



Elkhart Memorial Park Ball Diamonds Facility Use Policy:

I. Priority

- A. The City of Elkhart owns the Memorial Park ball diamonds and has first priority for use of its facilities for City-sponsored, approved and co-sponsored events. The City of Elkhart and the Elkhart Baseball and Softball Association manage the maintenance of the facilities.
- B. Rental season is typically April 1 through October 15. Amenities are reserved on a first-come, first-serve basis but priority scheduling will be granted to City of Elkhart sponsored events and local organizations: Elkhart Baseball and Softball Association and AES Little League. AES Little League, Elkhart Baseball and Softball Association, North Polk teams, and Elkhart non-profit (501c3) organizations are permitted to use the ball diamonds free of charge. Beginning March 1 of each year, reservation requests will be taken by Elkhart City Hall for the calendar year.

II. General Reservation Guidelines for Use of Memorial Park Ball Fields:

- 1. City of Elkhart staff will review all application materials and provide feedback regarding final approval of the event within 10 business days of receiving the application.
- 2. All renters shall comply with all Federal, State and local laws and ordinances, as well as any posted facility rules, rules printed on the agreement form, permit, other written forms, or as directed by staff. City of Elkhart ordinances may be found online at www.elkhartiowa.com.
- 3. The individual whose signature appears on the Rental Application Form is responsible for the supervision and behavior of participants and spectators. Children under 18 years of age must have adult supervision.
- 4. The City of Elkhart reserves the right to cancel or postpone any activity due to conflicts, disregard of rules and regulations, inclement weather, unsafe playing conditions, the field is closed by the city as it is deemed unplayable due to wet conditions, or other unforeseen situations.
- 5. The City of Elkhart utilizes a Red Flag Policy to indicate when the ball diamonds are closed for weather-related concerns. When a red flag is displayed at the field, the field is officially closed. Use of the fields during a red flag status is strictly prohibited. The decision to display a red flag is made by the City of Elkhart public works department, city staff, or designated volunteers. The determination will be based on factors including, but not limited to: excessive moisture or standing water on infields or outfields, unsafe surface conditions causing mud, erosion, or debris, severe water or lightning risk, and ongoing field maintenance.
- 6. It is recommended that the renter keep a copy of the Rental Application with them for proof of permission to use the facility. This will clarify any questions as to which dates and timeframes are scheduled on specific fields by the renter.
- 7. Facility rentals are restricted to practice only for organizations not affiliated with Elkhart.
- 8. Prior to use, the renter shall notify the City of any damages, deficiency, or similar fact observed by him/her at Memorial Park, in order that such condition might not be attributable and charged to the renter.
- 9. City of Elkhart staff will provide all normal maintenance services to current seasonal standards, including, but not limited to: mowing of outfield grass, trimming, and restroom cleaning/stocking.
- 10. The renter shall be responsible for raking the fields after each use and before the next renter.
- 11. The renter shall be responsible for reparation of any theft or damages to equipment, facilities, and grounds as a result of such use.
- 12. All fees are required at the time of reservation. Fees are outlined within the Rental Agreement.
- 13. The renter will be given access to the public restroom at the park and access to field rakes.

14. City Parks & Rec volunteers will be responsible for turning field lights off/on, inspecting field maintenance and conditions, and any upgrades or repairs needed to equipment or the facility.
15. No alterations shall be made to the surface of the fields unless prior approval is given from the City of Elkhart.
16. Any accidents on the premises occurring during use shall be reported immediately to the City.
17. Renter must sign an Indemnity/Hold Harmless Statement. The absence of such requirements shall not negate responsibility as follows: In renting, leasing, or making available for use, the City assumes no responsibility for:
 - a. Loss or damage to any property placed on the premises by use.
 - b. Loss or damage to any property or personal effects, including motor vehicles and their contents, of the renter, its members, employees, agents, participants, guests or attendees.
18. The City of Elkhart does not endorse or condone any activities or products represented by the renters. No promotional materials are allowed on park property unless the event is sponsored by the City.
19. Soft pitching and hitting balls into fencing is prohibited. Renter is required to enforce this rule.
20. Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility.
21. No sublet or assignment shall be initiated by the renter unless written consent is given by the City.
22. Rental applicant is responsible for picking up all trash within the event area and placing it in trash receptacles.
23. Parking is only allowed in the parking lot. Renter shall prohibit motorized vehicles from driving within the grounds of Memorial Park.
24. Renters and their participants must abide by the Iowa Smoke Free Air Act. Smoking is prohibited in Elkhart Memorial Park.
25. All animals must be licensed and under control by owner by a leash. Owner must remove any droppings by the animal on the property. Pets are not allowed onto designated fields of play.
26. Any request for **lights** should be indicated on the rental form. If you wish to add lights to a reservation at a later date, you must contact the City and pay for lights at least 48 hours prior to your rental. City staff and/or city volunteers will facilitate turning the lights on and off.
27. All renters and participants are expected to comply with the City of Elkhart's Memorial Park Ball Diamonds Facility Use Policy, as well as any posted rules or regulations governing use of the facility and all federal, state, and local laws and ordinances. Any individual, team, or organizations found to be in violation of this policy, engaging in misuse of the facilities, or failing to follow city staff directions may have their rental privileges revoked. Repeat or serious violations may result in permanent suspension of rental privileges. Renters are financially responsible for all damage or vandalism that occurs to City property during their rental period. Incidents will be documented and forwarded to the Polk County Sheriff's Office for investigation and handling under applicable laws. In addition to law enforcement action, renters may be billed for repair or replacement costs associated with damages caused during their rental period.

