



Wentzville Parks and Recreation Soccer/Football/Lacrosse Facility Usage Application



This form must be completed by all field renters, tournament directors, and/or special event organizers requesting the usage of Wentzville Parks and Recreation athletic facilities and returned to the following: Email: Fun@wentzvillemo.org

Name: _____ Date Filled Out: _____
Address: _____ Primary Phone: _____
City: _____ Email Address: _____
State: _____ Zip: _____

Name of Organization: _____

Day-of-Event Representative (one must be on-site for entire event, no exceptions):

Name: _____ Phone: _____ Day(s) Attending: _____

Name: _____ Phone: _____ Day(s) Attending: _____

Facility(s) Requesting: _____ Number of Fields Requesting: _____

Type of Sport: _____ Purpose: _____

Start Date Requested: _____ End Date Requested: _____

Day(s) of Week Requested: M TU W F TH F SA SU

Start Time: _____ End Time: _____

Anticipated Number of Teams – (Age Groups and/or Divisions): _____

Please select any additional items that may be needed:

Lights Scoreboard Field Markings Other: _____

Please attach a certificate of insurance listing the City of Wentzville as additional insured in the amount of at least 3 million dollars aggregate. Please use the Wentzville City Hall address on the certificate of insurance: 1001 Schroeder Creek Blvd. Wentzville, MO 63385

HOLD HARMLESS

I agree to defend, indemnify, and hold harmless the City of Wentzville, Wentzville Parks and Recreation, it's agents, servants and employees from and against any and all liability, actions, causes of actions, claims, demands for suits whatsoever resulting from or arising out of personal injuries, loss of, or damage to property, or involving any impairment of, or damage to any right because of or in any way related to the City resulting from my participation in this activity. I also authorize any photos taken of myself, and/or the participant, to be used in any publicity or promotion materials by the department.

Signature: _____

**By signing this document, you acknowledge that you have read and understand the fees, rules and regulations contained within this application*

Football/Soccer/Lacrosse Fields

FIELD	TYPE	LIGHTS	ADDRESS
Heartland Park #1	Full Size Synthetic Turf	Yes	100 William Dierberg Dr.
Heartland Park #2	Full Size Synthetic Turf	Yes	100 William Dierberg Dr.
Heartland Park #3	Full Size Natural Grass	No	100 William Dierberg Dr.
Heartland Park #4	Full Size Natural Grass	No	100 William Dierberg Dr.
Progress Park	Full Size Natural Grass	No	968 Meyer Rd.
Memorial Park	Full Size Natural Grass	No	1419 Kathleen Dr.

Rates

SYNTHETIC TURF	FEE
Full Field (per hour)	\$ 125.00
*Full Field (500+ hours per hour)	\$ 95.00
1/2 Field (per hour)	\$ 75.00
Full Day (Open to Close)	\$ 800.00

NATURAL GRASS	FEE
Full Field (per hour)	\$ 50.00
1/2 Field (per hour)	\$ 30.00
Full Day (Open to Close)	\$ 350.00

MISCELLANEOUS	FEE
Scoreboard (per hour)	\$ 15.00
Field Manager (per hour)	\$ 40.00
Custodial (per hour)	\$ 40.00
Field Marking (alternate field setup)	\$ 125.00
Outside Vendors (must be approved)	\$ 100.00

***Please see page 3 for information regarding the discounted rate for user groups renting one full synthetic turf field for 500+ hours in a calendar year**

Additional or Optional Services and Fees:

- Scoreboard (\$15 per hour): Covers the cost for the usage of electronic scoreboards.
- Field Manager/Custodial (\$40.00 per hour): If determined by both the city and the tournament director that additional staff is needed, it shall be the responsibility of the tournament director to cover the cost of the city employee to work the event.
- Field Marking (\$125.00 per occurrence): Covers the cost of any additional lines that need to be painted on the fields for an alternative field setup.
- Outside Vendors (\$100 per day flat fee): All outside vendors and vendor locations must be approved by the city. Each vendor must provide their own supplies (i.e. tables, chairs, portable tents, extension cords, and offsite storage) to operate their booth. The tournament/league host or vendor shall pay the city a \$100 per day fee prior to the beginning of the contracted event.

