

West Haven City Department of Community Services
Parks & Recreation Divisions
CONTACT PAM MOLEN @ 731-8882

FACILITY RESERVATION INFORMATION

I. PRIORITIES

Listed below are the priorities used to determine the allocation of our facilities. You will be required to designate which priority your request falls under. We reserve the right to reclassify any request.

PRIORITY "A" Any West Haven City Corporation sponsored event or program (requested by West Haven City Departments only).

PRIORITY "B" Kaneshville, Country View, Rocky Mountain Schools

PRIORITY "C" Non-profit groups. LEAGUE AND @ TOURNAMENT GAMES. Proof of Liability Insurance will be required.

PRIORITY "D" Practice times for ALL groups or individual teams. Signing a Release or Waiver will be required.

II. RESERVATION PERIODS

There will be three separate reservation periods where organizations can reserve fields for their League and Tournament Games. A separate request for each period must be turned in at the Recreation Office, 2825 West 3300 South, West Haven, Ut. by each request deadline. Your request will be allocated according to the priorities listed above by a panel of Parks and Recreation management personnel. You will receive a confirmation letter confirming your request. We will go over these confirmations at the meeting for each period. Changes and adjustments will be considered at that time. The restrooms in the Parks will be open for use May 1 through September 30. Before and after that time portable restrooms will be used. The cost for rental of the "Porta-Johns" will be charged to the League or Leagues that use the fields in addition to any facility fees. Marking and Lining soccer fields will be the responsibility of each league that uses the field. Field marking materials must be E.P.A. approved. The facility fee will be assessed to each league once their league schedule is finalized.

PERIOD 1: March, April & May.

Reservation request deadline: February 22,

PERIOD 2: June, July & August.

Reservation request deadline: May 20,

PERIOD 3: September, October & November.

Reservation request deadline: August 22,

III. PRACTICE TIMES

Practice times will be available during the same three periods as the League and Tournament reservations. After each period you will be required to submit a new request for the next time period if you still want additional practice time. Please note the beginning date that reservations will be accepted, listed under each period. These requests will be accepted on a first come, first serve basis.

PERIOD 1: March, April & May

Requests accepted beginning: March 1

PERIOD 2: June, July & August

Requests accepted beginning: June 1

PERIOD 3: September, October & November

Requests accepted beginning: August 29

Practice times may be reserved for up to two hours per team per week. Times will be from 8:00 am through 9:00 pm, Monday thru Sunday.

IV. FACILITY FEE

The West Haven City Council has adopted a new Ordinance that provides for outdoor parks facilities fees. This will affect all groups that use West Haven City Park facilities. The fee's that have been set are as follows:

Soccer: Youth League-no fee; Adult League-\$6/game; Tournament-\$20/field/day.

Tennis: \$5/match.

Baseball: League-\$20/use, lights \$25/hour, Tournament fee \$20/field/day + \$20 per game fee, lights \$25/hour.

Softball: League-\$20/use, lights \$10/hour, Tournament fee \$25/field/day + use fee.

Volleyball: \$20/tournament fee/court, \$5/match.

At this time, there will still be no fee for practice times on the fields unless special preparation is needed.

V. REGISTRATION PROCEDURE

1. **Review** the facility inventory sheet so that you will have a good knowledge of all facilities available and their locations. **Then fill** out a reservation form. Please be sure to fill out all requested information.

2. **Fill** out a separate form for each organization or team that you represent. This helps avoid confusion as to the priority that applies to each group.

3. **West Haven City Recreation** will send back your request information with an approval after each period deadline.

VI. SUMMARY

West Haven City reserves the right to refuse to schedule facilities for anyone who intentionally submits requests that do not comply with the requirements listed within. We also reserve the right to limit play or adjust starting times of facility/field usage due to facility conditions, renovation, or restoration.

PARK RULES: All groups and individuals that use the parks, this includes both the teams and their spectators, must abide by the City Park Rules. Some of these rules include: No Alcoholic beverages; Parking only in designated area's; Keep the parks clean; Keep all dogs on a leash and clean-up after them; No selling of concessions without a permit; No defacing of vandalizing public property; No creating a nuisance, i.e. loud music or parties and generally be a good neighbor; and all other posted rules as well as those set down in the Municipal Code.

SEE RESERVATION FORM AND LICENSEE AGREEMENT ON NEXT PAGES

WEST HAVEN CITY RECREATION DEPARTMENT

ATHLETIC FACILITY RESERVATION FORM

Private Programs - LEAGUES

PLEASE TYPE OR PRINT LEGIBLY- fill out ALL requested information and signatures on both sides of this form.

