

# Conlin Field Rental Application & Permit



Organization (if applicable) \_\_\_\_\_ Contact Person \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Rental Dates: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**Rental Fees**

Field Rates:	Field Only	\$10.00/hour for field only	_____	x	\$10.00	=	\$ _____
	Field & Lights	\$30.00/hour for field & lights*	_____	x	\$30.00	=	\$ _____

\*all rental hours from 7-10pm

Total Field Fees = \$ \_\_\_\_\_

Key Deposit (refundable): Deposit = \$ 25.00

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

\*No field prep included (i.e. dragging, lining, etc).  
Contact Lancaster Rec for special requests. Additional fees apply.

Please review all Rental Policies and Procedures on the back of this application.

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 I am responsible for my group's compliance. I will inform and explain the guidelines to all my group's guests and participants. I also understand that any damage will result in forfeit of any deposits and additional fees will be charged. I hereby understand and waive any claim from my group for bodily injury or property damage against the School District of Lancaster, the City of Lancaster, Lancaster Township and the Lancaster Recreation Commission while participating at any location. I also permit the Lancaster Recreation Commission to use any photographs or videos of my group for promotional purposes.

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

Date \_\_\_\_\_

**-OFFICE USE ONLY-**

Total Deposit Paid: \_\_\_\_\_  Cash  Credit  Check # \_\_\_\_\_

Total Rental Fee Paid: \_\_\_\_\_  Cash  Credit  Check # \_\_\_\_\_

Date Key Checked Out \_\_\_\_\_ Date Key Returned \_\_\_\_\_

Staff Initial \_\_\_\_\_ Date \_\_\_\_\_

## General Guidelines & Policies

1. Rental fees must be paid in advance. 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.
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 or soil saturation.
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.
14. No smoking is permitted in bench area or on the playing field.
15. No motorized vehicles in parks or on grass, pathways or playing fields.
16. Keys must be returned within 1 week from the date of your rental.

## Cancellation Policies:

1. If weather conditions at the park prohibit use of the facility, you must notify the Lancaster Rec Sports Department by phone no later than 5:00pm on the first business day after the reservation day to receive a credit or refund.
2. Any cancellation or schedule change less than five (5) business days prior to the reserved date may not be eligible for a refund, credit, or transfer. All deposits will be forfeited and additional charges may be applied.