

City of Anadarko Ball Park Rental Agreement and Permit

201 W Virginia – P O Box 647, Anadarko, OK 73005 – 405-247-2481

This document confirms that the parties listed below have rented a Ball Field at Randlett Park for the date determined. Reservations for the use of any of the ball fields must be obtained prior to use. A deposit will be required on all fields for use.

Renter's Name(s): _____ Phone # _____

Renter's Address: _____

Is renter or organization a non-profit organization? Yes No If, so please provide Non-Profit EIN# _____

Randlett Softball Field - 18-5011-00 Ball Park Lights (Meter #428826074) Concession Stand Meter #112202732	Date(s) Rented: _____
Key(s) returned: <input type="checkbox"/> Yes <input type="checkbox"/> No - Controller Returned: <input type="checkbox"/> Yes <input type="checkbox"/> No - No Damage, Area and Trash Clean: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Field #1 Randlett Field – 18-5001-00 Ball Park Lights (Meter #55605589) Concession Stand Meter #689867750	Date(s) Rented: _____
Key(s) returned: <input type="checkbox"/> Yes <input type="checkbox"/> No - Controller Returned: <input type="checkbox"/> Yes <input type="checkbox"/> No - No Damage, Area and Trash Clean: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Field #2 Don Bell Field – 18-5002-00 Ball Park Lights (Meter #62225275)	Date(s) Rented: _____
Key(s) returned: <input type="checkbox"/> Yes <input type="checkbox"/> No - No Damage, Area and Trash Clean: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Field #3 Little League Field – 18-5004-00 Ball Park Lights (Meter #41710224)	Date(s) Rented: _____
Key(s) returned: <input type="checkbox"/> Yes <input type="checkbox"/> No - No Damage, Area and Trash Clean: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Rental Summary Total Amount Due:	
Refundable Cleaning Deposit per Field = 100.00 per Day Refundable Deposit for Gates &/or Concession Stand Keys = \$50.00 Use Fee = \$125.00 per day Use Fee = \$225.00 for two Day Use	# of Days Rented: _____ @ \$100.00 each = \$ _____ # of Days Rented: _____ @ \$ 50.00 each = \$ _____ # of Days Rented: _____ @ \$125.00 each = \$ _____ # of Days Rented: _____ @ \$225.00 each = \$ _____
Total Amount Due City of Anadarko:	\$ _____
Refundable Deposits Due Customer	\$ _____

By signing this rental agreement, the renter agrees to comply with all rules and regulations stipulated in the Anadarko City Charter Chapter 7-2-3 (Rules and Regulations). Specifically Chapter 7-2-3-E: Nonliability of City Provided Before Issuance of Permits: Before any permit or reservation required shall be issued, the party applying therefore, in consideration of the issuance of the permit, shall agree in writing to release the city, and any person acting for or on behalf of the city, from all liability from accidents that may occur on the lands of all city owned parks whether or not such accident is caused by negligence of the city. Said agreement shall be binding upon the heirs, executors, and administrators and assigns of said party whom the application for a permit is made.

See reverse side for a brief overview of the City Code Chapter 7-2-3, Section L. A complete copy of the City Code Chapter 7-2-3, Section L (Rules and Regulations) is available for your review on our website at cityofanadarko.org or upon request.

Customer Signature: _____ **Date:** _____ **Approved By:** _____ **Date:** _____

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Overview of the City of Anadarko Charter Chapter 7-2-3, Section L (Ordinance 1249)

Ballfields:

1. Names and Designation of Ballfields: The city park system has three (3) lighted ballfields and one unlighted ballfield. The ballfield on the south side of the Washita River is called Randlett Field; the first ballfield on the north side of the river is called Randlett Baseball Field, the middle ballfield is called Don Bell Field and the unlighted field is called Little League Field.

2. Reservations: Reservations for the use of any of the ballfields must be obtained prior to use. All deposits and fees shall be paid at the time of reservation.

