

City of Knox-Park & Recreation Department Field Usage Request Form

In order to maintain consistency and order, while protecting the Park and the City, completing this form is required by the City of Knox Park & Recreation Department for all outside usage requests.

Wythogan Park has 5 multi-purpose ball diamonds available. We welcome the residents of the City of Knox to utilize these facilities whenever available. Below are three types of usage, as well as their priority in assigning and the requirements established to legally utilize these fields.

- 1) Park Department Program
- 2) Planned Activity
- 3) Informal Activity

Park Department Programs will take priority over all other activities. These are programs and events that the Knox Park & Recreation Department, or the City of Knox has established in order to provide recreational activities and events for the citizens of Knox.

Planned Activity includes any group, organization, team, etc., that wishes to host tournaments, games, practices or other activities not associated with the program's of the City of Knox or the Knox Park & Recreation Programs. All Planned Activities Must provide a copy of their team roster and Liability Insurance, naming the City of Knox, and their agents as additionally insured. This policy MUST include the following coverage:

\$1,000,000 Commercial General Liability (each occurrence)
\$ 500,000 Damage to Rented Property
\$1,000,000 Personal & ADV Injury
\$1,000,000 Excess Liability Umbrella (each occurrence)

Informal Activities are individuals not affiliated with an organization wanting to hit and play catch, etc. Please ensure fields are not prepared for games, rentals, etc. These type of activities are considered to play at their own risk.

This form MUST be submitted 2 weeks prior to a Planned Activity, along with a copy of the Insurance Policy and the rental fee. The forms will be reviewed, and notifications made for approval or denial.

The City of Knox and/or the Park & Recreation Board reserves the right to terminate, deny, cancel or revoke any planned event, especially in cases of inclement weather or unauthorized usage.

Failure to complete the proper rental agreement may cause the occupant to be subject to removal from the field. In addition, the City of Knox bears no liability for any unplanned/unapproved usage. See City Trespassing Ordinance, which may be enforced by the City Police Department.

Renter MUST carry this approved form with them during the rental period!

Please initial that you have read the above information _____

**City of Knox-Park & Recreation Department
Field Usage Request Form**

Date Applied: _____ Group/Organization: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Field(s) Requested: _____ Type of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Base Distance: _____ Pitching Distance: _____ Portable Mound Needed: _____

Daily Rate per field \$150 (includes 1st field prep) Lights \$25 per hour, per field
Practice/Games: City Resident (50% of roster) \$25 practice/\$35 Game, includes 1 field prep.
(2 hours) Non-City Resident (less than 50% of roster) \$50 Practice/\$70 Game (1x prep)

Liability Attached: _____

Copy of Roster Attached: _____

Form Completed and fees paid: _____

Signature: _____ Printed: _____

ONCE A DECISION IS MADE ON THE STATUS OF YOUR REQUEST, YOU WILL BE CONTACTED.

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INTERNAL USE ONLY DO NOT COMPLETE THIS SECTION

Date: _____ Reviewed By: _____

Position: _____

APPROVED

DENIED (Reason): _____