



Great Bend Recreation Commission

www.greatbendrec.com

(620)793-3755

## Facility Agreement

Event Name: \_\_\_\_\_

Circle one:    Tournament        Game        Practice

Facility Requested:    Field 1    Field 2    Field 3    Field 4    Field 5

Event Date(s) Desired: \_\_\_\_\_

Circle day(s) of the week:    M        T        W        TH        F        S        SN

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Time Facility to be opened \_\_\_\_\_

*(Tournament play or games may not be scheduled to start before 8:00 am or start after 10:00 pm. All ball fields shall be vacated by 12:00 midnight)*

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Additional On-site Person: \_\_\_\_\_ Cell # \_\_\_\_\_

**Fields will be maintained as required from turf manufacturer.**

## Practice Section

Age group and distances needed: \_\_\_\_\_

Time fields(s) to be prepared by: \_\_\_\_\_

Ending time of field(s) usage: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

## Tournament & Game Section

Maximum Number of games played: \_\_\_\_\_

Number of Teams: \_\_\_\_\_

Time fields(s) to be prepared by: \_\_\_\_\_

Ending time of field(s) usage: \_\_\_\_\_

Additional Information: (Include Pitching/Base Distances Required for Event: \_\_\_\_\_)

## Tournament & Game Section (cont.)

Expected Attendance: \_\_\_\_\_

- Field Lighting       Scoreboards    Press Box       Meeting Room       Officials Room  
 Field Setup       Sound System  
 Displaying of Team Banners       Vendor merchandise sales

Sales Vendor Contact Information: \_\_\_\_\_

## GB Sports Complex Fees

All payments made in full to be paid 48 hours in advance of the tournament/game/practice reserved at GBRC office 1214 Stone St.

### Tournaments/Games

<b>Field rental fee</b> Mon – Thurs (Includes rental fee & field setup)	\$30.00 per field
<b>Field rental fee</b> Fri – Sun (Includes rental fee & field setup)	\$50.00 per field
<b>Additional Field Set Up</b> (mound/base distances)	\$15.00 per field
<b>Light Fee:</b>	\$20.00 per game
<b>Complex Facility Supervisor</b>	\$15.00 per hour
<b>Reservation Deposit</b> Non-Refundable	\$200.00 per event for Tournaments \$100.00 per event for Games

### Practice Field

<b>Field rental Fee</b> Mon – Thurs	\$30.00 per field
Includes set up, 1 ½ hour practice, Light fee & Supervisor fee	
<b>Field rental Fee</b> Fri – Sun	\$50.00 per field
Includes set up, 1 ½ hour practice, Light fee & Supervisor fee	
<b>Reservation Deposit</b> Non-Refundable	\$30.00 per team

## Welcome to the Great Bend Sports Complex!

Teams and guests shall be notified that the following are **prohibited** inside the Sports Complex & Field 5:

- No Alcohol
- No Glass Containers
- No Smoking and Chewing Tobacco
- No Pets
- No Sunflower seeds/Shelled nuts
- No Gum
- No Steel cleats
- All Practices require hitting and pitching mats/mounds at any high traffic area

## Deposit

Non-refundable reservation deposit \$30.00/\$100.00/\$200.00 required for all rentals. Fees due at the time of reservation request No reservation will be taken without a deposit. The deposit can be applied towards usage fees at the conclusion of the event.

## Cancellations

Cancellations made prior up to 7 days prior to the initial scheduled tournament or game will receive a full refund of fees paid with the exception of the non-refundable deposit.

The non-refundable reservation deposit will not be refunded if a cancellation occurs. All other cancellations shall forfeit fees paid if notice is less than 7 days. Cancellations due to inclement weather or unforeseen emergencies maybe refunded determined by Recreation Director.

## Code of Conduct

The Great Bend Sports Complex provides a positive, family-based environment for the community. ALL FACILITY USERS ARE EXPECTED TO CONDUCT THEMSELVES IN A MANNER CONDUCTIVE TO THAT ENVIRONMENT. All patrons are expected to adhere to the policies and procedures of the facility. Facility patrons/renters will be held responsible for the actions of their guests. Destruction of property and/or use of abusive language and behavior will not be tolerated. Any behavior in direct conflict with the values upheld by this organization WILL NOT be tolerated. Alcohol products and weapons of any kind are strictly prohibited on the property. This is a non-smoking facility and smokeless tobacco products are prohibited.