Elkhart Memorial Park “Rental Agreement” Guidelines:

- Elkhart Memorial Park is available for rental April 1 through October 15.
- Weather cancellation: It is the decision of the City of Elkhart if field conditions are suitable for play. A decision by city staff will be made prior to two hours before game time or practice time to determine if fields are suitable for play. If the City cancels reservations due to weather, the renter shall be entitled to a full refund, or transfer of reservation to another date/time.
- Rental Agreement required for all field usage: Use of the fields that are reserved and rented are the only fields that should be used by the renter. All other fields will be made available for rental to other groups or individuals. **No use of fields at the complex is allowed without approved rental agreement with the City of Elkhart.** Any use of facility that is not approved and paid for by renter prior to use may result in outstanding/future rental agreement being revoked and no future use allowed.
- Trash Cleanup: Renter is responsible for making sure dugouts and common areas are free of trash and debris and placed in garbage cans at the end of their rental.

Field preparation and maintenance:

- **Due to our community's limited staff, renters are responsible for hand-raking the fields after their rental time period.**

Rental Reservation Fee/Schedule:

1. A confirmed reservation is made when Rental Fees are received and a “Rental Application” is completed, signed and submitted both by parties.
2. FEES must be paid by check (payable to the City of Elkhart), credit card, cashier's check or cash and must be paid at the time of the reservation.
3. A cancellation made at least **7 days** in advance of the scheduled rental will receive a refund of rental fees. NO REFUND OF FEES if cancellation is within 1 week of scheduled use, unless the City cancels due to weather or other unforeseen circumstances.

For rain or weather related cancellations and/or questions about the Memorial Park ball fields, please call Elkhart City Hall at 515-367-4735.



Elkhart Memorial Park Ball Diamonds

Rental Application

Applicant Information

Today's date: _____

Name: _____ Organization: _____

Address _____ City: _____ State: _____ Zip: _____

Email: _____ Cell #: _____

Rental Information

Rental season is typically April 1 through October 15. Reservations may be made with the City of Elkhart on a first- come, first-serve basis. Reservation requests may be submitted beginning March 1 of each year.

Field rentals are available for practices only.

Field Hourly Rate: \$30.00 per hour per field

Field #1 Light Usage: \$15.00 per hour

Rental Times Available:

Monday-Friday: 4:00 p.m – 10:00 p.m.

***Weekends as approved**

- ❖ **Field #1 is the field that contains lights**
- ❖ **Field #2 is located next to Field 1 and near the west side of concession stand**
- ❖ **Field #3 is located in the northwest corner**

A	B	C	D	E	F	G	H	I	
Requested Date(s)	Fields (circle all that apply)	Start Time*	End Time*	Total Fields	Total Hrs (all fields)	Field \$ Cost (F x \$30)	Lights (F x \$15)	Total (G+H)	
	#1 #2 #3					\$	\$		\$
	#1 #2 #3					\$	\$		\$
	#1 #2 #3					\$	\$		\$
	#1 #2 #3					\$	\$		\$
	#1 #2 #3					\$	\$		\$
Grand Total:									\$

***Times start and end on the hour, beginning at 4:00 p.m. Last rental begins at 9:00 p.m.**

HOLD HARMLESS AND INDEMNITY AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING – INDEMNITY AND HOLD HARMLESS AGREEMENT

The undersigned applicant and/or organization, being of legal age and in consideration to use above facilities of the City of Elkhart, and to participate in the activities identified above, hereby agrees to assume full responsibility for any risk resulting from participation in any activity, and further agrees to indemnify and hold harmless the City of Elkhart, its officials and officers, employees, agents and representatives, from any and all claims, cause of action, demands, and expenses of every kind, resulting from or relating to third party or his/her property, arising out of use of the facilities or relation to the activity which is the subject matter of this executed form. Further, the undersigned applicant agrees to have **read and understand the Elkhart Memorial Park Ball Diamonds Facility Use Policy and Guidelines** and agrees to abide by them, to ensure that other invited participants abide by said regulations, to assume responsibility of any theft or damage of equipment, facilities, and grounds as a results of such use, and to fully reimburse the City for expense of any theft or damage, including excessive cleanup.

Renter Signature

City of Elkhart Signature

For Office Use Only:

City of Elkhart Representative: _____

Amt. Paid: \$ _____

Payment by: Cash Check # _____ CC: _____

REFUND: Date: _____ Amount: _____

City of Elkhart
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