



### **Manti City Sports Park Rental Application Procedure**

- (1) Teams, Leagues and Tournament Directors wishing to use the Manti City Sports Park must fill out a rental Application and submit it to the Manti City Recreation Department.
- (2) Applicant will be contacted by the Manti City Recreation Department within 10 working days.
- (3) Upon receiving rental approval, the requesting party will have five business days to provide the Manti City Recreation Department with insurance documentation.

Cash, checks, Visa or debit card are accepted forms of payment

Submit payments to:  
Manti City  
50 South Main  
Manti, UT 84642

Manti City Recreation reserves the right to cancel a reservation due to extenuating circumstances.



## **Manti City Sports Park Field Rental Guidelines**

Field Rentals are available April-September

- All rentals must be scheduled through the Manti City Recreation Department
- A Manti City Recreation supervisor may be required to be on hand during events as determined by the Manti City Recreation Department at a \$15/hour rate.
- Provide proof of general liability insurance of \$2,000,000
- Field rental will not be officially scheduled until fees are paid in full and insurance requirements are met
- Renter is responsible to keep and help enforce park rules
- Manti City Recreation may refuse rental to anyone. Reasons may include but are not limited to the following: non-payment, abuse of facilities in past, field conditions, lack of field availability, sportsmanship issues, lack of previous supervision and disregarding policy, ect
- Manti City Recreation has the right to cancel rental dates and agreements based on inclement weather. The field condition will be determined by Recreation of represented. In that instance renter will be able to reschedule use of the field or receive full refund.
- **Manti City Recreation programs will always have priority for scheduling ball fields managed by Manti City.**
- Park curfew is 11PM, unless and exception is granted by Manti City Recreation Department
- No Outside concessions or merchandise will be sold at rental facilities. Organizations must use city-contracted concession provider. If that provider declined, other arrangements can be discussed.
- Tobacco, alcoholic beverages and illegal drugs are prohibited at all parks in Manti City. Renter will be expected to keep and enforce park rules. No dogs or animals in parks, no hitting balls into fences, no offensive language and all other posted park rules. Foot traffic only on concrete areas around concession stands and restrooms.
- Renter is expected to clean up garbage in ball field complex and dugouts
- No painting, marking or altering of fields is allowed without prior permission. Manti City Recreation Department will prepare ball fields for play. Renters do not have permission to remove existing park banners on fences. Renter must get permission to hang approved banners during their event.



# MANTI CITY RECREATION DEPARTMENT

## Manti City Sports Park Rental Fee Structure (5 fields)

### Tournament Rental Information

All tournament arrangements and expenses (such as umpires, prizes, ect) are provided by the Tournament Director. Tournament Directors or primary contacts are required to provide the Manti City Recreation Director with tournament brackets and /or schedules within 72 hours of the event.

A Manti City Recreation selected Facility Supervisor may be required to be on hand during events as determined by the Manti City Recreation Department at a \$15/hour rate

Security Deposit: The licensee agrees to keep the facility and surrounding area, including the parking lot clean and free of damage and vandalism. To ensure that this is done, the licensee will deposit with Manti City Recreation a check for the below amount at least five working days prior to the date approved as the start date of the event.

Cancellation Fee: The License Agreement may be canceled for any reason by the Licensee by providing written notice. Cancellation by the Licensee is subject to cancellation fees. Licensee agrees to pay City for any and all costs incurred prior to written cancellation of this agreement plus a \$50 cancellation fee if cancellation occurs within four working days or less of the scheduled event.

### Fees and Charges

The Licensee agrees to pay, the following fees and for the use of the facility at least (5) working days prior to rental date.

#### Tournament Field(s) Rental

*Fee includes one field prep at the beginning of the day.  
Field prep includes field dragging, spraying down, and chalking*

\$100 per field per day

Security Deposit

\$200

Cancellation Fee

\$50

*occurring within four working days or less of the schedule event.*

#### Miscellaneous Fees

Ball Field Lighting (if needed)

\$25 per hour/field

Portable Fence setup (if needed)

\$15 per field/day

Portable Pitching Mound (if needed)

\$10 per field/day

Site Monitor (if required)

\$15/hour

Additional Field Prep (if needed)

\$25 per field/day

Scoreboard(s) Usage (if needed)

\$10 per field/day

#### Non-Manti City Recreation League Rentals

\$15 per hour/field

\$\_\_\_\_\_ Total Deposit, Fees and Charges



# MANTI CITY RECREATION DEPARTMENT

## Manti City Sports Park Field Rental Application Form

Event Name: \_\_\_\_\_

Is this a tournament? Yes \_\_\_\_\_ NO \_\_\_\_\_

Tournament type: *Slowpitch* \_\_\_\_\_ *Fastpitch* \_\_\_\_\_ Other (Specify): \_\_\_\_\_

Event Category Type: Please Circle One

- General Rental and Small Tournaments (12 teams or less, one day)
- Large Tournament Rental (more than 12 teams, two day)

Is this a league? Yes \_\_\_\_\_ NO \_\_\_\_\_

League type: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

**Primary Rental Contact:** \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Weekend/evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tournament/League Director: \_\_\_\_\_

Phone: \_\_\_\_\_

Event Date(s) Requested: \_\_\_\_\_ #of Teams \_\_\_\_\_

Number of fields Requested: \_\_\_\_\_

Rentals Requested: \_\_\_\_\_

Insurance Carrier

Name of "General Liability Insurance" Company: \_\_\_\_\_

*In consideration of acceptance of this rental, I hereby, for my heirs, my executors, waive all rights and claims I may have against Manti City and any individuals associated with this rental. Also, Manti City is not responsible for the loss of personal items or any form of aggravation in connection with this rental. By signing this form, I acknowledge that I have read and fully understand my own liability and do accept the restrictions.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit application form to Manti City Recreation Office at 50 South Main  
Manti UT, 84642**



\*\*\*\*\* FOR DEPARTMENT USE ONLY\*\*\*\*\*

Application Approved : Yes \_\_\_\_\_ NO \_\_\_\_\_

By: \_\_\_\_\_

DATE: \_\_\_\_\_

Proof of Insurance Received: YES \_\_\_\_\_ NO \_\_\_\_\_

Deposit Fee Received: \_\_\_\_\_

Application Fee Received: \_\_\_\_\_

Final Payment Invoiced: \_\_\_\_\_

Final Payment Received: \_\_\_\_\_

Approved  
Dates: \_\_\_\_\_

Approved  
Times: \_\_\_\_\_

Approved Fields: Field 1 \_\_\_\_\_ Field 2 \_\_\_\_\_ Field 3 \_\_\_\_\_ Field 4 \_\_\_\_\_ Field 5 \_\_\_\_\_

Fee Due: \_\_\_\_\_

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