

Winston – Salem Recreation & Parks Field Use Application

This reservation/contract is issued in accordance with the policies, procedures, fees, and park/field rules, as established by Winston-Salem Recreation & Parks Department (WSRP) and the City of Winston-Salem. Failure to comply by any group/individual may cause reason to revoke this agreement. Your reservation date is not confirmed until reviewed and approved by the Recreation & Parks Department Administration.

Contact Person Information

Name: _____

Address: _____

City: _____ Zip: _____

Phone #: _____ Email: _____

Team/Organization Information

Certificate of liability insurance is required two weeks prior to start date.

Team/Organization: _____

Address: _____

City: _____ Zip: _____

Phone #: _____ Email: _____

Field Request

Field Name (1st Choice): _____

Field Name (2nd Choice): _____

Primary ballfields: Unlighted (\$40/two hours) Lighted (\$50/two hours)

Secondary ballfield: Unlighted (\$10/two hours)

Soccer or Multiuse: Unlighted (\$45/two hours)

Event Information

List each date & time of field use or attach schedule.

Date of Event _____ Arrival Time _____ Departure Time _____

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Date of Event _____ Arrival Time _____ Departure Time _____

Liability Waiver

I, the team or organization are voluntarily participating in the indicated program and, release, absolve, clear, hold harmless and waive the responsibility of the City of Winston-Salem, Recreation and Parks Department, Staff and Volunteers of risks and hazards incidental to the implementation of this program.

FIELD USE POLICIES

1. Certificate of liability insurance and/or police officers may be required for some events
2. WSRP has the right to refuse use of fields if the proposed event conflicts with official use of the field, incompatible with the fields' intended purpose, conflicts with established policies, regulations or laws, or in conflict with any other confirmed reservation.
3. The renter shall be held responsible for leaving the field in the condition in which was found. The person who made the reservation will be held responsible for the usage of the field and will be liable for clean-up and charges for any damages or maintenance fees incurred as a result of this activity.
4. All games must be completed at dark for unlighted fields or 10:30 p.m. on lighted fields.
5. Cancellation of the rental agreement must be made three (3) calendar days in advance of the scheduled use. Failure to do so will result in the forfeiture of the deposit.
6. Field rentals are subject to cancellation for inclement weather. If the Department cancels your rental reservation due to inclement weather, the renter can receive a full refund or transfer to another date within 30 days of scheduled rental.
7. Tournaments cancelled due to inclement weather and unsafe playing conditions will receive a refund. The refunded amount will be based on the following:
 - a. 100% refund if tournament is cancelled prior to games being played, or
 - b. Prorated for the number of games played versus total number of games scheduled
8. Park vehicles in designated spots only. Vehicles are not allowed on lawns, planted areas, sidewalks or walkways of property.
9. No recreational equipment is allowed on the premises without written approval from WSRP Director or Administrator. (No blow up/bounce houses, waterslides, etc.)
10. Tournament schedules are due to the WSRP office no later than 12:00 p.m., one (1) calendar day prior to the tournament.
11. Full rental payment is due no later than the day of the rental. Failure to pay the rental fees that day will invalidate the application and the facility use request.
12. Preparation of the fields will be provided by the Recreation and Parks maintenance staff.
13. Unscheduled activities or users of the fields must defer to scheduled events and games.
14. If the event is deemed larger than "normal," it will be the responsibility of the user to provide additional services such as portable restrooms and additional garbage cans.
15. Admission fees, collections, or donations without written permission through WSRP is prohibited.
16. City of Winston-Salem is not responsible for any items left at the park/field after the rental period.

Name (Print) _____ Date _____

Signature _____