

FIELD USAGE CHECKLIST

NO APPLICATION WILL BE ACCEPTED WITH MISSING DOCUMENTS. YOU MUST FILL OUT A NEW APPLICATION/CHECK LIST FOR SPRING & FALL.

ALL ITEMS LISTED BELOW MUST BE TURNED IN TO HAVE A COMPLETE APPLICATION.

- APPLICATION
- SIGNED HOLD HARMLESS
- CERTIFICATE OF INSURANCE (**LISTING THE CITY OF PORT REPUBLIC AS ADDITIONALLY INSURED**)

VALID DATES _____ TO _____

- FIELD USAGE FEES

CHECK# _____

APPLICATIONS MUST BE **COMPLETELY FILLED OUT**, ALL SUPPORTING DOCUMENTS AND FEES MUST BE SUBMITTED WITH YOUR APPLICATION.

FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND RETURNED.

NO ONE IS TO PRACTICE OR PLAY GAMES ON THE FIELD UNTIL AUTHORIZATION IS GIVEN.

Signature: _____

Date: _____

City of Port Republic Recreational Facilities Policy

Introduction

The recreation areas are identified by the City's recreation/conservation and/or conservation and/or recreation zone including other areas designated by the City namely; the Harry Bowen Ball Field, the wetland preservation park, the tennis courts, the basketball courts, the pavilion and large gazebo, the parking lots associated with the recreational areas, the designated picnic areas, the beach, the skating pond area, the shore line areas and the park area located on Cologne-Port Road and any other areas so designated by the City.

The Harry Bowen Park is the property of the City of Port Republic, which has been revitalized through the efforts of the City of Port Republic and a non-profit organization known as the Port Republic Athletic Fund (PRAF). PRAF's purpose is to augment the development, improvement, and maintenance of the recreation areas (with the written approval from the City of Port Republic) to provide enhanced athletic and recreational opportunities for the youth and residents of the City of Port Republic.

The City's recreation areas provide a source of recreation that may benefit everyone in the community. This policy has been established to preserve the recreation areas for the enjoyment of the public and of future generations.

Field Use Request Process

Individuals or organizations (requestor) that desire the use of recreation areas must submit the required Recreational Facilities Request Form. The City reserves the right to approve or deny use and/or access to all recreation areas for all events. For personal safety, only one game may be played on the Harry Bowen Ball Field at a time.

Softball/Baseball Season

The City will accept the Recreational Facilities Request Form for softball and/or baseball beginning February 1st of each year with first consideration for the Port Republic non-profit organizations and second consideration for residents of Port Republic. The City will accept the Recreational Facilities Request Form for softball and/or baseball beginning March 1st for non-residents. The use of the field will begin April 1st of each year and end August 1st of each year for the spring season. Fall Ball will start with applications beginning July 1st and ending August 1st. The fall season will end the November 30th.

Soccer Season

The City will accept the Recreation Facilities Request Form for soccer beginning July 1st of each year with first consideration for the Port Republic non-profit organizations such as Port Republic Volunteer Fire Company, Port Republic Athletic Fund, St. Paul's Methodist Church and Port Republic Elementary School a second consideration will be for residents of Port Republic. The City will accept the Recreational Facilities Request Form for soccer beginning August 1st of each year for non-residents. The use of the field will begin August 15th of each year and end November 15th of each year. Make up games will be completed by December 1st.

Individual/Group Requests

The City shall consider all requests on a case by case basis as detailed above. The City will make every effort to treat all requests in a fair and equitable way with the intent to protect the interests of our youth and our residents. Except, as may be amended by resolution of City Council, the City does not have any formal or informal obligation to accommodate any outside group, league or athletic organization.

Fees for Use of Recreation Areas

The following deposit fees and use fees are required:

- City of Port Republic Resident or a school team – no charge.
- Event usage fee....\$100.00 up to 50 people....\$200.00 for 51 to 150 people*
- Deposit fee....\$50.00 up to 50 people....\$75.00 for 51 to 150 people (*to be returned if area is left in proper order and clean*)*

It is the responsibility of the requester to clean all trash before leaving the area. The requester may not be reimbursed their required deposit if the area is not in proper order and clean. The requester may not be reimbursed if there is any damage and/or the trash is not inside the receptacles, and/or the area is not returned to the original condition. The requester may be charged additional fees for the cost of restoring the area to the original condition. It is prohibited to drive on any grass area. It is prohibited for any pets to be on the beach and no dogs in the Harry Bowen Field Complex, in its entirety bounded by Park Avenue at Main Street and ending at Main Street.

TAKE NOTICE: Any resident can file a complaint in the municipal court to uphold the rules and regulations, please be advised accordingly.

The City reserves the right to amend or waive the foregoing policy as in the best interest of the City of Port Republic.

* If applicable, include with the Recreation Facilities Request Form two separate checks, one for usage fee and another for deposit fee each made payable to City of Port Republic.

HARRY BOWEN MEMORIAL FIELD USAGE APPLICATION

Team Name: _____

Team Coach: _____

Estimated Number of Participants: _____

Age(s): _____

Applicant Name: _____

Phone #: _____

Applicant Address: _____

Email: _____

Season:

Spring Fall

Start Date: _____ End Date: _____

Days and Times Requested:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Fee: \$400 (Field Usage Fee)

Please note that approval is required by the City of Port Republic.

Applications are reviewed on a first-come, first-served basis, pending availability.

Signature of Applicant: _____

Date: _____

Hold Harmless Agreement

The _____ (1), to the fullest extent permitted by law, hereby agrees to save, indemnify and hold harmless the City of Port Republic, and all of its agents and employees, against all claims, judgments, demands for damages, and expenses, including but not limited to attorney's fees, arising out of, by reason of, on account of, in consequence of, or in connection with _____ (2), arising from accidents to any persons or property caused by the _____ (1); its agents or employees; or occasioned or caused by any other persons or persons. Said indemnification also applies against all claims, judgments, losses, demands for damages, and expenses, including but not limited to attorney's fees, arising from accidents to the City of Port Republic its agents or employees; or to the _____ (1) its agents or employees, whether occasioned or caused by said _____ (1) its agents or employees, or any other person or persons.

It is the intention of this agreement, regardless of whether the _____ (1) caused the accident, and that the City of Port Republic its agents or employees shall be indemnified for its own negligence, if any, for all claims, judgments, losses, demands for damages, and expense, including but not limited to attorney's fees, arising from such accident or accidents, to the fullest extent permitted by law.

The _____ (1) shall defend any and all suits that may be brought against the City of Port Republic, its agents or employees on account of such accidents and will make good to, and reimburse, the City of Port Republic its agents or employees for any expenditures, including but not limited to attorney's fees, that said _____ (1) its agents or employees may make by reason of such accidents.

Signed

Dated

Printed Name

Acknowledged and Sworn Before Me

This _____ day of _____,

My Commission Expires _____

Notary Public

1. Subcontractor, tenant, non-profit, lessee, etc.
2. Project, event, etc.