

TOWN OF LURAY ATHLETIC FIELD USE AGREEMENT

Town of Luray
45 E Main Street
Luray, VA 22835
540-743-5511
www.townofluray.com



GENERAL GUIDELINES

1. An *Athletic Field Use Agreement* must be completed and submitted along with a *Special Events Permit Application* and cleaning fee deposit prior to approval of permits/agreements. One signed *Special Events Permit* and one signed *Athletic Field Use Agreement* may be submitted for seasonal tournaments and league practices. However, a supplemental *Athletic Field Reservation Form* must be submitted for each tournament event at least 2 days prior to scheduled date.
2. Initial cleaning deposit (\$100) will be retained for future scheduled events and will be refunded after last scheduled event. If cleaning deposit is retained to cover clean-up costs, Renter will be required to submit a second deposit prior to next scheduled event and a review of future events will be held to determine if cancellation of future events is warranted.
3. Preparation of fields for tournament games and seasonal leagues will be provided by Parks & Recreation Department staff. Renters will not have access to storage areas, equipment, and materials unless written authorization is provided by the Town.
4. Parks & Recreation staff and officials will make the final determination as the playability of athletic fields. The Town of Luray reserves the right to suspend field availability due to weather and/or other conditions in which use would cause excess damage or a risk to public safety. If inclement weather is forecast, the Town of Luray will coordinate with Renter to discuss cancellation and rescheduling. The Town of Luray reserves the right to cancel any/all games the evening prior to scheduled event.
5. The authority to operate any concessions shall be the sole privilege of the Town of Luray. No outside food sales are allowed. This included food trucks and food vendors.

RULES AND REGULATIONS

1. The Renter must clear the field/facility of ALL litter and debris immediately upon conclusion of its event. This includes fields, dugouts, common areas and bleachers. Failure to do so may result in a forfeit of deposit and future events. The Town of Luray will provide trash bags and trash collection items upon request.
2. All sunflower seed shells and nut shells and chewing gum must be disposed of properly. Renter is responsible for cleanup of these items. Failure to do so will result in forfeiture of cleaning deposit.
3. A legally responsible agent for the Renter must be on site for the duration of the event.
4. Jumping over or climbing fences or backstops is not allowed. Soccer balls, baseballs, softballs, and footballs may not be kicked, batted or thrown against fences or buildings.
5. Unless otherwise scheduled, all fields close at dusk or 10:00 PM, whichever is earlier. Renter will be charged for use of lights for events that run beyond daylight hours.
6. Sales of t-shirts and other items without a Town of Luray Vendor Permit are prohibited.
7. No portable grills, camp stoves or firepits allowed. Grills are available at picnic shelters.
8. NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED ON TOWN PROPERTY. Failure to comply will result in automatic expulsion of field usage and forfeiture of all future events.
9. No glass containers are allowed.

10. No stakes, posts, rods, or other similar items shall be used on fields for the purpose of securing signs, equipment, tents, or other structures.
11. All vehicles within the park should only be driven and parked on designated roadways and parking lots. No parking on the grass or medians. Back fields adjacent to gravel access road to maintenance shop may be used for overflow parking upon approval from the Town.
12. Pets must be kept on a leash at all times and are not allowed on athletic fields. Owners must properly clean up after their pet.
13. *Renter is responsible for the conduct of its participating groups.* Steps should be taken to encourage participants, coaches, officials, and spectators to demonstrate respect for facilities. This includes emphasis on sportsmanship, proper conduct and language, proper use of equipment and care for facilities, and trash pick-up.
14. Athletic tournament and league organizers shall provide the Town of Luray with a copy of their liability insurance policy naming the Town of Luray as an additional insured in the amount of \$1,000,000 per incident.

Copy of Liability Insurance Attached: ☐ Insurance Co. _____ Policy #: _____

Trash Collection Items Requested: (trash bags, gloves, grabber, broom, etc) ☐

The applicant, group, and/or league utilizing the equipment or facility under the terms of this agreement, agrees to indemnify and hold harmless and defend the Town of Luray, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages, and losses including, but not limited to the general public, which may arise or may be alleged to have arisen out of or in connection with the applicant, group or leagues' use of the equipment or facility.

Printed Name of Responsible Party

Signature of Responsible Party

Date

Administrative Use Only

Date Received: _____

Deposit Received: ☐

Liability Insurance Received: ☐

Payment Due: _____

Payment Received: ☐

Approval by Parks Superintendent: _____

Date: _____

ATHLETIC FIELD RESERVATION FORM

A separate copy of this form must be submitted for EACH scheduled event at least 2 days prior to tournament/game.

Name of Organization _____ Representative Name _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Billing Address _____ City _____ Zip _____

Sponsor(s) of Tournament _____

Type of Use: ☐ Tournament ☐ Game ☐ Practice ☐ Other: _____

Sport: ☐ Baseball ☐ Softball ☐ Soccer ☐ Football ☐ Other: _____

Date(s) Requested: _____ Times Requested _____ To _____

Number of Teams Expected: _____ Estimated Attendance: _____

Field Layout and Rental Fees for (Date):								
Field	Lights Y/N	Pitching Distance	Base Distance	Pitching Circles	Other Items	Rental Fee/Day	Light Fee/Day	Total Cost
1						\$ 100.00	\$ 25.00	
2						\$ 100.00	\$ 25.00	
3						\$ 100.00	\$ 25.00	
4						\$ 100.00	\$ 25.00	
5						\$ 100.00	\$ 25.00	
							TOTAL	

Field Layout and Rental Fees for (Date):								
Field	Lights Y/N	Pitching Distance	Base Distance	Pitching Circles	Other Items	Rental Fee/Day	Light Fee/Day	Total Cost
1						\$ 100.00	\$ 25.00	
2						\$ 100.00	\$ 25.00	
3						\$ 100.00	\$ 25.00	
4						\$ 100.00	\$ 25.00	
5						\$ 100.00	\$ 25.00	
							TOTAL	

Grand Total: _____

A \$20/bag Fee for Turface will be charged if needed to prepare fields after storm events. Prior to use, Town of Luray will notify Renter of additional fee for approval. Additional fees will be invoiced after event.