
Buchanan Park Tennis Courts Rental Application & Permit



Organization (if applicable) _____ Contact Person _____

Home Address _____

Home Phone _____ Street _____ City _____ State _____ Zip _____
Work Phone _____ Cell Phone _____

E-Mail Address _____

Tennis Court Rental Single Use Rental Rates

Rental Date (Per Day Rental): _____

Start Time: _____ End Time: _____ Total Hours: _____

Rental Fees

Court Rates: Court Only \$7.00/hour # of courts _____ # of hours _____ \$7.00 = \$ _____

Total Court Fees = \$ _____

Security Deposit (refundable): Deposit = \$ 50.00

TOTAL AMOUNT DUE: \$ _____

Select Courts(s):

COURTS: A _____ B _____ C _____ D _____

Tournament/League Fees (Adults and Youth) for Seasonal Contract Holders

Rental Dates: _____

Start Time: _____ End Time: _____ Total Hours: _____

Rental Fees

Court Rates: Court Only \$7.00/hour # of courts _____ # of hours _____ \$7.00 = \$ _____

Total Court Fees = \$ _____

Security Deposit (refundable): Deposit = \$ 100.00

10% Overall Discount for multi-day play Discount = \$ _____

*discount will be voided if any schedule changes are made after signed contract

TOTAL AMOUNT DUE: \$ _____

Select Courts(s):

COURTS: A _____ B _____ C _____ D _____

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

All seasonal contract holders must secure and maintain at all times commercial general liability insurance, which shall be issued on an occurrence basis, with a limit of not less than one million dollars (\$1,000,000) per occurrence and in the aggregate for bodily injury, death and property damage. The organization must submit a certificate of insurance evidencing with completed application the required commercial general liability insurance policy, which shall listing the organization's name as the insured party and listing Lancaster Recreation Commission and the City of Lancaster as additional insured party. In addition, the certificate of insurance must include a waiver of subrogation.

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 failure to follow policies or any damage will result in forfeit of any deposits and additional fees will be charged. I understand Buchanan Park is property of the City of Lancaster. I understand non-compliance of these rules may result in the suspension of loss of rental privilege from these entities. 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 _____

Insurance policy provided: _____ (Seasonal Contract Holders only)

Staff Initial _____ Approval Date _____

Additional Notes:

General Guidelines & Policies

1. All rental applications must be submitted at least 15 days prior to requested rental date(s). Rental fees must be paid in advance. All reservations are considered tentative until a full payment and a signed copy of this agreement are returned. Tentative reservations are cancelled within five (5) business 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. No physical items should be changed or removed. Groups are invoiced for all labor and material costs necessary to return the facility to its previous condition. Current labor cost rates are \$55 per hour. This applies to cleaning as well as physical damage.
4. No game admission fee may be charged without prior approval from the Lancaster Recreation Commission. Lancaster Rec must also approve the sale of food or merchandise or other solicitations prior to rental. Groups selling food must receive a City Health License from the City Health Department in advance.
5. All vehicles must be parked in authorized areas surrounding the facility.
6. No alcoholic beverages or smoking is permitted. Evidence of these items (alcohol bottles, cigarette butts) will result in loss of security deposit and suspension of future rentals or cancelation of future rental dates.
7. The use of threatening, abusive, insulting, profane or obscene language is prohibited.
8. No motorized vehicles in parks or on grass, pathways or courts.
9. Lancaster Recreation Commission staff will be the approving and scheduling authority of the use of the facility. Lancaster Recreation Commission reserves the right to refuse approval or to cancel any and all agreements issued for use of the facility when it is deemed that such action is necessary for the best interest of the Lancaster Recreation Commission.
10. If Commission policies and park rules are violated continued use will not be permitted and additional dates will be forfeited without refund of fees paid.
11. Current adherence to all applicable federal, state and local health regulations and guidelines must be followed by all participants.

Suspension of Rental Privileges:

1. Organizations or individuals that do not comply with rental policies or violate park rules will be provided one (1) written warning with documentation of the violation from the Lancaster Recreation Commission.
2. On the second instance, the Lancaster Recreation Commission will issue a two week temporary suspension with documentation of the violation. Any rental fees collected for use during that time will be forfeited to the Lancaster Recreation Commission.
3. Upon a third instance of violation of rental policies or park rules, Lancaster Recreation Commission will issue a notice to permanently suspend rental privileges to identified individuals or organizations.

Note: Lancaster Rec reserves the right in the instance of severe infractions or violations of policies to immediately suspend the use of future rentals.

Cancellation Policies:

1. If weather conditions at the park prohibit use of the facility, you must notify the Lancaster Recreation Commission offices 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.