



Permit # _____

City of Plainwell Sports Team Field Rental Application

For rental of a sports field in Kenyon Park: 929 Lincoln Pkwy

If you would like to rent one of the Kenyon Park sports fields, please complete the application form below. Your rental will not be secured until the following items are received and approved by the City:

1. A completed and signed sports team field rental application form
2. Acknowledgement of City of Plainwell park rules and reservation policies
3. Completed hold harmless agreement
4. All rental fees paid in full

Date of application: _____

Applicant Information: City Resident/Business Non-city Resident

Contact Name: _____

Organization Name (if applicable): _____

Profit Nonprofit

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Rental Information:

One day event- Date requested: _____ Start Time: _____ End Time: _____

OR

Multiple day rental- Starting Date: _____ Ending date: _____ # of weeks: _____

Day(s) of field use: Sun Mon Tues Wed Thurs Fri Sat

Start time: _____ End time: _____

Type of team/sport: _____

Number of People Expected to Attend (per session if multiple dates): _____

Location of reservation:

Kenyon Park Open Field

Kenyon Park Softball Fields- # of fields requested: 1 2 3

Fee Schedule

Fields	Max 2-hour rental* City of Plainwell Resident	Max 2-hour rental* Non-City Resident
Open Field	\$25 per day	\$50 per day
1 softball field	\$25 per day	\$50 per day
2 softball fields	\$50 per day	\$100 per day
3 softball fields	\$75 per day	\$150 per day

*Rental prices are per fields, per day. For ongoing teams/leagues, rates are multiplied by the number of days per week needed, by the number of weeks needed. (Ex: City of Plainwell resident, 1 field needed, twice a week, for 6 weeks= \$300 total rental cost)

Fields	Full day tournament rental City of Plainwell Resident	Full day tournament rental Non-City Resident
Open Field	\$75 per day	\$150 per day
Softball Fields	\$100 per day	\$200 per day

Rental Policies and Park Rules

1. Reservations must be made at least one week in advance, and will be approved on a first come, first serve basis upon completion of all application requirements.
2. In the event of a cancellation, a full refund will be granted if requested at least seven days prior to the date of the event. Refunds will be issues via a paper check mailed within 30 days.
3. The City will post a notice at the reservation site prior to the rental to indicate that the area has been reserved, but you should also **bring a copy of your permit** as well. Please note that the reservation only applies to the requested area, i.e. the sports field, and the rest of **the park must remain open to the public**. If there are any conflicts regarding a reserved space, contact Public Safety at 269-685-9858.
4. **Renters are responsible for cleaning and restoring the site after the rental.** This includes removing all extra trash bags from the reservation site upon completion of the event. The cost of any employee overtime incurred because of a permittee's failure to clean and/or restore the site following the event will be invoiced to the applicant on the park reservation.
5. Everyone in the park or facility, including the applicant and those attending, shall comply with all city rules, City Ordinances and all other laws.
6. Alcohol is not permitted in City parks.

City of Plainwell Hold Harmless Agreement

This reservation applicant or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Plainwell (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payment have been met.

Signature of Applicant: _____ Date: _____

- I understand that the park is a public area and will remain open to the public during my gathering.
- I have read and agree to comply with the City of Plainwell reservation policies and park rules.
- I understand that it is my responsibility to clean the site after the event, including removing extra trash from the area. Failure to comply with this rule may result in being billed for any employee overtime required to clean the park.

Signature of Applicant: _____ Date: _____

Please Send Completed Applications To:

City of Plainwell
211 N. Main Street
Plainwell, MI 49080
269-685-6821
Or email to: contactus@plainwell.org

Administrative Use Only:

Cost: _____ (field cost) X _____ (# of times per week) X _____ (# of weeks)= _____ total fee

Received by: _____ Date: _____ Amount paid: _____ cash/CC/check # _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Application approved | <input type="checkbox"/> Permit # assigned | <input type="checkbox"/> Event on calendar |
| <input type="checkbox"/> Application scanned and logged | <input type="checkbox"/> Email DPW/DPS | <input type="checkbox"/> Notice posted before event |