



NEW ALBANY PARKS AND RECREATION SSP INDOOR SCRIMMAGE REQUEST



All information must be completely and correctly filled out for request to be considered.

You may only request one scrimmage date per form.

Name of Group: _____ Requester Name: _____ DOB: _____

Address: _____ City, State, Zip: _____

Primary Phone: _____ Email: _____

Estimated Head Count: _____ * Must be submitted at least 48 hours prior to requested date for consideration.*

Date requested: _____ Time: _____ **to** _____

Total time requested: _____

Rental Rate:

\$75 per 30 min.

Total fee: \$ _____ Payment method: Cash Visa Mastercard Receipt #: _____

I, as representative of the above named group, hereby reserve Silver Street Park (SSP) indoor turf to host a scrimmage on the above listed date and time. As the legally responsible party for this group, I understand it is my duty to see that all park rules are obeyed by the group while using the facilities. The following rules and regulations are applicable to the user of all fields within the New Albany Park system. All reservations are on a first come, first served basis. A reservation is not confirmed until payment is received.

PLEASE READ CAREFULLY: I, as group representative and renter, understand that . . .

- Permission to reserve SSP indoor turf will be granted only when the function can be reasonably accommodated by the park system. Such use must not unduly interfere with the rights of the general public and will not present a clear and present danger to public health and safety in the community.
- Any person(s) requesting the indoor turf must be 21 years of age or older.
- I am responsible for the supervision of my group.
- New Albany Parks and Recreation does not assume responsibility for any lost or stolen personal property. Each individual must take reasonable precautions to protect his or her personal property and keep all personal property under observation or in a secured area. If anyone does become a victim of theft, it should immediately be reported to the Police.
- I am responsible for any damage(s) incurred to the property, and I am responsible for the cleaning and trash/debris pick up of the indoor turf and all areas used as a result of my reservation. I am also responsible for making sure the indoor turf and all areas used are restored to the state in which they were reserved. Any additional clean-up of the area by park employees will be billed to the user at the rate of \$25 per hour (with a minimum charge of \$25) plus the cost of materials to repair any damages.
- Vehicles must park within the parking lots at all times.
- Any agreement for the use of the indoor turf may be terminated should the circumstances dictate that it is needed for department maintenance, programs, and/or tournaments. In such situations, at least 5 days' notice will be given to the renter of the indoor turf, and the renter will need to request alternate fields, dates, and/or times should this happen.

Please see reverse side of form.

- If cancelling a reservation, a 50% refund will be allowed only if notified no later than 30 days prior to scheduled event. Refund checks may take up to 30 days to process. **No refunds are given for inclement weather.** Due to the nature of reservations at Silver Street Park on the indoor turf, we will be unable to accommodate changes of reservation dates once a reservation has been confirmed and payment has been made. We understand special circumstances can arise unexpectedly necessitating a last minute cancellation or change of plans. In this event, please contact our offices to discuss your special circumstances and possible options.
- No persons shall be allowed to possess, consume, or bring alcoholic beverages onto any New Albany Parks and Recreation property.
- No drugs, illegal firearms, or fireworks are allowed within the park boundaries.
- No glass containers are permitted on park property.
- Smoking or tobacco product usage (including usage of e-cigarettes or vaping) is not permitted.

***Please Note:** Violations of park rules may result in a group being asked to leave the park property with no refund of the reservation fee.

By signing this contract, I, the undersigned, clearly understand and have received the policies regarding reservations at Silver Street Park and will be responsible for my group complying with all rules and regulations contained within. I agree to be responsible for taking all reasonable and necessary actions to insure the safety of the persons and property of all participants in the events during the rental period, including but not limited to, employees, participants associates, guests, spectators, and any member of the public in attendance at any of the events being held by my group at the facility. I assume full responsibility for the supervision of my group and agree to defend, indemnify, and to hold harmless New Albany Parks and Recreation and the City of New Albany, its owners, agents, servants, and/or employees from all claims for any liability, responsibility, injury, loss, damage or expense, including attorneys' fees, in any way connected with the use of Park property. I understand that use of any Park property is voluntary, and I voluntarily assume and accept personal responsibility for any injury, liability, loss or damage arising from any and all risks, known and unknown, foreseeable and unforeseeable, in any way connected with use of Park property.

The above named group has first rights to the indoor turf at Silver Street Park during the time period specified.

_____	_____
GROUP REPRESENTATIVE	DATE
_____	_____
STAFF REPRESENTATIVE	DATE

Thank you!

If interested in hosting tournaments at any locations, please contact the Parks Department by email at parks@cityofnewalbany.com.

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