

# City of Winter Garden Parks and Recreation

## Field Rental Policy & Contract

The City of Winter Garden provides athletic field space to local organizations, subject to availability. Organizations wishing to use City-owned athletic fields must agree to the terms outlined by the Parks and Recreation Department and sign this contract. Additionally, organizations must meet minimum requirements regarding team/league organization, accounting, liability insurance coverage, conduct of league activities, and safety.

## Field Use Request

Requests for regular field use must be submitted to the Winter Garden Parks and Recreation Department using this form, at least one week before the anticipated rental date.

Please complete the following:

Today's Date: \_\_\_\_\_

League or Team Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Representative Address: \_\_\_\_\_

Representative Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Representative Email: \_\_\_\_\_

Representative Website: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Ages of Participants: \_\_\_\_\_

Typical Cost of Participant Registration: \_\_\_\_\_

Field(s) Requested: \_\_\_\_\_

Date(s) and Time(s) of Requested Use: \_\_\_\_\_

Type of Activity (game, practice, etc.): \_\_\_\_\_

## Required Information for Organized Teams:

Is the league/team a recognized 501(c)(3) non-profit organization? Yes / No

Does the league/team have liability insurance coverage? Yes / No (If yes, a copy of the current certificate of insurance must be submitted to the Parks & Recreation Department prior to use.)

Do you conduct background checks on all coaches and league officials through a local or state law enforcement agency? Yes / No

*\* **Please note** that the State of Florida has enacted legislation requiring all youth athletic organizations and “independent sanctioning authorities” to conduct **Level 2 background screenings** in accordance with **S.943.0438** for all athletic coaches, which now includes coaches, assistant coaches, and referees. This information is not intended as legal advice. If you have any questions regarding this legislation, it is strongly recommended that you consult with a legal professional. It is your responsibility to ensure that your organization is fully compliant with all relevant laws and regulations set forth by the State of Florida.*

Is sportsmanship conveyed to coaches, players, and spectators in some way? Yes / No

If yes, how: \_\_\_\_\_

### **Additional Required Paperwork:**

- Team rosters, complete with participants' names and addresses. Falsified documents will result in a suspension from field use for at least two years.
- A copy of the league/team's 501(c)(3) certificate (required for teams outside city-sponsored athletics).
- Any league or team flyers, registration forms, or descriptions of league or team activities.
- A copy of the team's current liability insurance certificate, listing City of Winter Garden, 300 W Plant Street, Winter Garden, FL, as the certificate holder (required for groups with 10 or more participants).
- If the requesting team is an affiliate of a larger national or state organization, include a letter from the governing body confirming the team's affiliation.
- A copy of the cleared background check for all coaches, assistants, and referees, as required by Florida State Law (S.943.0438). Please ensure that the background check is current and meets the legal requirements for youth athletic organizations.

### **Field Use Costs:**

Veterans Memorial Park or Braddock Park Softball Field:

- 80% or more city residents: Complimentary; \$20/hour with lights.
- 30 - 79% city residents: \$20/hour; \$40/hour with lights.

Veterans Memorial Park Multi-Purpose Field:

- 80% or more city residents: Complimentary; \$20/hour with lights.
- 30 - 79% city residents: \$30/hour; \$50/hour with lights.

Walker Football Field:

- 80% or more city residents: Complimentary; \$20/hour with lights.
- 30 - 79% city residents: \$60/hour; \$80/hour with lights.

*Additional fees may apply for trash removal, restroom supplies, and other services.*

**Field Reservation Guidelines:**

- Payments are due in full at the time of the rental. Rentals are not guaranteed without full payment.
- 48-hour advance reservations required for approved rosters. Changes must be made before 12:00 PM on the day of the rental.
- Reservations can be made no more than 2 months in advance.

**Field Use Allocation:**

- 80% or more City of Winter Garden limit residents: 1 day per week per team, as available.
- 50-79% City of Winter Garden limit residents: 2 days per month per team, as available.
- 30-49% City of Winter Garden limit residents: 1 day per month per team, as available.
- Less than 30% City of Winter Garden limit residents: No field time granted.

*Meeting these criteria does not guarantee field availability.*

**Agreement and Liability Waiver:**

I agree to abide by all policies and terms outlined in this contract. Any requests for deviations from these terms or changes to the dates must be submitted in writing to the Parks and Recreation Department at least one week prior to the effective date of the change. Any violation of these terms by myself or any team officials, participants, leagues, or spectators may result in the immediate suspension of all activities and field use. I affirm that I am an authorized representative of the requesting organization.

I, on behalf of the requesting organization, hereby assume all liabilities, risks, injuries, and hazards incidental to participation in the specified activity at the designated location, including transportation to and from the event. I understand that this program may involve physical contact or other activities where injuries could occur. I waive, release, and agree to hold harmless the City of Winter Garden, its officers, agents, employees, organizers, sponsors, activity supervisors, co-sponsoring organizations, and participants from any claims, demands, liabilities, costs, suits, charges, losses, or injuries arising from negligence by the City of Winter Garden, its agents, employees, sponsors, or activity supervisors, during my participation in or presence at said activity. I acknowledge that the City of Winter Garden will not bear any costs related to injuries incurred during these activities.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

City of Winter Garden Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## League or Team Financial Disclosure

### Revenues (Please list N/A if not applicable):

- Cost per Participant: \_\_\_\_\_
- Number of Participants: \_\_\_\_\_
- Concession Revenue: \_\_\_\_\_
- Commercial Advertisers/Sponsors: \_\_\_\_\_
- Donations: \_\_\_\_\_
- Other Revenue: \_\_\_\_\_

### Expenses (Please list N/A if not applicable):

- Uniforms: \_\_\_\_\_
- Supplemental Equipment: \_\_\_\_\_
- Insurance: \_\_\_\_\_
- League or Team Dues: \_\_\_\_\_
- Officials/Umpires: \_\_\_\_\_
- Equipment for Play: \_\_\_\_\_
- Other Miscellaneous Expenses: \_\_\_\_\_

### Bank Account:

- Is a bank account set up for league or team activities? Yes / No
- If yes, Current Balance: \$ \_\_\_\_\_