

Mitchellville Baseball/Softball Field Usage Policy & Field Reservation (Non-lease affiliate teams)

Community Use

1. During the months of April to October fields shall be set aside for community reservation during the hours of 9 a.m. to 9 p.m. Please note that hours of availability may change due to time of sunset during spring and fall. These fields may be reserved by either softball or baseball teams not affiliated with Mitchellville Little League.
2. Fees shall be as follows: \$20 for one hour field use and bases only OR \$50 for 1 hour for field use, bases, and lights.
3. Mitchellville Little League will get first use of fields. All non-Little League affiliated teams must submit their desired field time and Usage Policy/Field Reservation form to reserve field space.
4. Following completion of the field rental program, fees shall be payable prior to taking the fields.

Scheduling

Sports Facilities Coordinator, *Steve Zook*, will preside over the scheduling of fields. To schedule fields, please call *515-419-0998* or email *Steve* at *wert4cy@mchsi.com*

Mitchellville Baseball/Softball Field Complex

The fields generally open can be used for practices any time prior to 5. p.m. Monday through Thursday. Teams must be off fields by 5 p.m. There will be no charge assessed and field usage is on a “first come, first serve” basis. Meaning that any person or team may use the field at anytime so long as there is no scheduled event on that field. To reserve the Fields for a game or tournament, a fee for usage will apply. For more information or to reserve a field for a game or tournament event please contact Sports Facilities Coordinator *Steve Zook* at *515-419-0998* or email *Steve* at *wert4cy@mchsi.com*

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Field Rental Request Form

Team/Organization Name: _____

Contact Person for this particular request:

Name: _____

Email: _____

Phone: _____

Instructions

1. Fill out this field rental request form indicating your desired dates/fields/options.

Example 1:

I would like to hold practice on Monday, Wednesday, and Saturday from 5pm to 7pm with no lights.

2. Fill out an Annual Organization Information Form

a. This document provides Mitchellville with information about your organization such as:

- i. Basic contact information for your organization
- ii. Proof of Insurance coverage for your organization/event
- iii. Your agreement to our Field Rental and Conduct Guidelines.

b. This information will be kept on file for one year so if you submit multiple field requests throughout the year you will only need to submit Annual Org Info Form (see attached) once or in the event any information changes such as your insurance.

3. Send signed documents to *Steve Zerk* via one of the methods below:

a. Email: (preferred method): *wer4cy@mchsi.com*

b. Mail:

City of Mitchellville
204 Center Avenue N
Mitchellville, IA 50169

5. **You will be notified if your request is approved at which time a Field Rental Agreement Document will be sent to you** listing the APPROVED dates for which you have the fields and any special services that will be provided to you.

6. **Make all checks payable to "City of Mitchellville".**

Signed: _____ Date: _____

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Team/Organization Name: _____

Primary Contact Person:

Name: _____

Email: _____

Phone: _____

Address: _____

Secondary Contact Person:

Name: _____

Email: _____

Phone: _____

Address: _____

Insurance

Does your Team/Organization have its own insurance coverage? YES / NO (circle one)

- *If YES*

- *Description of the insurance coverage* _____
- *attach proof of insurance (such as USSSA insurance policy)*

- *If No*

- *You must fill out and sign Insurance Waiver to hold the Fields harmless for injury/accidents.*

By Signing you affirm that the information provided is true and accurate and that you have read, understand, and agree to abide by the Mitchellville Baseball/Softball Field Rental and Conduct Guidelines Document.

Signature: _____ Date: _____