



# Conlin Field Rental Agreement

525 Fairview Avenue  
Lancaster, Pennsylvania  
17603  
(717)392-2115  
FAX: (717) 392-8489

Individual/Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Activity:  Practice  Exhibition or League Game  Tournament  Other \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Total Fee: \_\_\_\_\_

\_\_\_\_\_

Rental Times: From: \_\_\_\_\_ to \_\_\_\_\_ Total Hours: \_\_\_\_\_

Rental Fees: - Please check desired uses

Exhibition Game, League Game or Practice up to 3 hours (No dragging and lining field) - \$25

Weekend Tournament: Friday evening (5 - 10 p.m.) -\$50; Saturday and Sunday (9 a.m. - 10 p.m.) -\$200

Dragging and lining field - \$25 first time, \$15/each additional time. How many preps? \_\_\_\_\_

Field lights - \$20/game. How many games? \_\_\_\_\_

Do you want the bathrooms to be opened?  Yes  No

Total fees: \_\_\_\_\_

Rental payment must accompany this form, plus a \$15 key deposit that is refunded upon the return of the key. Phone reservations will be held for 5 days until payment and form are received. Checks should be made payable to the Lancaster Recreation Commission.

Special Provisions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that I have read, understood and agreed to comply with all rental guidelines and policies as listed on the back of this form, and am responsible for my group's compliance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requested by (Please Print Name)

\_\_\_\_\_  
Organization Representing

### -OFFICE USE ONLY-

Amount of Payment Received \_\_\_\_\_ Form of Payment \_\_\_\_\_ Date Received \_\_\_\_\_

Amount of Key Deposit Received \_\_\_\_\_ Date Key Checked Out \_\_\_\_\_ Date Key Returned/Deposit Returned \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## General Guidelines & Policies

1. Rental fees must be paid in advance. Full payment must be mailed to us or be settled at the Lancaster Rec Center during office hours (Monday-Friday, 9a.m - 5p.m.). All reservations are considered tentative until we have received payment and a signed copy of this agreement. Tentative reservations are cancelled within five working days of initial scheduling if payment has not been received.
2. Renting groups are responsible for cleaning of facilities rented. Adequate cleaning is defined as leaving the rented facility in the same or better condition than it was prior to rental. Supplies, cleaning equipment and trash bags are included as part of the rental fee. All trash must be picked up, properly bagged and sealed.
3. Renting groups are responsible for any damage caused to the facility and its contents. Groups are invoiced for all labor and material costs necessary to return the facility to its previous condition. This applies to cleaning as well as physical damage.
4. Games will need to be cancelled if there is standing water on the infield.
5. The tractor will not be used.
6. All bases and pitching rubbers will remain in place; no removal.
7. The base plugs need to be replaced after use of field.
8. There will be no removal of infield material (Diamatex).
9. No admission fee may be charged without prior approval from us. We must also approve the sales of food or merchandise prior to rental.
10. We reserve the right to accept or reject any application.
11. All vehicles must be parked in authorized areas surrounding the facility.
12. If park rules are violated continued use will not be permitted and additional dates will be forfeited without refund of fees paid.
13. No alcoholic beverages are permitted.