



## TOWN OF CHINO VALLEY FIELD RESERVATION GUIDELINES & AGREEMENT

It is the goal of the Town of Chino Valley Parks & Recreation Department to provide your organization with clean and safe recreational facilities. We will continue to strive to accommodate your recreational and facility needs while working within our Department's parameters.

The following guidelines and fees are for the reservation and use of all Town of Chino Valley sports fields:

1. All reservations will be taken for a year beginning in January and ending December 31<sup>st</sup>.
2. All reservation requests need to be submitted to the Town of Chino Valley Parks & Recreation Department, PO Box 406 Chino Valley, Arizona 86323 **in writing**. Only requests received in this manner will be honored.
3. Use of facilities will be permitted in the following priority:
  - A. Town sponsored programs, events, or leagues
  - B. Town Co-Sponsored programs, events, or leagues
  - C. Organizations serving more than 200 Chino Valley youth participants
  - D. Organizations serving more than 200 Chino Valley adult participants
  - E. Non-Profit sponsored community special events which are open to the general public
  - F. All others: reservation scheduled on a first come first serve basis

In order to implement the above policies the Parks & Recreation Department:

- Hosts an annual facility allocation meeting, whereby requesting individuals or organizations submit a formal letter of request indicating dates, time and specific facilities
- Compose and distribute yearly allocations calendars to the requesting parties
- Utilize existing reservation policies to accommodate requests

4. All reservation requests must be accompanied by a detailed schedule of your event(s). This schedule must contain all dates and times of the event(s) including games, practices and/or any other event/tournament that may take place during the time of your reservation. If your organization does not have a game schedule at the time request is made we can make the reservations for the duration of your season. However, your request will need to state the date a game schedule will be made available to the Parks & Recreation Department.
5. All reservation requests must include a detailed description of field(s) set-up for your event(s).
6. All changes (i.e. field set-up or scheduling changes) to your original request must be submitted **in writing** no later than 10 working days prior to the event (or game).
7. The Parks & Recreation Department will do all repairs, maintenance and pre-event set-up. At no time shall an organization handle repairs, maintenance or pre-event set-up without the prior approval from the Parks & Trails Superintendent. Failure to comply with this guideline can result in the immediate termination of the organization's reservations.
8. The Parks & Recreation Department must be notified in writing of any and all repairs that are needed. These repairs will be reviewed by the Parks & Trails Superintendent and addressed with respect to safety and department priority. Every effort shall be made to insure a timely response. The Parks & Recreation Department has these forms available in the Recreation Office.
9. There will be no sharing of fields or facilities with other groups without the consent of the Parks & Recreation Department.
10. User hereby assumes and shall bear the entire risk of loss and or damage to the facility and/or equipment of the Town of Chino Valley. In the event of loss or damage of any kind to a facility or equipment, user shall

place the same in as good a condition as when received or replace same with equal or better to the satisfaction of the Parks & Trails Superintendent.

