



CITY OF KEARNEY PARK & RECREATION

2025 Athletic Field Rental Request

2005 1st Avenue
 Kearney NE 68847
 308-251-3139
 fieldrequests@kearneygov.org

Office Use Only: Calendar Copy to Staff Copy to User Insurance Received Fee Paid

Type of Request (check all that apply)

Youth
 Adult
 Practice Use
 Game Use
 Tournament Use
 Camp/Clinic
 Registration Fee
 Spectator Fee

Contact Information

Organization/Group/Team Name:		Event:	
Contact Person:		Email Address:	
Address:			
City:		State:	ZIP:
Day Phone:		Fax:	Cell Phone:
Representative Supervising Program: (If different from above)			Cell Phone:

Event Specifics (check desired location)

BASEBALL FIELDS Collins Harmon Patriot 4-Plex Field 1 Field 2 Field 3 Field 4 Memorial WLW Elks West WLW Kiwanis East WLW SW Yellow	SOFTBALL FIELDS Centennial Dryden WLW NW Blue Harvey 4-Plex Field 1 Field 2 Field 3 Field 4 Patriot 4-Plex Field 5 Field 6 Field 7 Field 8	SOCCER FIELDS Baldwin 4-Plex Field 1 Field 2 Field 3 Field 4 WLW 7-Plex Field 1 Field 2 Field A Field B Field C Field D Field E Field F Field 6 Field 7 Harvey East Harvey West	PATRIOT MISC. Patriot Batting Cages: Outdoor Baseball 1 2 3 4 Outdoor Softball 5 6 7 8 Indoor Baseball Cage Indoor Softball Cage Brad Bowman Field	MISCELLANEOUS BMX Track Memorial Bat. Cage Inline Hockey Court Other: _____ <hr/> FOOTBALL FIELDS WLW Elks West WLW Kiwanis East Harvey NW Field
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Please indicate event/rental specifics. Times include the entire time fields are needed. Keep in mind that games can't begin prior to 8:00am, and must conclude before 11:00pm.

Day(s) of Week:	Start Date - End Date	Arrival Time	Game/Practice Time	Departure Time

Please add additional spreadsheet if needed

Field Size(s) needed (i.e. 2 -100 yard fields):	Age Division	Bases Distance	Pitching Distance

Special Instructions (equipment needed, fields drug, fields lined, bases out, signs/banner etc.)

Do you need the concession stand open? **Yes** **No** (NOTE: concessions are not available at every facility)

DEADLINES, RESERVATION POLICIES & INSURANCE:

- The deadline is November 15 for March-July Field/Court use. You will be typically notified if request is approved by December 20.
- The deadline is June 15 for August-October Field/Court use. You will be typically notified if request is approved by June 30.
- The Parks Director reserves the right to approve requests prior to the deadline if necessary.
- Requests may be submitted after the deadlines, but should be done a minimum of 10 working days in advance of the event and are subject to field/court availability.
- Fields and courts cannot be requested between the months of November-February unless otherwise approved by the Parks Director.
- A Certificate of Liability Insurance, listing the City of Kearney, 18 E. 22nd Street, Kearney NE 68847, as an Additional Insured, is required. Minimum Liability coverage: \$1M per occurrence, \$2M general aggregate.

RULES AND REGULATIONS GOVERNING USE OF CITY OF KEARNEY ATHLETIC FIELDS/COURTS (Read thoroughly):

ALL PROGRAMS:

- The Representative/Sponsoring Organization, hereinafter referred to as "Rep./Org.," shall keep a copy of the signed Agreement in his/her possession. This information herein needs to be shared with others within the organization, if applicable.
- The Rep./Org. is responsible for leaving the facility in a clean and orderly fashion. Failure to do so will result in an additional clean-up fee based on hourly wages.
- The Rep./Org. shall accept responsibility for the conduct of those using the facility, and any/all damage to property.
- The Rep./Org. is responsible for ensuring the program/event reflects positively for Kearney.
- Alcohol is not permitted in City parks. The Rep./Org. is responsible for enforcing this rule and should call police if assistance is needed.
- Motorized vehicles are prohibited inside the athletic complex unless otherwise approved by the Parks Director.
- No amplified sound system, unless already available at the facility, may be utilized unless otherwise approved by the Parks Director.
- No vending or sales of any kind are permitted without prior approval from the Parks Director. Some fields have designated concession operators.
- For league games and camps, the Rep./Org. is responsible for ensuring that there is at least one adult supervisor present at each complex/ park utilized. Site supervisors should make routine rounds of the facility.
- All park rules, regulations and ordinances of the City of Kearney shall apply.
- Games may not begin prior to 8:00am, and may not extend beyond 11:00pm. Any exceptions must be pre-approved by the Parks Director.
- If a field is prepared and not used, there will be a \$20 fee assessed to the Rep./Org. for each incident. No charge will be made if a cancellation has been made prior to field preparation.
- Use of the field/courts is subject to weather and its impact on the facility. KPR Staff will make the final determination if fields are playable. For weeknight league games/practices, a decision will be made on the field conditions by 3:00pm. Decisions are based on safety and potential long term field damage. Park staff will do what they can to make fields playable, but that there are limits to the amount of soil/field amendments and time. If the entire program/event is canceled due to weather, a refund will be returned to the Rep./Org. if applicable. If part of the event is canceled due to weather, a proportional refund will be returned if applicable.
- The Rep./Org. needs to be aware of severe weather that is approaching and allow time for evacuation if needed. Limited on-site shelters are available. Games/event should obviously be suspended when emergency sirens are heard. Games/event should stop when lightning is spotted nearby. Games/event should be delayed for 30 minutes after the most recent lightning strike.
- Updates or corrections to the field/court schedule must be submitted for approval to the Park Office five (5) working days prior to field use.
- The Rep./Org. needs to have adequate first aid present in anticipation of an injury.

TOURNAMENTS:

- A complete tournament/event schedule must be submitted to the KPR Office no later than seven (7) working days prior to the tournament event. i.e. if an event is on a Saturday/Sunday, the schedule has to be submitted by Friday of the previous week.
- Baseball/Softball fields will be lined once each day by Park Staff. Please indicate under "special instructions" if fields need lined more often, but additional fee will apply if KPR staff preps fields.
- For tournaments, a minimum of two site supervisors are required at 4-plex's, and one site supervisor at each single field at all times unless otherwise approved. For tournaments utilizing courts, a minimum of one site supervisor should be present at each park utilized unless otherwise approved. Site supervisors cannot be active coaches or umpires. Site supervisors should make routine rounds of the facility. For identification purposes, site supervisors need to wear an identifiable event colored shirt, hat or vest supplied by the tournament organization.
- The Rep./Org. should have an emergency action plan in place.
- Larger tournaments may require additional volunteers, supplied by the sponsoring organization, to assist with parking. The Rep./Org. must take measures to ensure that cars are parking legally and appropriately so as to not damage the facility or block emergency access.
- A back-up plan should be in place if tournament is delayed due to weather or other unforeseen circumstances details.
- A pre-event meeting will typically be conducted between the Rep./Org. and Park Staff, a week or two prior to the tournament, to review final details.

HOLD HARMLESS:

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

By signing/typing below, the applicant signifies that he/she has read and understands the rules and regulations listed above. These rules and regulations shall result in forfeiting the use of the facility, additional fees if applicable, and/or prohibit future use.

Representative Signature	Date	Parks Director	Date
		Approved	Not Approved