ORGANIZATION _____

Org# _____ (Assigned by Recreation Dept)

Your purpose(s): _____

Contact Person: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Alternate Contact Person: _____

Number of Teams that will be participating: _____

Please list the facility(s) you need. (Attach a separate sheet if needed.)

1. Facility name: _____

Type of facility: _____

Beginning date: _____ Days of the week: _____

Ending date: _____

2. Facility name: _____

Type of facility: _____

Beginning date: _____ Days of the week: _____

Ending date: _____

Alternate facility (should we be unable to fill the above request): _____

This facility agreement made and entered into this, _____ day of _____ by and
between West Haven City Corporation, hereinafter called "City" and _____,

herein after called "Licensee", to use the requested facilities owned by the City on the dates indicated and for
the purpose specified. **The licensee agrees as follows:**

1. HOLD HARMLESS AND INDEMNITY AGREEMENTS / MEDICAL INSURANCE STATEMENT:

I, the undersigned, for and in consideration of the permission granted by the City of West Haven, Utah, do hereby release, forever discharge and agree to HOLD HARMLESS AND INDEMNIFY West Haven City, West Haven City Recreation and Park Divisions, its officers, officials, employees and volunteers, for all claims, damages, demands, actions and causes of action at law or in equity, arising by reason or in manner growing out of participation in the above listed activity, including damages not yet ascertained or developed if any there shall be, whether arising in contract or in tort. Further, I understand that West Haven City does not provide accidental medical insurance coverage for participants while engaged in recreation activities. Securing appropriate medical insurance coverage is the responsibility of the participant, or participating family.

2. Licensee shall obtain and maintain COMMERCIAL GENERAL INSURANCE for their organization with a company acceptable to West Haven City on which policy West Haven City, appointed or elected officials, officials, employees, volunteers and servants are named as additional insured. The limits of coverage by said policy shall be \$500,000.00 dollars combined single limit per occurrence for bodily injury, personal injury and property damage. An original certificate of insurance showing compliance with this shall be filed with the City Recorder's Office at least three days prior to the use of the facilities. In no event, shall the facilities be used without first depositing said policy.

3. CONCESSIONS: The granting of this license does not give the Licensee authority to sell souvenirs, food or drink upon the property so licensed.

4. NON-ASSIGNABILITY: The License Agreement is not assignable by the Licensee either in whole or in part, nor shall the Licensee sublet the licensed premises or any part thereof without written permission of the City.

5. CANCELLATION OF LICENSE: This license may be canceled by either party by providing written notice no later than five working days prior to commencement of the License.

6. FACILITY FEE: The Licensee agrees to abide by and enforce all Park rules and all sections of the City Ordinance that deal with the Parks and their appropriate and inappropriate uses and pay all applicable facility fees.

Soccer: Youth-no fee, Adult-\$6/game.

Tennis: \$5/match.

Baseball: League-\$20/use, lights \$25/hour, Tournament \$20/field/day+\$20 per game fee, lights \$25/hour.

Baseball: \$20/use, lights \$25/hour.

Softball: \$20/use, lights \$10 hour, tournament \$25/field/day.

Volleyball: \$5/match, \$20/court for Tournaments. The fees charged to pay for portable restroom usage will be in addition to the facility fees.

7. CLEANING: the Licensee agrees to clean up the area both inside and within a reasonable vicinity of the outside area involved (including the parking lot).

8. NOTICES: All notices herein required to be given or which may be given by either party to the other, shall be deliverable, in writing, to the following address:

LICENSEE:

WEST HAVEN CITY CORPORATION

West Haven City Recreation
2825 W 3300 S
West Haven City, UT 84401

9. In the event Licensee breaches this Agreement and legal action becomes necessary to enforce the terms hereof, Licensee agrees to pay court costs and a reasonable attorney's fee. Failure to conform to the terms of this agreement, or other just cause may result in the City terminating this agreement within five working days of commencement of license term, or any time thereafter.

