

## SPORTS FIELD RENTAL FORM

Contact Name: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
\_\_\_\_\_

Affiliated Organization: \_\_\_\_\_

Contact in charge on day of event: \_\_\_\_\_

Contact Cell #: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Fields to be Used:      ☐ Softball Field #1      ☐ Softball Field #2  
                                 ☐ Football – Field of Dreams      ☐ Football – Pine Street  
                                 ☐ Soccer – Field #1      ☐ Soccer – Field #2

Set-up: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Breakdown: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use of Electric:    ☐ Dugouts      ☐ Concession Stand (outside outlet)      ☐ Do Not Need

Will you be using generators?    ☐ Yes    ☐ No

### Rental Fees

Nonrefundable Deposit – <i>due up front with rental form</i>	\$50.00 per event
Softball Field #1	\$100.00 per day
Softball Field #2	\$100.00 per day
Football Field – Field of Dreams*	\$100.00 per day
Football Field – Pine Street*	\$100.00 per day
Soccer Field #1**	\$50.00 per day
Soccer Field #2**	\$50.00 per day
Field Lights (Softball Field #1 & #2, Football Field of Dreams)	\$30.00 per hour, per field
Specialty Electric Panel	\$550.00 per event
Special Duty Police Officer (3 hour minimum)	\$69.35 per hour

\*Football field markers can be set-up for an additional \$25.00 per field

\*\*Soccer field lines & goals can be set-up for an additional \$25.00 per field

## **SPORTS FIELD RENTAL RULES AND REGULATIONS**

1. Event must end by the stated time marked on the rental form. No camping/overnight stay, including parking, is allowed unless event exceeds one-day timeframe. Prior approval is required.
2. Trash, food waste, and all other rubbish must be disposed of in provided receptacles. For larger events, the city may require renter to pay for additional trash receptacles & sanitary facilities. Disposal of household trash on city property is strictly prohibited.
3. Music, etc. is permitted but must not be loud enough to be heard outside the immediate vicinity, must not contain and vulgar and/or explicit language, and abide by the City's Noise Ordinance. Events with DJs, bands, etc. will require special approval.
4. Pets must be leashed at all times and pet owners must pick up after their pets at all times. Pets are only allowed in common areas and **not** on athletic fields.
5. Renter will be held accountable for any and all damages incurred during the event.
6. Vehicles are NOT permitted on or around the fields at any time for any reason. Access road marked "Authorized Vehicles Only" may not be used, and no vehicles are permitted anywhere other than designated paved parking lots.
7. Distribution of any educational or religious materials is restricted to event attendees only.
8. No consumption of drugs or alcohol on city property is permitted without the appropriate approval. Smoking/vaping is allowed ONLY in designated areas. Smoking/vaping is NOT permitted on the fields or in the dugouts.
9. The rental fee is due in full no later than the last business day prior to the event.
10. Softball fields will be lined and locked prior to event. A staff member will meet renter onsite the day of the event to unlock the fields.
11. If lights are used, a staff member will come out to turn the lights on at sunset. Light payment is due no later than the first business day after the event. **Field lights will only be available until 10:00 P.M.**
12. In the event of rain, bad weather, etc., the Parks & Recreation Department reserves the right to cancel the event in order to preserve the fields. The event may be rescheduled to any available date within the same calendar year, but no refunds will be given.

**By signing this document, you acknowledge that you have read and agreed to the rules and regulations as outlined. If a violation of this agreement occurs, the City reserves the right to shut down the event and no refund will be issued.**

Renter Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Parks & Rec. Approval:\_\_\_\_\_

Date\_\_\_\_\_

**If you need help the day of your event, please contact one of the following numbers:**

Seaford Parks and Rec. – Katie, (302) 362-9525 or Tina, (302) 853-0527

Seaford Police Department – 629-6645 – for emergencies, please dial 9-1-1

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