

2026-2027 Facility Rental Agreement

CONTACT NAME: _____
ORGANIZATION: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ EMAIL ADDRESS: _____

PLEASE CHECK THE FACILITY YOU WISH TO RESERVE

<input type="checkbox"/> FIELD A (BASEBALL, SOFTBALL)	<input type="checkbox"/> FIELD B (BASEBALL, SOFTBALL)
<input type="checkbox"/> FIELD C (BASEBALL, SOFTBALL)	<input type="checkbox"/> FIELD D (BASEBALL, SOFTBALL)
<input type="checkbox"/> FIELD E (BASEBALL, SOFTBALL)	<input type="checkbox"/> FIELD F (BASEBALL, SOFTBALL)
<input type="checkbox"/> FIELD G (BASEBALL, SOFTBALL)	<input type="checkbox"/> FIELD 1 (SOCCER, FOOTBALL)
<input type="checkbox"/> FIELD 2 (SOCCER, FOOTBALL)	<input type="checkbox"/> PETE WILKES FIELD (SOCCER)
<input type="checkbox"/> COLLINS KIDS COURT 1 (BASKETBALL)	<input type="checkbox"/> COLLINS KIDS COURT 2 (BASKETBALL)

DATE(S) OF EVENT: _____ EXPECTED ATTENDANCE: _____
STARTING TIME (EACH DAY): _____ ENDING TIME (EACH DAY): _____

NOTE: A FEE WILL BE CHARGED FOR GROUPS WHO WISH TO RESERVE BALL FIELDS FOR TOURNAMENTS. ALL FIELD RENTAL FEES MUST BE PAID AT TIME OF RESERVATION TO SECURE DATES. A 2 WEEK CANCELLATION NOTICE IS REQUIRED FOR A FULL REFUND. A \$200.00 SECURITY DEPOSIT PER REQUESTED DATE MUST BE PAID AT TIME OF RESERVATION. THE TOURNAMENT RENTAL FEE MUST BE PAID IN FULL BY WEDNESDAY @ 5PM OR AT LEAST 48 HOURS BEFORE THE START OF THE TOURNAMENT, WHICHEVER COMES FIRST. IN THE EVENT A TOURNAMENT IS CANCELLED BY GROUPS RESERVING MULTIPLE DATES, OR BY GROUPS WITH A HISTORY OF CANCELLATIONS, THE DEPOSIT SHALL BE FORFEITED FOR EACH CANCELLED DATE.

****FAILURE TO PAY IN ACCORDANCE WITH THESE GUIDELINES WILL RESULT IN DENIED ACCESS TO THE FIELDS****

DESCRIBE IN DETAIL THE TYPE OF ACTIVITY / TOURNAMENT:

(i.e.: TYPE OF EVENT, AGE OF PARTICIPANTS, DISTANCE OF BASES, PITCHING RUBBERS, TYPE OF FIELD MARKING REQUIRED, ETC...)

Will Admission be charged: ☐ YES ☐ NO IF YES, HOW MUCH: _____
Would you like the field to be lined off additional times daily? ☐ YES ☐ NO

PLEASE LIST ANY SPECIAL NEEDS YOU MAY HAVE CONCERNING YOUR REQUEST:

I/We Agree To Be Fully Responsible For The Facilities Per Conditions As Outlined On The Front & Back Of This Reservation Request. I Understand That This Request Should Be Returned To Conway Parks and Recreation Before The Desired Event Date And That Application Is Subject To The Approval Of The Parks & Recreation Director. Applicant further agrees to save, defend, and hold harmless the City of Conway, SC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from applicant's use of occupancy of any City of Conway, SC property or any activity conducted by applicant on that property. Failure to comply shall result in loss of security deposit and additional costs incurred for damages that may occur while the facility is being rented.

SIGNATURE: _____ DATE: _____

RULES & REGULATIONS

1. Park facilities are never closed to the public. **Reservations are for designated field use only.**
2. Parks & Recreation property and signage shall not be defaced or altered in any way.
3. **An additional fee will be charged for any vendors selling food or merchandise on City Park Property.** The Reserving group shall know and abide by all local and state health department regulations concerning the preparation and/or resale of concession or other legal products. The concession stand/press box is not available for use. Areas will be designated by Parks and Recreation staff for Vendors. Designated Space size is 10' x 15'. The Parks & Recreation Director shall approve any outside vendors setting up on Park Property. The City of Conway reserves the right to sell concessions and to lease vendor space to outside vendors.
4. **Fees & Charges:**
 - Deposit:** **\$300.00.**
 - Baseball/Softball Fields** **\$300.00 per day/per field (3 fields minimum per rental day)**
 - Football/Soccer** **\$300.00 per day/per field**
 - Light Fee for all fields:** **\$30.00/hour.**
 - Vendor Spaces:** **\$50.00 per space per day.**
 - Field maintenance:** **\$50.00 per field redrag/reline**
5. Based on the size and type of event, Police and/or EMS may be required at the renter's expense.
6. Alcohol and drugs are prohibited on City Park Property. Tobacco is discouraged.
7. All guests must obey Police, Parks & Recreation Staff and others designated by the City to enforce rules while on park property. Disorderly conduct will result in immediate expulsion from the Park. Disorderly conduct includes, but is not limited to: Rude behavior, profanity, fighting, threatening behavior, public nudity, spitting, loud music or other noise. Littering of any kind is prohibited.
8. Curfew on all fields shall be 12:00pm. Permission to waive curfew restriction must be approved by the Parks and Recreation Director
9. Reserving Organizations/Personnel are responsible for any and all damages incurred to the facilities, which were a result of the scheduled event. You are also liable for injury to person or persons using facility during the rental period. Lessee obligates itself to Indemnify and save harmless The City of Conway, its employees and its agents from any loss sustained by the Lessor as a result of, or in connection with, the use of the facility.
10. Reserving Organizations/Personnel are responsible for cleaning the facility and bagging trash and depositing in trash cans on a daily basis. Failure to leave facility in original condition will result in loss of deposit and/or denial of facility reservations in the future. All trash shall be picked up daily by organizer.
11. Under no circumstances can the facility be sub-leased at any time.
12. Tournament Rental fee includes field preparation of all rented baseball/softball field(s) for that intended purpose one time per day. Field preparation consists of dragging and lining field and up to 3 bags of surface. Additional field preparation is available for a fee. Additional bags of surface will cost \$25.00 per bag.
13. Rental is for ball fields only. Admission may be charged at designated locations, however, access cannot be denied to those using the Park for exercise, shelters, Playgrounds, restrooms and other park amenities.
14. Conway Parks and Recreation Department reserves the right to cancel an event at any time. In the event of poor weather, we reserve the right to cancel and/or postpone the tournament if it is deemed that unnecessary damage may occur to the playing field and complex. In the event of lightning, Site Supervisor reserves the right to postpone the tournament until it is safe to resume play.
15. Designated Contact Person must be on site while tournament is in progress.
16. **Special requests are subject to the approval of the Parks & Recreation Director.**

Renters are responsible for issuing a certificate of insurance naming the City of Conway as additionally insured for each tournament date. *Excess Accident- tournament must be covered with Excess Accident policy with a Medical Limit of at least \$50,000. General Liability-tournament must be covered by a General Liability Policy with an "each occurrence" limit of at least 1,000,000 combined single limits for "bodily injury" and "property damage".*