WEST HAVEN CITY, a city corporation

By _____
Recreation Director

ATTEST:

City Recorder

LICENSEE:

By _____

APPROVED:

Recreation Manager

SEE LICENSE AGREEMENT ON NEXT PAGE

WEST HAVEN CITY RECREATION FACILITY LICENSE AGREEMENT

THIS LICENSE AGREEMENT made and entered into this _____ day of, by and between West Haven City Corporation, hereinafter called "City" and _____ hereinafter called "Licensee", to use the following listed facilities owned by the City on the dates indicated and for the purpose specified. The Licensee agrees as follows:

1. FACILITIES INVOLVED: _____

2. DATES AND TIMES OF USAGE, (including setup and cleaning)

3. CLEANING DEPOSIT: The Licensee agrees to clean up the area both inside and within a reasonable vicinity of the outside area involved (including the parking lot). To insure that this is done, the Licensee will deposit with the City Recreation Director, at least five (5) working days prior to commencement of lease, a cleaning deposit of one hundred dollars (\$100.00). In the event the premises are left in a clean and satisfactory manner, the cleaning deposit will be refunded to Licensee within two working days after the use involved, subject to inspection and approval by the Recreation Division. In the event the facilities are not cleaned up, the Licensee will forfeit the cleaning deposit. The City will assess additional charges should the cleaning deposit not cover all expenses. **CLEANING DEPOSIT MAY BE WAIVED, BUT THE LICENSEE STILL AGREES TO CLEAN THE FACILITY.**

B. REST ROOM ATTENDANT: The Licensee shall provide rest room attendants for the rest rooms located in the facility. Said attendants shall see that the rest rooms are cleaned up and that no damage is done to fixtures therein.

4. FEES AND CHARGES: The Licensee agrees to pay the following fees and expenses for the use of said facilities:

A. Facility rental: \$ ____/day x _____ days = S _____

B. Salaries of City employees used to prepare facility at function: prepare fields each morning.
Sub Total: \$ _____

C. Materials and Supplies-(Included in rental fee)
Sub Total: \$ _____

D. All lighting and electrical costs: (Included in rental fee)
Sub Total: \$ _____

E. CANCELLATION FEE: The Licensee agrees to pay City for any and all costs incurred prior to written cancellation of the agreement. Licensee further agrees to pay a twenty-five dollar (\$25.00) cancellation fee if this agreement is terminated within five (5) working days of the date the Licensee commences.

Aggregate Total: \$ _____

These costs (other than 4A) are estimations of the actual consumption based on current rates and past experience.

5. The Licensee agrees to deposit with the West Haven City Recreation Manager, the projected total cost of \$ no later than five (5) working days after the event. This sum shall be used to pay the charges and fees hereinabove set forth. If the actual fees and charges are less than the estimated amount, the surplus amount will be subtracted from the bill. In the event the estimate is not adequate to pay the actual costs, the Licensee shall forthwith, upon billing, pay the City said excess amount.

6. CONCESSIONS: The granting of this license does not give the Licensee authority to sell souvenirs, food or drink upon the property so licensed.

7. Licensee shall obtain and maintain Commercial General Liability insurance with a company acceptable to West Haven City, on which policy West Haven City is a named as an additional insured. The limits of coverage by said policy shall be \$500,000.00 combined single limit per occurrence for bodily injury, personal injury and property damage. A

certificate of insurance showing compliance with this shall be filed with the City Recreation Manager at least three (3) days prior to the use of the facilities: and in no event, shall the facilities be used without first depositing said policy of liability insurance with said City Official.

8. HOLD HARMLESS AND INDEMNITY AGREEMENTS: I, the undersigned, for and in consideration of the permission granted to the by the City of West Haven, Utah, do hereby release, forever discharge and agree to HOLD HARMLESS AND INDEMNIFY West Haven City, West Haven City Recreation and Parks Divisions, their officers, officials, employees and volunteers, for all claims, damages, demands, actions and causes of action at law or in equity, arising by reason or in manner growing out of participation in the above listed activity, including damages not yet ascertained or developed if any there shall be, whether arising in contract or in tort.

9. NON-ASSIGNABILITY: The License Agreement is not assignable by the Licensee either in whole or in part, nor shall the Licensee sublet the licensed premises or any part thereof without written permission of the City.

10. CANCELLATION OF LICENSE: This license may be canceled by either party by providing written notice no later than five (5) working days prior to commencement of the License. Cancellation of agreement by Licensee thereafter will be subject to aforementioned cancellation fee.

11. NOTICES: all notices herein required to be given or which may be given by either party to the other, shall be deliverable, in writing, to the following address:

LICENSEE:

WEST HAVEN CITY:

West Haven City Recreation
2825 West 3300 South
West Haven, Utah 84401

12. In the event Licensee breaches this Agreement and legal action becomes necessary to enforce the terms hereof, Licensee agrees to pay court costs and a reasonable attorney's fee.

Failure to conform to the terms of this agreement, or other just cause may result in the City terminating this agreement within five (5) working days of commencement of license term,

WEST HAVEN CITY, a city corporation

By _____
Recreation Director

ATTEST:

City Recorder

LICENSEE:

By _____

APPROVED:

Recreation Manager