

Parks and Recreation Department
Ballfield Reservation Form

Complete the requested information and return form to:

The City of Jacinto City Parks and Recreation Department – 1022 Mercury Drive, Jacinto City, Texas 77029 (713)673-4624

Name of User: _____ Telephone # _____ or _____

Address: _____ City/State/Zip: _____

Name of Representative: _____ Title _____

Signature of Representative: _____ Date of Application: _____

No refunds once rental is processed. In the course of bad weather conditions the may be reserved for another date, the Recreation Department must be notified on the first working day after the cancelled date.

Ballfield (s) Requested: _____

Dates Requested: _____ Times Requested: _____

Purpose of use: _____

Estimated Attendance: _____ Adults: _____ Teens: _____ Children _____

Do you intend to:

Solicit donations yes no Sell Merchandise? yes no

Sell Services yes no Sell organizational memberships? yes no

If you answered yes to any of these questions, please answer the remaining questions and attach the requested information:

State of Incorporation (if any) _____

President _____

Secretary _____

Treasurer _____

The person responsible for distribution of collection fund _____

Attach proof of tax-exempt status (IRS documentation, articles of incorporation, or audited financial statement).

My signature below indicates that I have provided the above information truthfully, and I accept the responsibility for the observance of all park regulations by my entire organization and I am totally responsible for all damages, and cleanup. I acknowledge tat I will be billed for any damages and/or cleanup fees that may occur as result of the use of the fields.

The above organization agrees to indemnify and hold harmless all employees, officials, administrators, and governing bodies of the City of Jacinto City for damages or injuries they may suffer as a result of use the ball fields.

Date: _____ Signature: _____

For office use only

Rosters _____

Proof of Insurance _____

Field Requested _____

Date Requested _____

JCPARD Approval _____

Date Approved _____

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1. The organization filing for Ballfield usage must be the organization that will be utilizing the facility, unless otherwise authorized by the Parks and Recreation Department. Proof of insurance must be submitted at time of reservation, to the extent of \$1,000,000.00 minimum liability and \$25,000.00 property damage wherein The City of Jacinto City is named as an additional insured. This is applicable only when facility and/or field are rented for private/ commercial use purposes.
2. The user will be billed for any and all damages to facility that the JCPARD deem to be beyond normal use.
3. Alcoholic beverages of any kind are strictly prohibited from any City of Jacinto City park, violators will be fined. Any intoxicated person will be removed from the area.
4. No person shall dispose of any trash in any manner except in the receptacles provided.
5. Dogs are restricted and not allowed on playing fields. Off the field they must have City tags and be on a leash attended at all times.
6. At no time should motorized vehicles be on the playing field. All vehicles should be parked in parking lot and not on grass area. If parked in grass area vehicles are subject to fines/towing.
7. No unnecessary loud noise in or around park areas.
8. Sportsmanlike conduct must be maintained at all times, anyone one not maintaining such conduct will be removed from the area. No profanity in or around area.
9. Ballfields must be returned to playing condition (such as raking infields, repairing any holes around home plate and pitchers mound, and/or bases.
10. Must have adult supervision at all times.
11. Organization must make all per-game preparations
12. Organization must provide JCPARD with complete team rosters including addresses and JCPARD waivers prior to any activity
13. Ballfield hours are 9:00 a.m. – 9:00 p.m. all persons must leave and all lights must be turned off at or before 10:00 p.m. unless written permission from JCPARD.

	Tax-exempt Organizations		Organizations Exempt by JCPARD	All other Organizations
Unlighted Ballfields	Residents	\$12.00 per hour	See Director	\$25.00 per hour
	Non-residents	\$18.00 per hour	See Director	\$36.00 per hour
Lighted Ballfields	Residents	\$25.00 per hour	See Director	\$45.00 per hour
	Non-residents	\$36.00 per hour	See Director	\$65.00 per hour
Tournament Fees (In addition to cost of fields)	Residents	\$20.00 per hour, 8 hour min.	See Director	\$35.00 per hour, 8 hour min.
	Non-residents	\$50.00 per hour, 8 hour min.	See Director	\$65.00 per hour, 8 hour min.

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Address: _____ City/State/Zip: _____

Name of Representative: _____ Title _____

Field Requested _____ Time _____ Date _____

Key # _____

1. The organization filing for Ballfield usage must be the organization that will be utilizing the facility, unless otherwise authorized by the Parks and Recreation Department. Proof of insurance must be submitted at time of reservation, to the extent of \$1,000,000.00 minimum liability and \$25,000.00 property damage wherein The City of Jacinto City is named as an additional insured. This is applicable only when facility and/or field are rented for private/ commercial use purposes.
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14. Key must be turned into JCPARD on the next business today.
15. Key holder is responsible for turning off Ballfield lights before 9:00 p.m.
16. As key holder only has authority to turn on lights for the field their organization has been given permission by JCPARD.
17. Any misuse of the Ballfield lights will result in denial of any and all future privileges.

As a representative of _____ I understand that I take full responsibility for my organization to uphold any written or unwritten rules of the JCPARD while at the Ballfield. I also understand that I my solely responsible for the use of the park lights and will be billed if the lights are not turned off by the above stated time.

Signature of Representative

Date

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