

The City of Wilmington Parks and Recreation



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2016 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 shelterhouses) 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.
 4. Payment of deposit by requestor (as required).
 5. Payment to Park Board for facility use, as applicable, within 30 days of the event.
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2016 City of Wilmington Park Facility Reservation Request

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 70 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 90 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) _____

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 \$25/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.
- \$30/day for use of office area or storage area.
- Janitorial services may be arranged for \$25/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 Director 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.
- The following 2016 dates are currently not available for rental – May 27-30, June 9-12, June 17-19 July 2-4, Sept 2-5.
- 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 Director.
- 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 Director, including trail marking.
- Park facilities are subject to close from time to time based on seasonality and maintenance requirements.

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 WP&R use only.

Date Received _____ Park Board Approval _____

Comments/Additional Information: _____

