



CITY OF KEARNEY PARK & RECREATION DEPARTMENT

ERNEST GRUNDY COURT RENTAL REQUEST

Office Use:	
C Mailed <input type="checkbox"/>	Calendar <input type="checkbox"/>
Insurance <input type="checkbox"/>	Copy to Staff <input type="checkbox"/>
Deposit Paid <input type="checkbox"/>	Fee Paid <input type="checkbox"/>

1930 University Dr., Kearney NE 68845
308-233-3861- mmorrow@kearneygov.org

Please complete this form entirely and legibly. Applicant must be at least 18 years of age. Rental fee must accompany Rental Request if applicable. Submission of Request does not constitute approval. You will receive acknowledgement through the mail, email, or by phone.

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)

Ernest Grundy Tennis 6-Plex						Mezzanine Area	
1	2	3	4	5	6	Conference Room (Tournaments Only)	
Racquet Rental						Other: _____	

Please indicate event/rental specifics. Times include the entire time court(s) are needed.

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

Please add additional spreadsheet if needed

Specific Court Needs for Event

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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 Recreation Services 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 court availability.
- Courts cannot be requested between the months of November-February unless otherwise approved by the Recreation Services Director.
- A Certificate of Liability Insurance, listing the City of Kearney as an Additional Insured, is required. Minimum 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.
- Wheeled vehicles are prohibited on tennis/pickleball courts.
- No amplified sound system, unless already available at the facility, may be utilized unless otherwise approved by the Recreation Services Director.
- No vending or sales of any kind are permitted without prior approval from the Recreation Services Director.
- For league games and camps, the Rep./Org. is responsible for ensuring that there is at least one adult supervisor present at each complex utilized.
- 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 Recreation Services Director.
- 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.
- Use of the courts is subject to weather and its impact on the facility. KPR Staff has the final decision on playable court conditions. Decisions are based on safety and potential long term field damage.
- Updates or corrections to the court schedule must be submitted to the KPR ideally five (5) working days prior to field use.
- The Rep./Org. needs to have adequate first aid present in anticipation of an injury.
- Lighted tennis courts lights are to be turned off by 11:00 p.m.

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.
- For tournaments utilizing courts, a minimum of one site supervisor should be present at each park utilized. Site supervisors should make routine rounds of the facility.
- The Rep./Org. should have an emergency action plan in place.
- 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.
- A pre-event meeting may 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

Recreation Services Director

Date

Approved

Not Approved