

LEESBURG SPORTS COMPLEX RENTAL APPLICATION

APPLICANT INFORMATION	
Name of Group (Lessee):	
Mailing Address, City, and Zip Code:	
Primary Contact	Contact Name:
	Phone:
	Cell: Work:
	Email:
	Website:

Date(s) Requested:	Times:

Tournament Fee (tax is applicable for all rentals)

FACILITY	FEES
<i>Refundable Deposit</i>	\$250
Tournament Rental (4 Fields - Per Day)	\$600
Tournament Rental (4 Fields - Per Day with Lights)	\$800
Partial Day (2-4 Hours)	\$300
Partial Day (2-4 Hours with Lights)	\$400
Single Non-City Affiliated Team/League Practice	\$20
Single Non-City Affiliated Team/League Game	\$30
Soccer/Football Field	\$150
Soccer/Football Field with Lights	\$200

FIELDS NEEDED:				
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<input type="checkbox"/> Quad Softball 1 (300') Bases - ft. Mound - ft.	<input type="checkbox"/> Quad Softball 2 (300') Bases - ft. Mound - ft.	<input type="checkbox"/> Quad Softball 3 (300') Bases - ft. Mound - ft.	<input type="checkbox"/> Quad Softball 4 (300') Bases - ft. Mound - ft.
<input type="checkbox"/> Softball Field 5 (200') Bases - ft. Mound - ft.	<input type="checkbox"/> Softball Field 6 (200') Bases - ft. Mound - ft.	<input type="checkbox"/> Baseball Field 7 (300') Bases - ft. Mound - ft.	<input type="checkbox"/> Baseball Field 8 (300') Bases - ft. Mound - ft.
<input type="checkbox"/> Soccer/Football Field 1 Field Lines -	<input type="checkbox"/> Soccer Field 2 Field Lines -	Other Needs: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

Complete the back of this page and return with deposit(s) to:

Leesburg Parks & Recreation Department, 1851 Griffin Rd, Leesburg Fl 34748

Checks should be made out to "City of Leesburg"

PROCEDURES

1. All deposits must be submitted with this contract to secure the tournament dates _____(Initial)
2. All tournament invoices must be paid within ten (10) business days of receiving tournament invoice. _____(Initial)
3. The lessee must notify the Parks & Recreation Department in writing of cancellation ten (10) business days prior to scheduled event or the deposit will be forfeited. _____(Initial)
4. All fences, dugouts, surrounding areas including the parking lot are to be cleaned of trash and debris at the conclusion of the event or the deposit will be forfeited. _____(Initial)
5. Lessee will submit a final tournament schedule two days prior to the tournament. _____(Initial)
6. Lessee will submit field dimensions for all fields to be used no later than three days prior to the tournament. _____(Initial)
7. Vehicles must be parked in designated parking areas. Vehicles are not allowed to park behind the playing areas with the exception of authorized City Vehicles. _____(Initial)
8. Lessee is responsible for damage to city property caused by participants and/or spectators. _____(Initial)
9. No pepper games or batting practice against any fences _____(Initial)
10. The City of Leesburg reserves the right to deny or terminate this contract at any time based on the user violating City Ordinance or refusing to strictly abide by the terms set forth in this contract. _____(Initial)
11. No alcohol shall be allowed at any City of Leesburg facility or complex _____(Initial)
12. Lessee agrees to comply with all obligations imposed by applicable regulations and codes of the City, Fire and Police Department. _____(Initial)
13. Lessee shall not destroy, deface, damage, impair or remove any part of the premises or property or allow any other person to do so. _____(Initial)
14. The City facilities have a curfew of 10:00pm. All games must be complete by 10:00pm. _____(Initial)
15. All lights must be off by 10:30 p.m. _____(Initial)
16. Fields will be dragged no less than every two games for full day rentals and up to the discretion of City employees for all other rentals. _____(Initial)
17. In inclement weather situations, limited amounts of field dry will be used at the sole discretion of City staff. _____(Initial)
18. Each City facility is equipped with lightning monitors. If at any time the lightning monitor sounds its alert, all games must stop. All patrons present must return to their vehicles until the all clear signal is given. _____(Initial)
19. One City staff member will be provided for each tournament rental _____(Initial)
20. City staff has final decision on all field closures due to unplayable conditions _____(Initial)
21. **Renter must provide a one million dollar insurance policy and have the City of Leesburg named as additional insured on the policy. _____(Initial)**
22. **Lessee agrees to indemnify, hold harmless and defend the City of Leesburg, its officers, agents, servants and employees from any claims resulting from injuries, damages, losses or death sustained by participants or spectators connected with, or in any way associated with this event. _____(Initial)**

LESSEE ACKNOWLEDGES HAVING READ, UNDERSTOOD AND AGREED TO THESE PROCEDURES AND HAVING ACCEPTED A COPY OF THIS AGREEMENT.

Rentals are subject to the approval of the Director of Recreation. Please Note: All field rentals will not be booked unless a deposit is received with this agreement. If the Agreement is not approved, the applicant's deposit will be returned within 30 days.

Applicant's Signature for Lessee

Date

Director of Parks and Recreation

Date

Leesburg Parks & Recreation Department
1851 Griffin Rd.
Leesburg Fl. 34748

Phone – (352) 728-9885

Fax- (352)326-6625