



PARKS & RECREATION

CITY OF ALEXANDRIA

Field and Facility Application and Agreement

Today's Date: _____

GROUP INFORMATION

Name of Group _____

Non-profit status

☐ Yes. Provide Non-Profit ID#: _____

☐ No. Provide State Business License #: _____

CONTACT INFORMATION

Primary Contact Name: _____

Email Address: _____

Cell Phone Number: _____ Work Number: _____

Mailing Address: _____

Secondary Contact Name (Required): _____

Email Address: _____ Phone Number: _____

FIELD CATEGORY

☐ Softball/Baseball ☐ Soccer ☐ Football ☐ Tennis ☐ Lacrosse

☐ Other (Please Specify): _____

EVENT TYPE

☐ Sports Camp ☐ Tournament ☐ Practice ☐ Single Game ☐ Fundraiser

☐ Other (Please Specify): _____

FIELD REQUEST (Select)

1. Youth Complex: ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Field 4 ☐ Field 5 ☐ Field 6
2. Johnny Downs Baseball: ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Field 4
3. Johnny Downs Softball: ☐ Field 5 ☐ Field 6 ☐ Field 7 ☐ Field 8
4. Johnny Downs Soccer: ☐ Number of fields needed _____
5. O' Hearn Mathews Complex: ☐ Number of fields needed _____
6. Tennis Courts: ☐ Courts needed _____
7. Ben Bradford ☐
8. Diamond 1 ☐
9. Cheatham ☐
10. Frank O. Hunter ☐

AGE GROUP: ☐ Adult (age 18 and over) ☐ Youth

Number of Teams: _____ Number of Participants: _____

REQUEST DATE & TIME

Year: _____ Start Date: _____ End Date: _____

Monday ☐ Start Time: _____ End Time: _____

Tuesday ☐ Start Time: _____ End Time: _____

Wednesday ☐ Start Time: _____ End Time: _____

Thursday ☐ Start Time: _____ End Time: _____

Friday ☐ Start Time: _____ End Time: _____

Saturday ☐ Start Time: _____ End Time: _____

Sunday ☐ Start Time: _____ End Time: _____

EVENT DESCRIPTION:

FEES

SERVICE	COST
Initial deposit (deducted from total fee)	\$100
Cleaning deposit (returned if facility condition is acceptable)	\$100
Baseball/Softball	\$75 per field per day
Football/Soccer/Rugby	\$75 per field per day
Tennis	\$24 per court per day
Relining of fields	\$50 per field per instance
Drying agent	\$15 per bag

RENTALS INCLUDE:

- Field Lights
- Concession (if available)
- Bathroom supplies and trash bags
- Initial setup of fields (dimensions, bases, etc.)
- End of event bagged trash pickup

RENTAL DOES NOT INCLUDE:

- Security personnel
- Power equipment
- Daily field maintenance
- Concession supplies (cups, etc.)
- Personnel
- Required fees and licenses
- Insurance (renter must provide)
- Erecting and taking down of any fencing necessary for the event
- Bagging of trash or picking up trash during tournament
- Chalking and lining of field once tournament has started
- Cleaning up after tournament games
- Preparing fields for play due to weather

At the time rental begins, the renter assumes all maintenance and clean-up duties during and after the event. If the facility is not cleaned and/or equipment is missing, the deposit will be retained and additional fees may apply. A deposit of \$100 is due at the time of booking. The rental fee and cleaning deposit of \$100 is due three days prior to the event. All drinks must be purchased from the Alexandria Coca-Cola Bottling Company per Ordinance No. 133 with the City of Alexandria. To secure drinks, please contact:

Marvin Delong
Office #: 318-445-5555
Cell #: 318-709-1123

RULES & REGULATIONS

Applicant agrees to comply with all laws, rules and regulations and acknowledges it is responsible for notifying all participants of the rules and regulations.

