

# Prairie City Recreation Complex

## "Agreement for Use Guidelines"

### FEES

- Rental fees are established by the Park Board and the City council and are subject to periodic reviews. User subject to any prevailing fees adopted by the City of Prairie City, City Council on the date(s) of utilization. Taxes included in all fees.
- The fee is a compensation for use of facilities to help recoup additional operating costs incurred as a direct result of the use. Operating costs covered by this service include; grooming and lining of fields once a day prior to use (unless otherwise agreed upon by both renter and user), trash removal, restroom cleaning, complex attendant, bases and up to 2 bags of diamond drying agent per field if needed.
- Fees in addition to rental fees may include; damage/cleaning deposit, scoreboard deposit, field light usage, field equipment rental, additional diamond drying agent, additional chalk, replacement or repair for damage or theft, replacement or repair of overly damaged turf, or admission percentage if this is part of agreement.

### Prairie City Recreation Complex Guidelines for Use

- **Visitors are encouraged to support the Concession Stand.** Drinking fountains are located on outside of concession stand. No alcoholic beverages allowed or glass bottles of any kind allowed at The Recreation Complex.
- **Users and their participants must abide by the Iowa Smokefree Air Act. Smoking is prohibited inside the entire Recreation Complex. This includes all areas and buildings inside the park.**
- All animals must be under control by owner by a leash not more than 10' in length. Owner must remove any droppings by the animal on the property.
- **The sale of anything by the user or participants requires prior approval of the City Administrator or his/her designee.**
- The concession stand is available for a rental fee.
- Excessive clean up or turf damage by the user involves any process needed to return the facility and equipment to its original condition. Clean up and deposit into trash receptacles all excessive refuse created by your function from fields inside of fences, dugouts, plaza area and surrounding areas.
- No motorized vehicles allowed inside the complex area without approval of the Facility Supervisor/City Administrator or his/her designee.
- Up to 2 bags of diamond drying agent per field will be used to prep fields if needed. Any other field drying agent or field drying method used by renter must be approved by City staff prior to use or be subject to loss of Damage/Cleaning deposit.
- Ticket sales or assignment shall not be initiated by the user unless written consent is give by the City.
- All flyers, announcements, advertiser and/or ads to be posted in the Park Facilities or used and/or promoted with your event requires prior approval of the City Administrator or his/her designee and event shall note on any promotional material that **"The City of Prairie City does not endorse or condone any activities or products represented by this use"**.
- Remove all personal effects brought into the facility.
- Have all persons leave fields no later than the ending time indicated on the application for use.

### Reservation Procedures

- Advance reservations must be made on the appropriate "Agreement for Use" form.
- Reservations will be accepted after January 15th on a first come, first served basis. The Prairie City Recreation Complex and City Fields are available for rental early spring through late fall, weather permitting. Rental times available for Tournaments are generally Fridays 5:00 pm to 11:00 pm, Saturdays, 8:00 am to 11:00 pm and Sundays 8:00 am to 5:00 pm. Field use for practices is available in the spring through fall on a first come first serve basis through the Prairie City Park Board. The PCM Little League and PCM Soccer League will have first priority Monday – Sunday for games. Practices can be scheduled prior to April but adjustments to the schedule may be needed based on need for PCM Little League and PCM Soccer League game schedules.

#### Prairie City Park & Recreation field reservation guidelines:

- 1) Games (which are subject to reservation fees and usage agreement) take preference over practices
- 2) Practices scheduled to the Park Board for local residents, without fees and usage agreement take preference over walk-ups and outside the community reservations
- 3) Practices scheduled to the Park Board, that have paid rental fees and signed usage agreement (typically outside of the community requests), take preference over walk-ups
- 4) Walk ups allowed if not scheduled or noted on public calendar above.

Any questions or comments about the policy and guidelines should be directed to the Prairie City Park & Recreation Board.

- City Administrator or designee will determine if fields are playable during inclement weather.

#### Reservation Fee Schedule

1. A reservation is made when the damage/Cleaning Deposit(s) and or Rental Fees are received and an "Agreement For Use" form is completed and submitted.
2. All fees are due at least 4 weeks in advance of the date(s) of the use, or at the time the reservation is made if less than 4 weeks, unless other arrangements for payment have been agreed upon prior to rental. **NO REFUND OF ANY FEES AFTER THIS DATE.** If a rental payment is late, the reservation is at risk of being replaced by another renter.
3. A cancelation made at least 4 weeks in advance of the use will receive a refund of the rental fee. Deposit will not be refunded after cancellation, at any time.
4. Deposit will be returned if the facility is left in satisfactory condition or in the event that the City must cancel the reservation. Deposit(s) are to be made in cashier's check and to be picked up at City Hall following staff inspection or mailed at the request of the user.
5. Submit Tournament Bracket and/or schedule of games to City Hall/Facility Supervisor no later than 5:00 pm the Monday prior to use so we can properly allocate staff.