescind any permit that may have been approved and granted to the Renter.
- The Renter has read and understands the Rules and Regulations and as the responsible party for the field rental, the Renter agrees they will make all users and participants aware and will actively enforce the rules and regulations associated with the use of the ball fields.
- It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the City of Mascoutah, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement. It is also understood that the organization will provide and maintain, at its own cost, insurance coverage as outlined in the Ball Field Usage Rules and Regulations.

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

Please sign and return this Ball Field Use Rental Application to:

City of Mascoutah

Attn: Parks and Recreation

3 West Main St.

Mascoutah, IL 62258

Phone: (618) 566-2964 x501

Fax: (618) 566-4897

Email: parksandrec@mascoutah.com

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**City Official Use Only:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature: \_\_\_\_\_

Rental Fees: \$25 Single game / \$100 All day use \$ \_\_\_\_\_

Tournament Fees: \$ \_\_\_\_\_ x \_\_\_\_\_ day(s) \$ \_\_\_\_\_

Additional Fees: \$25 – Add'l same day field lining \$ \_\_\_\_\_

Field Lights Fees: \$ \_\_\_\_\_ x \_\_\_\_\_ day/game x \_\_\_\_\_ field \$ \_\_\_\_\_

**Total Fees Due: \$ \_\_\_\_\_**

Paid: Cash    Check    Credit Card

Light Key Deposit Required: yes / no

Turf: \$12 x \_\_\_\_\_ bag(s) = \$ \_\_\_\_\_ (payable within 5 days of use)

## **BALL FIELD USE APPLICATION / PERMIT DEFINITIONS:**

- *Field Preparation* – will be done by City personnel and shall include field maintenance (in-field dragging, mowing, watering), lining of fields, and placement of bases and pitching mound.
- *Mascoutah Sports Organizations* – organizations whose team roster consists of at least 50% residents located within the Mascoutah school district.
- *Non-Mascoutah Sports Organizations* – organizations whose team roster consists of less than 50% residents located within the Mascoutah school district.
- *Turfacer* – Turfacer conditioner is used as a field drying material for managing moisture, improving drainage, and keeping skinned surfaces safe and playable. City personnel will apply Turfacer at the request of a renter to help during wet conditions.

## **BALL FIELD USAGE RULES & REGULATIONS**

1. The City of Mascoutah will give rental groups a copy of the approved application which shall become the permit authorizing use of the field(s) for the following types of sport activities: practices, games, tournaments, clinics/camps/classes or use of batting cages.
2. Field use is limited to the specified times as noted on the permit. If warm-up time is needed then that must be included in the application. Access to fields will not be granted more than one hour prior to scheduled rental time.
3. Permits may be revoked if there is failure to follow City of Mascoutah regulations.
4. Rental groups shall take sincere steps to encourage participants, coaches, officials and spectators to demonstrate respect for the facilities. This includes emphasis on sportsmanship, proper conduct and language, proper use of equipment and care for facilities, and trash pick-up.
5. Rental groups must collect and deposit all trash from their fields into appropriate containers immediately following each game or practice. Please help keep our parks clean and do not litter.
6. City of Mascoutah will mow all of the grass areas, service restrooms daily, and regularly collect trash for removal.
7. Rental groups are required to have an identifiable representative, who is 18 years of age or older, on site for the duration of the rental that the City of Mascoutah representative can talk to with any problems or concerns.
8. If additional dates or times are needed to reschedule make-up games, preapproval by City of Mascoutah is required.
9. To avoid damage, the following are not allowed on any ball field: studs and heels on footwear, chairs, stakes in tents, goals or other structures.
10. Park hours are 6 a.m. to 11 p.m.
11. The speed limit in the park is 15 MPH. The posted speed limit must be observed.

12. All vehicles within the parks should only be driven and parked on designated roadways and parking lots.
13. Driveways and entrances must be clear at all times. Violators may be ticketed or towed at the owner's expense.
14. All pets must be kept on a leash at all times. In accordance with city ordinances, owners must properly clean up after their pet.
15. Rental groups are responsible for any contractors (photographer, sports equipment, airbrush artist, etc.) hired. It is the responsibility of the rental group to insure their contractors and vendors comply with all facility policies and regulations. All items needed for the event must be delivered and removed from the facility during the hours designated on the agreement.
16. The City of Mascoutah is not responsible for any personal property loss or damage to vehicles. The City of Mascoutah reserves the right to terminate its permit if regulations and/or rules are not followed.
17. Rental groups who are given keys to facilities and are responsible for opening and closing the facility must ensure the facility is locked and secured prior to vacating the facility which can include securing gates, doors, locks, and turning off field lights. Failure to do so may result in non-refundable cancellation of field use for the remainder of the season. User groups may be responsible for the cost of additional lighting or vandalism repairs. Groups may also be subject to fees associated with lost keys.
18. Soliciting is prohibited in all parks including the fields and parking lots, unless written authorization is provided by City of Mascoutah.
19. Each rental group needs to designate a Responsible Party for all field rentals, to inform team coaches, representatives and players about City of Mascoutah procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights.
20. Rental groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.
21. City of Mascoutah reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns. City staff will determine field playability as soon as reasonably possible and post cancellations on the City web site ([www.mascoutah.org](http://www.mascoutah.org)). Cancellation policy:
  - a. Cancellations made by responsible party or City of Mascoutah for any type of sport activity made at least 48 hours in advance will result in a full refund.
  - b. Cancellations made by responsible party or City of Mascoutah due to severe weather or poor field conditions for practices, games, clinics, camps or classes will result in a full refund if cancellation occurs prior to field preparation; there will be no refund if cancellation occurs after field preparation has been completed.

- c. Cancellations made by responsible party or City of Mascoutah due to severe weather or poor field conditions during the course of a tournament will result in a partial refund to be determined by the City Manager if make-up cannot be scheduled.
  - d. No refunds will be provided for Turface once it has been applied.
  - e. No refunds for field light fees will be provided if lights had been turned on.
22. No activity will be permitted which is in violation of local, state, and federal statutes. Rental groups must adhere to all City of Mascoutah Ordinances during the use of City of Mascoutah facilities and parks. Any participants violating any of these rules may be asked to vacate premises.