



## Park Facility Reservation Request

Thank you for choosing to have your event at a City of Wilmington Parks and Recreation facility.

Whenever any part of a park facility is planned for exclusive use, the request must be approved by the City of Wilmington Park Board or their designee. This includes tournaments, outside leagues, clinics, festivals, concerts, races using trails and other events.

The process for reserving park facilities (excluding shelter houses) includes:

1. Submission of an application for Park Board review.
2. Acceptance, conditional acceptance, or denial of the request.
3. Contract developed for the event (if applicable).
4. Payment of deposit by requestor (as required).
5. Payment to Park Board for facility use, as applicable, within 30 days of the event.

### Please make all checks payable to

Wilmington Parks & Recreation  
69 N. South Street  
Wilmington, OH 45177



# WILMINGTON

PARKS & REC

*time well spent*

Name of Team/Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of User/Tournament Director \_\_\_\_\_  
(First) (Last)

Home Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Fax Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ a.m./p.m.  
(From) (To)

Purpose of Facility Rental: \_\_\_\_\_

Number of Teams or Attendees Anticipated: \_\_\_\_\_

Please specify the area of park to be used (field list is below): \_\_\_\_\_

Are there any special set up requirements? (please be specific) \_\_\_\_\_

### Field/Area Requested

\_\_\_ Kiwanis Field (Youth, Denver Williams Park) 150 ft. fence, no lights, max. 60 ft. bases

\_\_\_ Sims Field (Youth, Denver Williams Park) 175' fence, max 60 ft. bases

\_\_\_ Rotary Field (Youth, Denver Williams Park) 200'fence, max 70 ft. bases

\_\_\_ CEP Field (Denver Williams Park) 300+' Fence, max 90 ft. bases

\_\_\_ OSP Field (Denver Williams Park) 300+' Fence, max 80 ft. bases

\_\_\_ Wilmington Savings Field (David Williams Park) 300+' fence, max 90 ft. bases

\_\_\_ Soccer Fields (specify field location) \_\_\_\_\_

\_\_\_ Other Park Area, including trails (please specify) \_\_\_\_\_



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## Use Policy and Rates (where applicable)

- For baseball fields the daily cost is \$75/day per field; \$25 per field if lights are used. Fee includes set up at the start of the day for each field (dragging and chalking). Ongoing field prep will be the responsibility of the tournament director or may be arranged for \$30/hr per park employee (minimum two hours per day, per City Human Resources policy).
- Small, local bona fide charity/benefit tournaments will be handled on a cost plus 20% basis. Cost estimates will be provided based on a case-by-case basis.
- \$250 deposit per weekend is required, with 30 days of confirmation of the dates. Post-event cleaning costs, supplies, cancellation fee, etc. will be taken out of the deposit if needed.
- Additional supplies as needed: Game On/Diamond Dry \$15/bag; Additional chalk - \$10/bag. Standard bases will be supplied.
- Costs associated with damage done to park facility attributable to the tournament will be reimbursed to the Park Board.
- \$50/day for use of office area or storage area.
- Janitorial services may be arranged for \$30/hr (minimum two hours per day, per City Human Resources policy) or the event/tournament director may commit to handle the duties, including restroom cleaning, resupplying, trash bagging and disposition of trash, according the park standards. All trash must be placed in dumpsters.
- Based on the size of the tournament, the Parks and Recreation Superintendent may determine the need for additional porta-potties or extra servicing and those costs will be passed on directly to the event/tournament director.
- Payment of rental fees and additional incurred expenses are to be made to the City of Wilmington Park Board within 30 days of the tournament.
- Concessions will be arranged on a case-by-case basis. All Clinton County Health Department standards must be met by whomever provides food services.
- Tournament and event directors will be required to meet City of Wilmington Risk Management insurance standards.
- Any items moved by the event/tournament director or participants must be returned to its original location and condition.
- The event/tournament director is responsible for ensuring that all city, state, and federal laws, statute, ordinances and policies are obeyed. No alcoholic beverages or illegal substances are permitted at any time on city property. The discipline of participants and spectators must be assured by the event/tournament coordinator.
- Parks and Recreation staff will determine the playability of athletic fields.
- No overnight camping is permitted without written permission from the Park and Recreation Superintendent.
- A copy of the details of the event schedule must be submitted at least one week before the event.
- Usage fees for other areas of the park may apply and will be considered on a case by case basis.
- Cancellations less than 14 days in advance will be subject to a \$50 fee.
- No permanent paint may be used, without written permission from the Parks and Recreation Superintendent, including trail marking.
- Park facilities are subject to close from time to time based on seasonality and maintenance requirements.

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I hereby acknowledge that I have read and fully understand the above terms and conditions and agree to abide by them. I understand that any information provided may be subject to Ohio Records Law. I understand that this is a request, which must be approved by the Park Board or their designee, prior to the confirmation of a reservation.

Event/Tournament Director: \_\_\_\_\_ (Signature)

## Below for Wilmington Park & Recreation use only.

Date Received \_\_\_\_\_ Park Board Approval \_\_\_\_\_