



PARKS AND RECREATION OF TOPEKA
620 SE MADISON, 1ST FLOOR
TOPEKA, KS 66607-1118
Phone (785) 368-3838 Fax (785) 368-3980

2009 FIELD RESERVATION FORM

TEAM NAME OR NAME OF ORGANIZATION: _____

Name Of Requestee & Responsible Party: _____

Address: _____ City: _____ Zip: _____

Phone #s: (W) _____ (H) _____ (C) _____

FIELD REQUESTED _____

Date(s) Of Request: _____ Time(s): _____

Reason For Request: _____

Deposit and reservation fee must be paid at the time a field is reserved. Deposit and reservation fee must be paid in cash, personal or business check, money order, Visa or MasterCard.

All reservations are subject to cancellation when Parks and Recreation of Topeka so determines that the reservation should be cancelled. Upon cancellation, any funds or fees shall be returned.

Signature of Responsible Party _____ Date _____

Signature of Parks and Recreation Staff _____ Date _____

Reservation Fee Paid \$ _____ Receipt # _____

Code: 1-64-003-65

Cost per Field	Resident	Non-Resident
Per Hour	\$20	\$25
Per Day	\$70	\$87.50
Per Weekend	\$140	\$175

Deposit Fee Paid \$ _____ Receipt # _____

Code: 1-62-003-41

Security Deposit Fee is \$50

If a reservation is canceled due to any reason other than inclement weather, a \$5 administrative fee per cancellation will be subtracted from any refund issued.

OFFICE USE ONLY

Additional Comments: _____

Deposit Refund: payable to _____ amount \$ _____

AGREEMENT

THIS AGREEMENT made and entered into the _____ day of _____, 200__ between the City of Topeka, Kansas, hereinafter referred to as “City” and

(Name, address and zip code of Requestee)

hereinafter referred to as “Requestee”.

WHEREAS, Requestee has requested permission to rent City’s

_____ field(s) for use on
(Name of Field(s))
_____, 20_____.
(Date(s))

WHEREAS, the City agrees to permit the Requestee to hold said event, subject to the terms and conditions of this agreement.

WITNESSETH:

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. That the City shall grant Requestee permission to hold event at City’s _____ field(s).
(Name of Field(s))
2. That, in consideration of the City’s agreement to permit said event, Requestee, for himself and for his agents, assigns, sponsors and any who use the field(s) or participate in the event pursuant to this agreement, hereby agrees to save, exculpate, indemnify, defend in court, including attorneys’ fees, and hold the City, its agents, employees and assigns harmless for any and all liability, claims and damages attributed to the City, its agents, employees and assigns which may arise as a result of the use of the field(s) pursuant to this agreement.
3. That said event shall be subject to all other requirements and restrictions of the statutes of the United States, the State of Kansas and with the ordinances of the City of Topeka, including, but not limited to, City ordinances concerning volume of music.
4. That neither the Requestee, nor any of his agents, assigns, sponsors, nor the participants of the event shall supplement nor alter the field(s) or its surroundings, nor place any additional obstacles on the field(s).
5. All music played during such event shall be appropriate for all age groups and shall not include selections that contain profanity nor sexual connotations.

CITY OF TOPEKA, KANSAS

Director’s Signature
Parks and Recreation of Topeka

Requestee Signature
REC_DATA/Forms/2009 Field Reservation Form (12/12/2008)