

Waverly Parks & Recreation Department

Field Rental Agreement and Policies

Contact Information:

Shayna Murrell, Parks and Recreation Director, 402-786-2312 or parkreccdirector@citywaverly.com

Practice Schedules:

Each team should elect one representative to communicate with the Parks and Recreation Director for all team scheduling. Practices are available in 1 hour increments. Select teams with more than 50% of the roster from Waverly may schedule practices at Wayne Park (Fields 1 and 2), Community Foundation (Fields A and B) and Lawson Park (Field 2, 3, 4 and 5) in the Spring, when the City confirms the fields are healthy enough to maintain a practice through April 1st. After April 15th, teams will then be able to schedule practices back at Lawson if those time slots are available. No outside Waverly teams will be able to use our facilities for practices.

Wayne Park Fields

Field #1 (Lights)

Field #2 (No Lights)

Jaycee Park Fields

Field North (No Lights)

Field South (No Lights)

Lawson Park

Smart Chicken Field #2 (Lights)

Horizon Bank Field #3 (Lights)

Trackside Field #4 (Lights)

New Addition Field #5 (No Lights)

Practice Preparation:

All fields will be dragged prior to the first practice Monday-Friday. Teams will be required to return the field to its original form after practice. This may require raking or dragging around the bases, home plate area, and pitcher mound. Coaches are allowed to move bases and the pitchers rubber.

Game/Scrimmage Preparation:

All fields will be dragged at the beginning of each weekday by the City of Waverly Monday-Friday. Coaches will be given a key to the storage room to access field prep tools. Tools will include drag, rakes, line marker, field chalk, chalk line, bases, mound, and base tool. Teams will be required to return the field to its original form after the game. This may require raking or dragging around the bases, home plate area, and pitcher mound. Coaches are allowed to move bases and the pitchers rubber.

Ball Field Priority System:

When scheduling ball fields, the City of Waverly Parks & Recreation Department prioritizes users in the following order:

1. City of Waverly Sponsored Activities
2. Waverly Community Youth Organizations
3. Waverly Community Adult Organizations
4. School District 145 Groups
5. Other Youth Organizations
6. Other Adult Organizations

The following considerations will be made when allocating field time:

1. A field's configuration and size will determine the age group scheduled.
2. Highest quality fields will be reserved for game use during peak season.
3. A team's age level may receive priority for earlier practices and game times.
4. The number of teams requesting use of a field may force allocation of available time.

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1. All rentals must be scheduled through the Parks and Recreation Director.
2. Field rental will not be officially scheduled until all fees are paid and rental agreement signed.
3. Fields will be rented on a first come first served basis and follow the ball field priority system.
4. All City sponsored programs and events take priority over outside rentals.
5. All organizations will need to submit a roster that includes the following; kids first and last name, parents name, and home address. Rosters must consist of 50% of Waverly players and coaches. If it does not, a practice fee will be required.
6. In case of inclement weather, no fields will be allowed to be played upon that are not in playable condition.
7. The City of Waverly may refuse rental to anyone. Reasons may include, but are not limited to: non-payment, abuse of facilities, sportsmanship issues, lack of supervision, disregarding policy.
8. Field reservations must be made 48hrs in advance during the work week (8am -4:30pm) or the request is not guaranteed.
9. Alcoholic beverages, illegal drugs, and smoking are prohibited at all City Parks and Facilities.
10. No outside concessions are allowed, the concessions will be provided by the City.
11. No driving of any vehicle on the grass or walking paths unless authorized by the Parks and Rec. Director
12. No soft toss hitting against any chain link fence.
13. ATVs and golf carts are not allowed in the facility or on the fields unless authorized by the Parks and Rec. Director.
14. Before leaving, the facility must be cleaned up and all garbage put in trash cans. This includes parking lot. If facility is not cleaned, deposit will be kept.
15. Renters will be responsible for locking and unlocking all scheduled equipment and facilities. (ie. Shutting lights off, locking all doors and gates)
16. Under no circumstances can a facility be sub-leased at any time.
17. Reserving Organizations/Personnel shall be responsible for any and all damages incurred to the facilities which were a result of the event scheduled. You are also totally liable for injury to person or persons using facility during the rental period. Renter obligates itself to indemnify and save harmless The City of Waverly, 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.
18. A \$100 security deposit is required on each rental. Any damage done to the facility, including costs of clean up and garbage removal will be subtracted from the security deposit. Security deposit may also be retained in the event that the contract is not adhered to.

*All equipment used to prep the field must be return to the equipment room immediately after use. (Other teams may need to use equipment for field prep)

I/WE AGREE TO BE FULLY RESPONSIBLE FOR THE FACILITIES PER CONDITIONS AS STATED IN THE AGREEMENT. I UNDERSTAND THAT THIS REQUEST SHOULD BE RETURNED TO WAVERLY PARKS AND RECREATION BEFORE THE DESIRED EVENT DATE AND THAT APPLICATION IS SUBJECT TO THE APPROVAL OF WAVERLY PARKS AND RECREATION DIRECTOR.

SIGNATURE: _____

DATE: _____

**Waverly Parks & Recreation Department
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Date: _____
Name of Organization/Personnel: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell: _____
E-mail: _____
Team: Baseball ___ Or Softball ___ Base Distance: _____ FT. Pitching Distance: _____ FT.

Check Field Requested

Dates Requested and Times

Community Foundation

___ Field North

___ Field South

Wayne Park

___ Field #1

___ Field #2

Lawson Park

___ Smart Chicken Field #2

___ Horizon Bank Field #3

___ Trackside Field #4

___ New Addition Field #5

PRACTICE FEE: \$25/hr per practice for Non-Waverly based teams.

GAME FEE: \$25/hr for Waverly based teams, \$35/hr for Non-Waverly based teams, \$10/hr for lights.

TOURNAMENTS: (*NEWLY ADDED FOR 2025*) Waverly based team tournaments will pay on a per game basis \$25/hr with one game free per field. Non-Waverly based teams will pay on a per game basis \$35/hr and \$10/hr for lights.

DEPOSIT: GAMES/TOURNAMENTS: \$100 (4+ games deposit required, if less than, just the game fee is applied) will be processed right away and taken off grand total.

PRACTICES: Fees must be paid at the beginning of the season once all practices are scheduled. If you would like to schedule additional after, you must write another check. If a practice is cancelled or gets rained out, it will be logged and a refund check will be issued at the end of the season.

Yes ___ No ___ **TEAM INSURANCE** Applicants must provide \$1,000,000 liability insurance coverage with the City of Waverly named as an additional insured for games only.

- *For your personal safety and protection please be alert to flying balls and bats that may leave the playing field.
- *Batting or throwing balls into the fence is prohibited.
- *No pets, bikes, or skateboards allowed inside complex area.
- *Alcohol and smoking is prohibited.
- *Authorized vehicles only.

MAIL CHECKS TO: PO BOX 427, WAVERLY, NE 68462

Office Use Only

Date Paid: _____ Amount Paid: \$ _____ CASH: ___ CHECK # _____
Deposit Return Approved: YES ___ NO ___ Date Deposit Return Approved: _____