500+ Hours Discounted Rate

Any renter that is in good standing and commits to all of the rental criteria below in a calendar year will be eligible for the discounted rate of \$95/hour for one full synthetic turf field with lights:

- 500 hours or more
- 1 full synthetic turf field minimum
- 4 days per week (e.g. Monday-Thursday)
- 4 hours per day or more (e.g. 5:30 p.m. – 9:30 p.m.)
- 32 weeks or more (e.g. 16 weeks in the spring and 16 weeks in the fall)
- Initial payment must be made no later than 7 days after reservation is confirmed by the City for all rentals taking place in the first month (e.g. Reservation confirmed by the City on Jan 20th, initial payment due on Jan 27th for all rentals taking place March 1st-March 31st)
- Payments must be made on the 15th of the month for all rentals taking place in the following month (e.g. Payment on April 15th for all rentals May 1st-May 31st)

Why must all criteria be met in order to qualify for the discounted rate?

- For the complex to be financially sustainable all of the above are critical components.

If any renter were to commit to the above criteria and then drop below any of the above criteria during the calendar year, the renter would then pay the regular rate of \$125/hour for the remainder of the year and would not be eligible for the discount until all of the criteria have been met for the following calendar year at the \$125/hour rate (e.g. Renter drops below 4 days per week in April 2019. The renter would then pay the regular rate of \$125/hour for April 2019 - December 2019 and also pay the regular rate of \$125 for the 2020 calendar year while meeting the above criteria to be eligible for the discount in the 2021 calendar year).

Guidelines/Policies/Procedures

All renters of the facility are to abide by the rules and regulations as well as assist in all rule enforcement

Article I. Intent

The purpose of this policy is to:

1. Create a standardized approach to fee assessment and space allocation for users.
2. Provide equitable and efficient access to facilities and services.
3. Educate the public on the value of our public parks, facilities, and services.
4. Create equitable facility distribution, aid in discipline control, promote respect and value of the facility and services.
5. Recover taxpayer costs incurred by users who have exclusive use of public property.
6. Develop and maintain a fee structure based on a fair market value.
7. Ensure that the allocation and fee schedule outweighs any negative or detrimental impact.
8. Use the allocation process and fees to provide an equitable system to balance facility and service usage.

Article II. General Reservation Guidelines

1. Park hours are dawn until dusk, unless you have a reservation.
 - a. Failure to vacate property on time will result in a \$50 fine every fifteen minutes after dusk.
2. Renters are responsible for picking up trash at the conclusion of their event and ensuring the trash is placed in trash receptacles.
 - a. If the facility is left in an unsatisfactory condition, renter will be billed an additional \$40 per hour for cleanup.
 - b. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the group or the organization using the facility.
3. The City of Wentzville reserves the right to block field time each year as necessary to complete required maintenance.
4. The City of Wentzville reserves the right to move any practice due to a rescheduled league game. *If this occurs the reservation fees will be refunded or credited for all time not used.*
5. The City of Wentzville reserves the right to cancel all practices and rentals without additional cost to the City when fields are deemed, in the sole discretion of the City, NOT PLAYABLE. *If this occurs the reservation fees will be refunded or credited for all time not used.*
6. The City of Wentzville reserves the right to refuse rental to individuals or organizations who, at the sole discretion of the City, do not represent the City's Mission or best interests of the City.
7. Reservation Policies and Procedures
 - a. All rental fees must be paid in full at the time a reservation is made unless a payment plan has been approved by the recreation superintendent or their designee.
 - b. Organizations/Individuals seeking to utilize City facilities to host leagues and tournaments shall:
 - i. Fully complete a Field Rental Application
 - ii. The Field Rental Application shall be submitted to the City of Wentzville in accordance with Article III, Priority of Field Use.
 - iii. Provide the City with a certificate of insurance listing the City as additionally insured in the amount of at least 3 million dollars aggregate with the City address listed as:
1001 Schroeder Creek Blvd. Wentzville, MO 63385.
 - c. Field reservations may be made over the phone by calling Wentzville Parks and Recreation (636) 332-9236 or in person at Progress Park, 968 Meyer Rd. Wentzville, MO 63385.

