



CITY OF
Siloam Springs
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BALLFIELD RENTAL APPLICATION

Applicant's Information:

Name of Person Responsible: _____

Address: _____
Mailing Address City State Zip

Driver's License Number: _____ State _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

Type of Function: _____ Number of people expected: _____

Will there be any fees charged? Yes No Is this a fundraiser? Yes No

If so, please explain? _____

Will food/drinks be sold? YES NO

Field(s) Requested: _____

Requested Date: _____ Requested Time: From _____ To _____
Month/Day/Year

Applicant's Responsibilities: (check boxes)

- I have read, understand, and signed the Rental Policy.
- I have paid the deposit and rental fee.
- I know I am completely responsible for the field(s) facility during my event.

Signature of Person Responsible (Must be 18 or older to sign)

Today's Date

FOR OFFICE USE ONLY

Deposit: _____	Rental Fee: _____
Date Paid: _____	Date Paid: _____
Receipt #: _____	Receipt #: _____
Received by: _____	Received by: _____
Date Deposit Returned: _____	By: _____



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BALLFIELD RENTAL POLICY

1. A damage and cleaning deposit is required for rental on all facilities of the Parks & Recreation Department. This deposit will be refunded if the facility is left in an acceptable manner as determined by the Parks & Recreation Staff. All or part of the deposit may be kept if extra cleaning or repair costs are incurred. If repair or cleanup exceeds the amount of the deposit the renter shall be responsible for such costs.
2. Reservations are made through the Parks & Recreation Department and are confirmed when the deposit and rental fees are paid, the *Rental Policy* is signed, and the *Rental Application* is filled out. **For rolling rentals, rental fee will be collected one week prior to date(s) of scheduled rentals.**
3. Rental and deposit fees shall be forfeited if notice of cancellation is not received by the Parks & Recreation Department **forty-eight (48)** hours prior to the time of the reservation date either by phone 479-524-5779 or email to parks@siloamsprings.com. **Excluding weather conditions.**
4. The hours of reservation must be agreed upon ahead of time and cannot be changed without a **forty-eight (48)** hour notice to the Parks & Recreation Department subject to availability.
5. Renter's set-up and clean-up time will be included in the rental time period.
6. Any organization, group, or individual assumes full responsibility of the facility including responsibility for the behavior of others and any damages. The applicant agrees to pay the cost of necessary repairs or equipment that is lost or damaged as a result of the event.
7. A Special Event Permit may be required for organizations conducting fundraisers, charging admission, selling goods, or whose events go beyond the rented facility and/or park.
8. **Renters shall not enter the field(s) before their scheduled time** and must vacate them when their time is complete.
9. All parks must be vacated by 11:00 PM.
10. State and local laws regarding alcoholic beverages, smoking, and gambling will be observed in the facilities and park areas. **Alcoholic beverages are prohibited.** Smoking is prohibited in the dugouts, playing fields, score boxes, and all City buildings. Smoking is discouraged in all City park areas.
11. The use of motorized vehicles in any park area or green spaces is prohibited.
12. The City is not responsible for lost or stolen property.
13. The City is not responsible for theft or damage to vehicles or contents.

Renter Printed Name

Signature

Date