## General Restrictions

No drugs of any nature shall be permitted in any City building or on any City grounds. Licensee shall not mar, or in any manner deface, city premises or any equipment contained therein, and will not affix by adhesives any signs, posters, notices, or graphic of any description without written consent of Recreation Director. Licensee agrees that if the premises are damaged by the act, default or negligence of the Licensee, patrons, guest of any person admitted to the premises by Licensee or Licensee's agents, then Licensee shall pay to the City of Great upon demand such sum as shall be necessary to restore said premises to their original condition, ordinary wear and tear is expected. Damage to the facility will be determined by the Recreation Director or Park Superintendent. The event organizer will be responsible for any damage or losses to maintenance equipment, bases, scoreboard controllers, or fields and will be responsible of all cost associated with such damage.

The fields and grounds of the complex must be CLEANED, and all TRASH placed in its appropriate trash containers. The Great Bend Recreation Commission has the right to charge lessee clean up costs associated in the clean-up of the facility, if not completed on the day/upon conclusion of the tournament.

## General Guidelines

- All fees are due and payable to Great Bend Recreation Commission office, 1214 Stone Street; 48 hours prior to scheduled game/tournament unless other arrangements have been made.
- The tournament organizer/individual will meet with the Recreation Director or designated representative at the Recreation Commission office prior to the scheduled event to discuss general guidelines and restrictions. Violation of complex guidelines and rules will void the facility agreement and all fees will be withheld from the licensee and event cancelled.
- The licensee, its agents, participants agree to hold and save harmless the City of Great Bend and the Great Bend Recreation Commission for any and all damages to persons and property that may arise from holding the event at the Great Bend Sports Complex.
- The Recreation Commission and /or Great Bend Park Department field crew will setup the requested field(s) for tournament and/or game and practice play. Any exceptions must be approved by GBRC or GB Park Dept.
- In case of inclement weather conditions, GBRC or City representative will make the final determination as to the playability. The Recreation Commission reserves the right to postpone or cancel any games and/or tournament due to weather conditions. In case of inclement weather all games/practices will cease play immediately, until weather conditions improve.
- Activities shall not be scheduled before 8:00 am or start after 10:00 pm. The Sports Complex will be vacated by 12:00 midnight unless prior approval is given by Park Superintendent or Recreation Director.
- The City of Great Bend reserves all concession and concession rights, including but not limited to all food and beverage items.
- Use of Licensed Space: Event preparation by the Licensee in the facilities and delivery of Licensee's freight or other properties shall take place only one day prior to the dates and at the times specified in this License. Licensee shall quit and exit licensed space no later than the end of the term of this agreement. Licensee is responsible for all property stored on site and shall hold the GBRC and City of Great Bend harmless if equipment is stolen, damaged or vandalized.
- **Certificate of Liability Insurance required for field rentals and tournament rentals from all licensees.**

## Sale of Tournament Merchandise

The City of Great Bend and/or Great Bend Recreation Commission reserves all merchandise sales rights. The licensee may request the right to sell items with approval in advance by the Park Superintendent or Recreation Director.

## Discrimination

Licensee agrees that during the use of this facility, Licensee will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, religion, color or national origin.

## Compliance with Laws and Regulations

Licensee shall comply with all laws, ordinances and regulations adopted or stabled by federal, state or local governmental agencies or rules and regulations of Great Bend Recreation Commission and Licensee shall obtain and pay for all necessary permits and licenses.

## City-GBRec Privileges

The City of Great Bend or Great Bend Recreation Commission reserves the right to cancel or revoke licenses at its discretion. The departments reserve the right to require rentals to provide off duty security at the rental groups expense. This decision can be made at any time and failure to provide security will result in immediate termination of the rental. The City's and Recreation Commission's

liability is limited to refund the facility fees only. The departments reserve the right to cancel any event deemed not in the overall best interest of the facility, patrons and staff.

## Parking

Guests shall park in the east and south parking lots of the Sports Complex and Field 5 (Langrehr Field) parking lot. No parking is allowed for teams, coaches, players, parent's or guests in the north parking lot located between Fields 4 and Field 1 or WITHIN the Sports Complex. This area is only for the City of Great Bend Emergency vehicles and City Staff or GBRC staff only. No Exceptions.

You agree to follow all rules enclosed?

Yes

No

I have read, understand and agree to the rules, restrictions dates, times, locations stated above. This facility agreement is not a confirmation until approved by the Recreation Director or designated representative.

A written or electronic confirmation and user fee confirmation will be sent to the contact person listed in the agreement.

---

Signature

---

Date

*(Signature must be the licensee listed on the first page of agreement and is the person responsible for the activity of the rental group. By signing and completing the application, the Licensee agrees to all terms and conditions outlined in this agreement.)*

---

Signature of GBRC Director/Asst. Director

---

Date