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- d. The organization/individual making a reservation request is solely responsible for the accuracy and completeness of any document associated with the reservation process.
- e. Incomplete request forms may result in delays for processing, reviewing, and approving a reservation request.
- f. To reserve field space after February 1st there must be at least 14 days' notice.
- g. Once a completed Field Rental Application has been submitted and it has been determined that the request can be accommodated, the Recreation Superintendent, or their designee, will tentatively approve the issuance of a Field Use Permit and the Organization/Individual will be notified by phone or by email unless the transaction is conducted in person. Upon notification, the Organization/Individual will be instructed that they have ten (10) business days to provide complete payment after approval and the required certificate of insurance.
- h. If the Organization/Individual does not provide complete payment and the required certificate of insurance within the required ten (10) business days, the Field Use Permit will become null and void and the field space will be available to rent by another party.
- i. A Field Use Permit must be approved and returned by the City of Wentzville in order for the reservation to be complete.
- j. Field Use Permits are not transferable under any circumstances and no third party rentals.
- k. Any organization that violates any of these rules and regulations will be denied the future use of Park facilities.

Article III. Priority of Field Use

Athletic fields are available on a first come first serve basis and the following priorities have been established to ensure that the fields are financially sustainable. Applications must be submitted by December 15 for field use January 1–June 30. Applications must be submitted by June 15 for field use July 1–December 31.

1. Wentzville Parks and Recreation
2. Wentzville School District
3. Returning Users/Organizations or user groups looking to rent 500+ hours or more in a calendar year - These groups must be in good standing¹
4. Practice groups renting field space for at least 10 weeks at a time
5. All other users

NOTE:

1. **To be in good standing a group must have provided payment on time, managed their previous activity to the highest standards, and cooperated with City Staff in all aspects of reserving, managing and cleaning their prior event(s). Any individual/organization that violates any of these rules and regulations should not consider themselves in good standing and may be denied future use of City Park facilities.**

Article IV. Tournament Guidelines

1. These rules are in addition to the General Rules and in the event that there are conflicts between the Tournament Rules and the General Rules, the Tournament Rules shall take precedence.
2. In the event that two or more Tournament Hosts request a specific date(s), time(s), or field(s) the City representative will determine the assignment based on what is in the best interest of the City. However, a preference will be given to that Tournament Hosts who have demonstrated to the City acceptable administrative practices in preparing for previous tournaments; acceptable on-site tournament management; and that Tournament Hosts who have not cancelled previous tournaments or had any negative occurrences at previous tournaments.
3. The City reserves the right to cancel tournament reservations.
4. The City reserves the right to schedule more than one (1) tournament or event at a time, subject to field availability.
5. Selected Tournament Host shall designate to the City one (1) individual as Tournament Director (21 years of age or older), who at all times shall have the authority to act on the behalf of the Tournament Host. If the Tournament Director is not at the site for any reason, he/she must appoint a Co-Tournament Director (21 years of age or older) and this information must be on file with the City. This individual shall work with the designated City representative on all activities associated with the tournament (Permits, fees, schedules, vendors, rosters, insurance etc.).
6. The Tournament Director shall contact or meet with the City representative thirty (30) days, fourteen (14) days, and seven (7) days prior to the scheduled tournament to communicate any updates associated with the coordination of the tournament. The final schedule is due to the City five (5) days prior to the start of the event.
7. All outside vendors and vendor locations must be approved by the City. In the event the City approves the use of outside vendors, each vendor must provide their own supplies (i.e. tables, chairs, portable pop-up tents, extensions cord, and off-site storage) to operate their booth(s).
8. Should the tournament have sponsorship agreements, such sponsorships may be acceptable unless they are directly competitive with City sponsorship agreements. In such event, the City sponsor(s) shall take precedence.
9. Tournament Host is responsible for providing a copy of all marketing/promotional materials or information regarding their activity. Use of the City's logo and/or other trademarked materials may not be used without expressed written consent of the City.
10. Tournament Host at no charge to the City, shall provide mailing information (i.e. names, addresses, zip codes etc.) for each team entered into the tournament no later than two (2) weeks prior to the scheduled tournament.
11. Tournament Host will be charged for all games/activities or portion thereof played in the Tournament(s).

In the event that the tournament would have to be cancelled in its entirety due to inclement weather (as determined by the City), the following method would be used to refund the Tournament Host for field rental fees:

- a) 100% refund of all rental fees if the tournament is canceled by the City prior to the start of the tournament.
- b) Once the Tournament(s) have started, the Tournament Host shall pay in full for all games/activities or portions thereof played. The City shall only refund for the amount of those games/activities not played.