Facility Regulations

- Do not enter the facility or a field if the gates are locked
- Persons acting in a disorderly/unsafe manner will be removed from premises
- Alcoholic beverages, tobacco products and firearms are prohibited

Prohibited items/activities

- Littering
- Glass containers
- Personal coolers
- Loud music
- Offensive language (music or otherwise)

- Unauthorized vehicles
- Bicycles, rollerblades, skateboards, hover boards, etc.
- Hitting/throwing balls against fence

Field Conditions

The Applicant will determine the facility or field is not in playable condition yet is responsible for long-term damage to the facility or field. All participants must be made aware of the City of Alexandria rules, regulations and policies.

Field Safety

The City of Alexandria ensures every effort is made to prepare the facility/field for playing, but due to normal play and continuous use, the conditions may become less than ideal. The Applicant must immediately fix the condition or stop play until such condition is fixed. The Applicant must inform all coaches, participants and officials of this rule, and agrees to stop the game until repairs can be made to assure participants' safety. The City of Alexandria Recreation Department assumes no responsibility for injuries, and the Applicant agrees to defend, indemnify and hold harmless the City of Alexandria and all of its employees, agents, assigns, etc.

Parking Safety

Parking is allowed in designated areas only. Improperly parked vehicles may be ticketed and/or towed at the owner's expense. Parking on a private property is prohibited. The service drive shall only be used for deliveries and/or emergency vehicles. Once deliveries are complete, all vehicles must be immediately removed from within park grounds.

Spectator Safety

Seating of spectators shall be at the discretion of the Applicant. The Applicant shall take all precautions to assure the safety and enjoyment of participants and spectators. Non-participating children are not allowed in the field of play during an event.

Food Quality & Sanitation Standards

It is the Applicant's obligation to provide food to the highest quality and standard possible. Food should be handled according to the highest sanitation standards as established by the Rapides Parish Health Department. Concession areas are subject to inspection by the Rapides Parish Health Department and/or City of Alexandria Recreation Department representative.

INSURANCE REQUIREMENTS

The Applicant is required to obtain and maintain a policy of Commercial General Liability Insurance from a licensed insurance carrier and must provide the City with a Certificate of Liability. Note that the City of Alexandria Parks and Recreation Department should be named as an additional insured. The exact address of the facility being used should be included. The minimum limits of liability per occurrence must be:

- Each occurrence \$1,000,000
- Damage to rented premises \$1,000,000
- General aggregate \$2,000,000

Physical Addresses of Facilities

Alexandria Tennis Complex, 2801 Masonic Dr, Alexandria, LA
Alexandria Youth Complex, 3150 Masonic Dr, Alexandria, LA
Ben Bradford Baseball Field, 2500 Sylvester Dr, Alexandria, LA
Cheatham Baseball Park, 2700 Jones Ave., Alexandria, LA
Frank O Hunter Park, 2301 Willow Glen River Road, Alexandria, LA
Johnny Downs Sports Complex, 271 Vandenburg Dr, Alexandria, LA
Knobloch/Diamond 1 Field, 2726 Masonic Dr, Alexandria, LA
O'Hearn Matthews Fields, 6201 Bayou Rapides Road, Alexandria, LA

FEES TO BE PAID (to be completed by City Personnel)

Deposit	\$ _____
Field/Court Rental	\$ _____
Other Fees	\$ _____
	\$ _____
Total Fee	\$ _____

INSURANCE & BALANCE AMOUNT DUE BY: _____
To Gain Access to Facility: _____

By my signature below, I attest that the above information given by me is accurate, and I agree to the terms of this agreement if my application is approved for the facility use. I understand that additional fees may be charged following the event if deemed to be necessary. As the representative of the group, I release and agree to hold harmless and indemnify the City of Alexandria, City of Alexandria Parks and Recreation Department, their officers, officials, employees and volunteers, for all claims, damages, demands, actions and causes of action related to the above listed activity or event.

EVENT REPRESENTATIVE: _____ DATE: _____

DEPARTMENTAL APPROVAL: _____ DATE: _____

DIRECTOR APPROVAL: _____ DATE: _____

City of Alexandria
Parks and Recreation Department
PO Box 71
Alexandria, LA 71309