11. The Town of Chino Valley makes no warranties, either expressed or implied, as to any matters whatsoever, including but without limitation, to the condition of its premise or equipment.
12. If weather forces the reserving organization to reschedule their event(s), it will be the reserving organization's responsibility to extend their current reservation to cover any additional days or times that may be needed. Any extensions must be submitted to the Recreation Office in writing. This includes an advance rain-out schedule for all games.
13. The Parks & Recreation Department reserves the right to cancel or suspend any and all events with little or no notification in the case of inclement weather, unsafe conditions or damage to the facilities or fields as well as but not limited to, repair and maintenance.
14. The User will be responsible for the clean up of all debris, waste or trash and securing all debris, waste or trash in provided receptacles before leaving the area. The failure to comply with this may result in the cancellation of your organization's reservations or the loss of your equipment/damage deposit.
15. Vehicles are prohibited from being on the fields at any time and for any reason.
16. PARKING IN ANY NON-DESIGNATED AREA OR ON THE ROADWAY IS PROHIBITED UNLESS POSTED FOR PARKING. VEHICLES PARKED IN ANY UNAUTHORIZED PARKING ZONE OR VEHICLES PARKING IN SUCH A MANNER AS TO POSE A DANGER TO OTHERS MAY BE REMOVED AT OWNER'S EXPENSE. CONCESSIONS/EQUIPMENT DROP-OFF MUST NOTIFY DEPARTMENT IN ADVANCE.
17. No alcohol is permitted on Town Property unless a Special Event Liquor License has been obtained and prior approval has been obtained from the Town.
18. No drugs are permitted on Town Property.
19. Payment of the entire reservation cost plus the entire amount of the deposit shall accompany the facility reservation agreement. Payments must be received at time of signing agreement. Deposits will be cashed and returned pending facility(s) returned to an acceptable condition as determined by the Town.
20. The Parks & Recreation Department reserves the right to require proof of insurance for certain activities.
21. The Parks & Recreation Department reserves the right to cancel all current and future reservations if the reserving organization is found to be in violation of any park or facility rule or guidelines, including, but not limited to, improper use, damage or abuse.
22. **In consideration of my application and permitting me/us to reserve and use the fields, I hereby take responsibility for myself and for all participants in this organization, including but not limited to players, spectators, referees (herein after referred to as participants) and assign as follows: (A) Waive, Release and Discharge from any and all liability for any incidents that occur while on the property that I am requesting to reserve. Incidents include but not limited to death, disability, personal injury, property damage, property theft or actions which herein after accrue to myself or any participant the following entities or persons: The Town of Chino Valley and their directors, officers, employees, volunteers, representatives and agents of any kind; (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my/our actions during this/these events. This release and hold harmless includes death, injury or damage to property caused or alleged to be caused or alleged to be caused in whole or in part by the negligence of the Town or its employees, agents or otherwise. This Accident Waiver and Release of Liability shall be constructed broadly to provide a release and waiver to the maximum extent permissible under applicable law.**

**I hereby certify that I have read this document; and I understand its content. I understand that I am signing as the representative for the below stated organization and, as the representative, I am responsible for communicating the above stated guidelines to the organization members including, but not limited to, coaches, participants and parents.**

Signature of Representative: \_\_\_\_\_ Organization: \_\_\_\_\_

Date \_\_\_\_\_ Phone(s): \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Town of Chino Valley/By: \_\_\_\_\_

## FEE SCHEDULE

YOUTH TOURNEY		
FIELD & SET-UP <input type="checkbox"/> \$48.00 per field & day	DEPOSIT <input type="checkbox"/> \$30.00 per field	KEY <input type="checkbox"/> \$53.00
YOUTH LEAGUE		
CHINO LEAGUE <input type="checkbox"/> <b>NO FEE</b>	DEPOSIT <input type="checkbox"/> \$30.00 per field	KEY <input type="checkbox"/> \$53.00
NON-CV YOUTH LEAGUE & ADULT LEAGUE/TOURNEY		
FIELD (hourly) <input type="checkbox"/> \$12 per field	DEPOSIT <input type="checkbox"/> \$30.00 per field	KEY <input type="checkbox"/> \$53.00
DATE(S) OF RESERVATION		
Month _____ Day(s) _____ Year _____		
Month _____ Day(s) _____ Year _____		
TOTALS		
_____ # of fields (X) _____ # Days @ \$ _____ = \$ _____		
_____ # of Equipment / Damage Deposit @ \$ _____ = \$ _____		
Key Deposit = \$ _____		
<b>TOTAL AMOUNT DUE @ SIGNING OF AGREEMENT = \$ _____</b>		
<b>TOTAL AMOUNT DUE POST-SIGNING OF AGREEMENT = _____</b>		
Payment information: _____		
<i>Additional: Town will charge a clean-up fee of \$28.00 per hour for required clean-up</i>		
DEPOSIT STATUS		
Authorized to refund deposit(s) to: _____ Phone: _____		
Acting as a representative for: _____		
Signature: _____ Date: _____		
Deposit refunded: \$ _____ Date: _____ Check #: _____ By: _____		
Authorized by: _____ <i>Town of Chino Valley</i>		

### SPECIAL INSTRUCTIONS

---

---

---

---

---

---

---

---

- Placed on Master Calendar on \_\_\_\_\_ by \_\_\_\_\_
- Work order completed on \_\_\_\_\_ by \_\_\_\_\_