

City of Hammond Recreation Department
ATHLETIC FIELDS & PARK RESERVATION FORM

Office (985) 277-5900
 Fax (985) 277-5907

Today's Date: ___/___/___

Please check all that apply:

<input type="checkbox"/> Clarke Park Pavilion	<input type="checkbox"/> MLK Park Pavilion	<input type="checkbox"/> Mooney Park Softball Field	<input type="checkbox"/> Settoon Baseball Field
<input type="checkbox"/> Clarke Park Softball Field	<input type="checkbox"/> MLK Park Softball Field	<input type="checkbox"/> Mooney Park Splash Pads	<input type="checkbox"/> Stire Baseball Field
<input type="checkbox"/> Dreamland Skate Park	<input type="checkbox"/> MLK Park Splash Pads	<input type="checkbox"/> Reimer's Baseball Field	<input type="checkbox"/> Stire Field Concession
<input type="checkbox"/> Fagan Baseball Field	<input type="checkbox"/> Mooney Park Pavilion	<input type="checkbox"/> Reimer's Field Concession	<input type="checkbox"/> Zemurray Park

Activity/Event Information: The date of the activity/event MUST be at least 10 business days after today's date.

Person or Organization: _____ Non Profit Organization? Yes No
 Contact Person: _____ Phone: _____
 Mailing Address: _____ City, State, Zip: _____
 Person In Charge at Event: _____ Phone: _____

All non-profit organizations must submit a copy of their Non-Profit Statement along with the reservation form.

Type of Activity/Event: _____ Open to the Public? Yes No
 Date of Activity/Event: _____ Hours of Activity/Event: _____
 Will you have inflatables? Yes No **Inflatables require a \$1 Million General Liability Certificate.**
 Will you charge an entry fee for this event/activity? Yes No **Requires City Administration approval**
 Will you use loud speakers/music/DJs/microphones? Yes No **Requires City Administration approval**

Liability Information

CODE OF CONDUCT

This code of conduct applies to everyone-parents, players, coaches, sponsors, and spectators, who participate in any activity sponsored by, or are in any way associated with the City of Hammond Recreation Department.

- No alcoholic beverages or illegal drugs are permitted on recreation department premises (buildings, playgrounds, parking lots, parks) at any time.
- All information furnished by parents, players, coaches or sponsors must be true. False information, forged or altered documents are prohibited.
- All participants- players, parents, coaches, sponsors, and spectators will at all times behave in a polite and sportsmanlike manner. Only a coach may question a decision of an official. Abusive language, cursing, profanity, threats, or ridicule are prohibited.
- No one shall hit another person before, during or after a recreation department activity.
- No one shall deliberately damage recreation department property.
- Any person violating any rule will be temporarily or permanently suspended from all recreation department activities.

RELEASE OF LIABILITY

In consideration of their child(ren) being permitted to participate in any event or activity sponsored, promoted, or organized by the City of Hammond Recreation Department, the undersigned for himself or herself, personal representatives, heirs assigns, relatives, and minor child(ren) HEREBY RELEASES the City of Hammond and its respective insurers, officers, officials, sponsors, employees, and their agents, hereafter referred to as RELEASES, of any and all liability to the minor child, whether the child is for any purpose participating in such event or activity. It is fully understood by each of the undersigned that there is some inherent risk associated with the event or activity, including damages to property and personal injury.

IN ADDITION, the undersigned AGREES TO INDEMNIFY AND HOLD HARMLESS the Releases of any loss, liability damage, or cost they incur due to such participation by the child, whether caused by Releasee's negligent act or omission, acts or omissions of other participants, other persons otherwise while the minor is participating in any event or activity organized and/or sponsored by the City of Hammond. In signing this release, the undersigned hereby acknowledges and represents to the City of Hammond the following:

- That he/she has read the forgoing Release and Waiver of Liability and Indemnity Agreement and fully understands its contents.
- That his/her child(ren) participating in the event or activity are in good health, physically fit and physically able to participate.

Signature of Applicant: _____ **Date:** _____

Rental Fees: All fees must be paid by check or money order at the time the reservation is approved. Deposit checks will be refunded after the Recreation Director or his/her representative has inspected the facility.

Baseball/Softball Fields (Night Rentals)	Concession Stands	MLK Park Pavilion
\$20.00 per hour	Deposit: \$100.00 (check only)	Deposit: \$50.00 (check only)
Tournaments: \$100.00 per day	Rental Fee: \$50 per day	Rental Fee: \$20.00 per hour

No Rental Fees: Clarke Park Pavilion, Dreamland Skate Park, Fagan Baseball Fields, Mooney Park Pavilion, Mooney Park Pavilion
 Mooney Park Splash Pads, MLK Park Splash Pads, Zemurray Park

OFFICE USE ONLY

Deposit (check): _____ Rental Fee: _____ Total Amount: _____
 Staff Signature: _____ Date: _____
 Rec. Director Signature: _____ Date: _____

HOW TO SUBMIT FORM

<u>Fax</u>	<u>Mail</u>	<u>Drop Off</u>
(985) 277-5907	City of Hammond Rec. Dept.	Michael J. Kenney Center
Attn: Reservations	Attn: Reservations	601 West Coleman Avenue
	P.O. Box 2788	Hammond, Louisiana 70403
	Hammond, Louisiana 70404	