

City of Wray
Baker Field Rental Form

(please print)

Contact Name: _____

Organization: _____

Address: _____ **City/State/Zip:** _____

Phone: _____ **Cell Phone:** _____

Please check the field you would like to reserve: (check all that apply)

West Baseball Field
 East Softball Field

North T-Ball Field
 South T-Ball Field

Note: A fee will be charged for individuals, companies or groups who wish to reserve ballfields for practices, games or tournaments. Please see the fee schedule on this form. All field rental fees must be paid at the time of reservation to secure dates. A 48 hour cancellation notice is required for a refund. Failure to pay in accordance with these guidelines will deny access to the fields.

Date(s) of event: _____ **Expected attendance:** _____

Starting time: (each day) _____ **Ending time: (each day)** _____

Description of activity/tournament: (i.e., age of participants, league/tournament name, etc)

Please list any special needs you may have concerning your request:

The City of Wray Recreation Department sanctions the use of the ballfields in the City of Wray, provided the use does not interfere with the recreation departments events and activities. Ballfields may be reserved by individuals, companies, schools or organizations and are subject to the terms and conditions listed herein and elsewhere with the code of Wray. The City reserves the facilities on a first come/first serve basis and all City Recreation related functions will receive highest priority.

Rental Fees:

Deposit	\$150 (will be returned upon inspection of facility)
Leagues	\$150 per team
Facility Rental Fee (Single Field)	\$150 per day
Facility Rental Fee (Double Field)	\$300 per day
Use of Lighting	\$50 per day

***** Please see the back of this rental form for rental rules and regulations. *****

I agree to be fully responsible for the facilities per conditions as outlined in this reservation request. I understand that this request should be returned to the City of Wray Recreation Director before the desired event date and that the application is subject to the approval of the Wray Recreation Department.

Signature

Date

Rental Form Rules and Regulations

1. All team captains for each team will be responsible for signing and returning a separate Baker Field Rules and Regulations Contract prior to using the Baker Field Complex. Failure to abide by all the Baker Field Rules and Regulations can result in denial of facility reservations in the future.
2. All field reservation requests must be submitted on the appropriate form to the Recreation Department.
3. All requests are subject to approval by the Recreation Department.
4. Use of smoking, drugs and alcoholic beverages are prohibited.
5. Glass bottles/containers are prohibited.
6. All animals are prohibited from being on the playing fields. Leashed/Service animals are permitted.
7. Baker Field is closed between 11:00 p.m. - 5:00 a.m. Enforced by City Ordinance #377 - A
8. Reserving person/organization is responsible for any and all damages incurred to the facilities, which were a result of the event scheduled. You are also held totally liable for injury to person or persons using facilities during the rental period. Lessee obligates itself to Indemnify and save harmless the City of Wray, 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.
9. Reserving person/organization is responsible for locking and unlocking all scheduled equipment and facilities. (i.e. turning off lights, locking all doors and gates, turning off scoreboards) A set of keys will be assigned to the lessee which will be returned to the Recreation Director or the City Hall after hours lock box immediately following the scheduled activity. Failure to return keys promptly after scheduled activity will result in denial of facility reservations in the future. Duplicating any keys is strictly prohibited.
10. Reserving person/organization are responsible for picking up all trash around the entire facility. Failure to leave the facility in original condition will result in loss of deposit and/or denial of facility reservations in the future.
11. Under no circumstances can the facility be subleased at any time.
12. Concession stand can be made available if requested and if staffing can be arranged.
13. Rental is for ballfields only. Admission may be charged at designated locations, however, access cannot be denied to those using the park for exercise, walking paths, other fields not reserved, etc.
14. Special requests are subject to the approval of the Recreation Director.

City of Wray Recreation Department • 245 W. 4th Street, Wray, CO 80758 • 970-332-4419

(For Department Use Only)

Amount Paid _____	Cash/Check	Check# _____	Approved By _____	Date _____
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