

HILLSBORO RECREATION COMMISSION
Sports Field Rental Policies and Procedures

Hillsboro Recreation Commission (HRC) sports fields' applicants must read the following rules and regulations, and initial each to verify acceptance.

RESERVATIONS

- _____ 1. All sports field usage requests must be submitted to the HRC Director, who will then review the request with the Hillsboro Recreation Commission. The Commission and the Director will then determine if the request is to be accepted or denied.
- _____ 2. Reservation requests must be made to the Hillsboro Recreation Commission Monthly Meeting (2nd Wednesday of the Month). A deposit must be paid no later than one week prior to the event. The deposit will be half of the estimated fees, based on the rental fees defined on the Facility Request Form

FACILITIES

- _____ 3. Facilities are available from 7:00 a.m.-11:00 p.m. Use of facilities other than during these times must be requested in written correspondence to the Hillsboro Recreation Commission. HRC programs, USD #410 and Tabor college Women's Varsity Softball are given scheduling priority at all HRC facilities.
- _____ 4. HRC staff person will determine the playability of fields. HRC reserves the right to postpone or cancel any games and/or tournaments due to inclement weather or for any reasons deemed necessary.
- _____ 5. An HRC Field Staff Person must be present for all tournaments scheduled on HRC facilities. The HRC Director will assign the Staff Person.
- _____ 6. The \$20 field set-up fee is for routine "dry field" maintenance only. If additional staffing is needed to prepare wet fields, the tournament organizer will be billed after the event at a rate of \$10./hour/person. Tournament organizers may arrange for their own volunteer wet field assistance, but only under supervision of HRC staff.

AMENITIES

- _____ 7. Scoreboards may be used during events. Organizers will be responsible for securing scorekeepers, and for ensuring proper use and care of the scoreboard consoles.
- _____ 8. Lights will be billed at \$20 Per Hour to the closest half hour along with a minimum \$16 fee to cover the cost of turning on and off the lights, if the event is not already paying a hourly rate for a HRC staff person.
- _____ 9. The HRC and Director must approve the use of vendors during events and will require a minimum 10% of gross sales from the vendor or tournament group.
- _____ 10. Organizations, groups and individuals who wish to sell concessions may request to do so with the current vendor under contract with the Hillsboro Recreation Commission and the City of Hillsboro. The Hillsboro Recreation Commission will be paid 10% of the net profits made by the person(s) renting the facility

OTHERS

- _____ 11. IF the HRC Director is having to do the duties of the tournament Director a \$15 per hour fee will be charged for the hours of the tournament plus the added hours not covered by the tournament.
- _____ 12. Alcoholic beverages are prohibited in any City of Hillsboro park and/or sports facility.
- _____ 13. No vehicles(AVT's, Gators, ETC.) allowed on the any field without written permission by the Recreation Director
- _____ 14. Event organizers are responsible for controlling litter during events, and for picking up all litter upon conclusion of the event. This includes, but is not limited to, litter in dugouts, around player benches, in the bleachers and any area from the North gate to the driving range at the south end of complex. The event organizer will be billed at a rate of \$8/hour/person for any HRC staff labor needed to pick up leftover trash.
- _____ 15. Events that are cancelled due to weather, or other factors not under control of the event organizer, will be refunded in full minus any expenses incurred in the process of making the cancellation decision.
- _____ 16. Any damages sustained at the Hillsboro Sports Complex or Memorial Field as a result of usage and/or behavior of both participants and /or bystanders observing the activities, will be reimbursed to the HRC and/or the City of Hillsboro by the organization, group, or individual renting the facility.

Signature of Applicant

Date

HRC Staff Signature

Date