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1. Tournaments shall comply with **all** insurance requirements as specified in the General Guidelines.
2. In the event that the Tournament Host shall cancel any scheduled date(s) or time(s) less than 30 days prior to the start of the tournament, for any reason other than inclement weather (as determined by the City), the Tournament Host may be subject to pay the City a penalty fee in addition to their tournament fees at a rate of \$2,000 per day and may not receive any additional tournament dates.
3. Rental of Soccer fields for games shall include the marking of fields, goals, and corner flags. However, teams may not use the goal areas during warm ups or in practices.
4. Rental of Football fields for games shall include the initial marking of fields and goal posts. It shall be the sole responsibility of the Renter to provide yard markers, chains, scoreboards, etc.
5. Rental of fields for Lacrosse games shall include the goals. However, teams may not use the goal areas during warm ups or in practices.
6. In all cases, games/activities shall end no later than 11:00 PM

Article V. Use Regulations

1. **Reservations/ Field Use:** Reservations are for the designated field(s) only. Use of the field/facility is limited to the activity specified on the Field Use Permit. If the field(s) is utilized for a purpose not designated on the approved permit, additional charges will be assessed.
2. **Field Use Time:** Field use begins and ends at the times stated on the Field Use Permit, including inspections, set-up and clean-up. Groups are not allowed on the fields prior to the start time stated on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the Field Use Permit.
3. **Pre/Post Use Inspections:** Groups shall inspect the fields/facility prior to and subsequent to each use to determine whether conditions are safe and/or appropriate for any intended use. Groups shall promptly advise The City of Wentzville Parks and Recreation Department of any unsafe/dangerous condition.
4. **Admission/Gate Fees:** Unless specifically stated on the Field Use Permit, it is understood that the rental is not for fundraising purposes, and that no admission/parking/gate fee is to be charged.
5. **Vendors:** Outside vendors of any nature are not allowed to conduct business on the premises unless approved in writing, in advance, by the City of Wentzville. A Vendor Agreement must be in place.
6. **Training Equipment:** No apparatus or equipment may be located on or near the field unless the use and location of equipment has received prior written approval. The Field Use Permit must contain that approval.
7. **Shade Structures:** All tents, awnings, canopies and temporary structures larger than 10 ft. X 10 ft. must have prior written approval. The Field Use Permit must contain that approval. All tents, awnings, canopies and temporary structures must be anchored down with weights or sandbags.
8. **Responsible Party:** The Field Use Permit and the responsible party (person, 21 years of age or older, who officially rented the field) must be on-site when the field is being used. If this is not possible, prior approval from Wentzville Parks and Recreation must be granted and the name of the responsible party documented on Field Use Permit.
9. **Vehicles:** Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones.
10. **Lights:** Field Use Permit holders whose permits allow for the use of the lights are responsible for turning field lights on and off except for fields with lights on automated timers. Permit holders are subject to penalty charge of \$200 per field for failing to turn off lights.

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11. **PA System/Scoreboard:** Only City staff will be allowed to set up the sound system/scoreboard. The Field Use Permit holder shall provide an operator, over the age of 16, to receive instruction on the use of this equipment. Permit holders are subject to penalty charge of \$200 per field for failing to turn off PA system or Scoreboard.
12. **Noise/Sound Systems:** Amplified sounds of any sort are not allowed on any field without City of Wentzville approval. Small boom boxes are allowed as long as the sound is inside of the city ordinance. (ord # 405.520)
13. **Goals & Goal Placement:** No climbing on or moving of permanent goals is allowed. Goal placement will be indicated on the Field Use Permit. Portable goals and/or markers are allowed, but must be removed daily. Portable goals provided by the City will be locked on concrete pads near midfield. Renters who would like access to those goals will be given the lock code and are expected to unlock the goals, move the goals to their desired location, weigh the goals down with the sandbags provided by the City during use and lock the goals back up on the concrete pad at the conclusion of their rental. Renters who do not put portable goals back on the concrete pad and lock them may be subject to a penalty charge. Portable goals provided by the City shall remain on the field that they are locked on. Renters who move portable goals to another field may be subject to a penalty charge.
14. **Animals:** Animals of any sort are NOT ALLOWED on any field/turf area. The only exception is certified service animals.
15. **Cooking Equipment:** Grills or other open cooking equipment are prohibited from all athletic fields.
16. **Glass Containers:** Glass containers of any kind are prohibited on all park properties.
17. **REGULATIONS RELATED, SPECIFICALLY, TO FIELDS WITH SYNTHETIC TURF**
 - A. Tables, chairs tents, or other shade structures will not be allowed on the synthetic turf surfaces.
 - B. Golfing of other non-authorized use is prohibited on the synthetic turf surfaces.
 - C. Wheeled devices, including but not limited to motorized vehicles, bikes, wagons, inline skates, scooters and skateboards are not allowed on the synthetic turf. Exceptions, emergency personnel and ADA accommodations.
 - D. Animals are NOT ALLOWED on the synthetic turf area.
 - E. **Paint/Marking:** No painting or marking of any sort is permitted on the synthetic turf. This includes powders and tape of any kind.
 - F. **Field Markers:** Only free standing field markers and sports equipment may be used on the synthetic turf surfaces. NO stakes, posts, poles, or markers of any kind may be driven into the synthetic turf surfaces.
 - G. **Food:** No food (including sunflower seeds), gum, or chewing tobacco is allowed on the synthetic turf surfaces.
 - H. **Beverages:** No alcoholic, carbonated, energy or juices are allowed on the synthetic turf surfaces.
 - I. **Water:** No flavored waters of any sort will be allowed on the synthetic turf surfaces. Plain water bottles and water coolers are permitted.
 - J. **Shoes:** Clean athletic shoes (free of mud) and plastic (soft) spikes are permissible, metal spikes are not allowed.
 - K. **Spectators:** During athletic competitions, all spectators shall remain off the synthetic turf areas.