3. Board Approval: The park board must approve all reservations through its representative prior to use.

4. Deposit and Rental fees: A deposit and rental fees will be required on all fields for use.

5. Non-profit use of the ball fields. Non-profit organizations that are recognized by the IRS or the Oklahoma Tax Commission may have their fees waived by a vote of the park board after they have made the request and submitted their schedule for the season. The park board reserves the right to provide an exemption to the IRS status to allow an organization providing services to the youth to complete the process. In the interim, the park board shall require a registration of all expenses and revenue be submitted to ensure that no profit is being made for purposes other than supporting the youth programming.

6. Ballfield Use Requirements:

(1) Advance Reservations: Reservations of the ballfields must be made at least seven (7) days in advance, except in case of a cancellation. (After a cancellation of a reservation occurs, the field will be open on a first come first served basis.) Deposit is non-refundable if field is not reserved by another user.

(2) Organized groups that wish to use the ballfields shall submit their schedules for the coming year by the following deadline in order to have first priority for reservations:

Youth baseball shall be March 31st.

Adult leagues and tournaments shall be submitted by April 15th.

T-ball, Girls Softball and Machine Pitch shall be submitted by April 30th.

(3) Payment of Deposit and fees for organized groups shall be paid at least three business days prior to use. Failure to make payment of deposits and fees will result in the cancellation of the remaining reserved schedules and future reservation will require payment and fees in advance.

b. Approval of Reservations: Reservations will be approved by the park board or its designee.

c. Deposit and Rental Fee: A deposit of one hundred fifty dollars (\$150.00) per field shall be required for the use of the fields and rental fee of \$125.00 for one day use or \$225.00 for two days use. A user must obtain the permit to use the fields through the city clerk or designee:

Deposit amount shall cover fifty dollars (\$50.00) for the keys to each ball field and one hundred dollars (\$100.00) for the cleanup of the ballfields and the immediate area around the fields including the restrooms.

(1) The deposits will be returned to the user upon return of the keys and satisfactory cleanup of the field and area. (Park superintendent must certify that the area has been cleaned.)

(2) No duplicate keys shall be made from the keys issued.

(3) The user shall be responsible for all damages that may occur to the ballfield during their use of the field.

(4) The use of the concession stand building shall be negotiated with the park board acting through its representative.

(a.) Nonprofit organizations may negotiate the free use of the concession stands, provided they are incorporated and hold a tax exempt status. The revenues derived from the use of the concession stand must be used in the operations of their immediate league.

(b.) For users who wish to operate the concession stand for profit, the fee shall be twenty five dollars (\$25.00) per day in addition to the rental and deposit for the use of the field. Each concession will have its own keys and shall be returned to the park department the next business day. Failure to return the key by deadline will result in a new lock placed on the concession stand and the renter will be charged for the new lock.

(c.) For organized league users, the use of the concession stand shall be negotiated on a percentage basis by the park board unless all the revenues are used for direct cost of the league program. Example: league fees in state or national programs, umpires, field equipment, etc. Organized groups may not store their belongings or concession products in the concession stand. The City is not responsible for lost or stolen property left in the concession stand.

(5) There will be no softball permitted on the Randlett Baseball Field on the north side of the Washita River.

(6) No work, additions, deletions or alterations shall be made to any city owned ballfield or building without prior approval of the park board or the park superintendent.

(7) Lights at the ball field shall not be turned on until thirty minutes before dusk. No lights shall be used on any field unless it has been rented for use. You must have a permit for use. Failure to do so will result in fine for the theft of utilities. Lights shall not be used for practice unless approved by the park superintendent.

(8) All equipment owned by the city including but not limited to bases and scoreboard controllers shall be returned to the city no later than the first business day following the rental. All city property will be stored and checked out through the parks department. Failure to return equipment will result in a late fee of twenty-five dollars a day and may lead to the revocation of park privileges.