Article VI. Inclement Weather

When no City staff are present, it is the responsibility of the Field Use Permit Holder to determine if threatening weather warrants postponing or canceling play in the best interest of safety for the players and spectators. If that occurs, the Field Use Permit Holder must call the Parks Field Supervisor Phone at (636)357-7359 or the Park Front Desk at (636)332-9236 if they cannot reach the Parks Field Supervisor to inform the City of that decision.

When City staff are present, they will work with the Permit Holder and Officials to determine the appropriate course of action when inclement weather is encountered. However, the City of Wentzville reserves the right to postpone, cancel or delay any activity within the Parks due to inclement weather.

Credits/refunds will be considered when inclement weather meets the following criteria. Inclement weather consists of but is not limited to a wind-chill of 20 degrees or below or a heat index of 105 or higher at the time of the rental. Rentals are delayed when lightning is within 10 miles of the facility. Rentals may resume once the last strike of lightning within 10 miles of the facility has been outside of 10 miles for 30 minutes. If lightning is lingering in the area with no signs of leaving, rentals will be cancelled. Field Use Permit Holders who cancel on their own prior to their rental time or for reasons not stated above, may not receive a refund or credit. Any inclement weather that falls outside of the mentioned criteria will be determined by the City.

If an activity becomes disrupted by weather, the following policies will be enforced:

1. If the activity is halted before it begins (you never get to the field or start setup), the reservation fee will be refunded or credited in full.
2. If the activity commences (set up and/or play begins) before being halted by weather conditions, the Field Use Permit Holder will receive a prorated refund/credit.

Article VII. Field Rental Rates

1. All field rental rates are listed on pages 2 & 3.

Article VIII. Other Charges

1. **Concessions:** The City shall retain sole and exclusive right to sell concessions at all athletic fields and facilities.
2. **Gate Admission:** Charging an admission to any event or activity conducted on athletic fields or other recreational facilities is strictly prohibited unless prior approval has been granted in writing by the Director of Parks and Recreation. If granted a negotiated percentage shall be established in the Field Use Permit.
3. **Novelty Sales:** Sale of T-shirts, hats and other novelties shall have the prior approval of the Director of Parks and Recreation.

Article IX. Refunds

The Field Use Permit Holder must cancel reservations no less than 10 days prior to reserved date in order to receive a credit/refund (for Tournaments it shall be 30 days in advance of the event). Standard departmental processing fees of 25% shall apply in any cancellation situation. (Non-use due to inclement weather conditions will be taken into consideration and permit holder may be credited/refunded for all time not used.) Credits/refunds will not be applicable for groups renting 500+ hours.

Article X. Maintenance Activities

Athletic fields will be closed periodically throughout the year for maintenance. While these dates are subject to change due to uncontrollable variables such as weather, the City of Wentzville will be blocking the fields for maintenance and provided a schedule of thus dates. Should the fields become available during these dates they will be made available on a first-come, first-served basis.