



# NEW ALBANY PARKS AND RECREATION FIELD REQUEST/RESERVATION



Please check one ball field below and the day(s) and time(s) you wish to request.  
You may only request one field per form.

Name of Group: \_\_\_\_\_ Requester Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Head Count: \_\_\_\_\_ **\*All information must be completely and correctly filled out for request to be considered.**

**Park Name, Location & Fields:**

BINFORD PARK (SOCCER) 1701 Graybrook Lane	SILVER STREET PARK (OUTDOOR) 2043 Silver Street	SILVER STREET PARK (INDOOR) 2043 Silver Street	CANNON ACRES (SOCCER) 1935 Budd Road	BICKNELL PARK 315 Silver Street
_____ U6 Field	_____ U8 Field	_____ Full Field	_____ U6 Field	_____ U12 Field
_____ U8 Field	_____ U14 Field	_____ Batting Cage w/ field rental	_____ U8 Field	_____ Football Field
_____ U10 Field	_____ Football Field		_____ U12 Field	
_____ U12 Field				

Date(s) requested: \_\_\_\_\_ Time: \_\_\_\_\_ **to** \_\_\_\_\_

**Rates per field:**

Binford: \$20 per 30 min.

Silver Street (outdoor fields): \$25 per 30min. for Full Field – If lights are needed, add \$10 per 30min.; \$20 per 30min. for Small Field

Silver Street (indoor field): Rates vary. For additional information, contact the Parks Staff at 812-949-5448 or [parks@cityofnewalbany.com](mailto:parks@cityofnewalbany.com).

Cannon Acres/Bicknell: Rates vary. For additional information, contact the Parks Staff at 812-949-5448 or [parks@cityofnewalbany.com](mailto:parks@cityofnewalbany.com).

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

I, as representative of the above named group, hereby reserve the field(s) for the above listed date(s) and time(s). 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 Binford Park, Silver Street Park, and/or Cannon Acres 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 a ball field must be 21 years of age or older.
- I am responsible for the supervision of my group.
- The Parks department does not assume responsibility for any lost or stolen personal property. Each individual must take reasonable precautions to protect his or her personal property. Please keep all personal property under observation or in a secured area. If you do become a victim of theft, immediately report it 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 ball field and all areas used as a result of my reservation. I am also responsible for making sure the ball field 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.

*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. For locations other than the Indoor Turf at Silver Street Park, we will be happy to work with you to find an alternate date if we are notified at least 14 days prior to the reservation date. The reservation date can only be changed one (1) time if a change of reservation date is approved. If the rescheduled date is cancelled, no refund will be given and a fee of \$25 or 25% of the reservation fee (whichever is greater) will be applied to your account. We understand special circumstances can arise unexpectedly necessitating a last minute cancellation or change of plans. Please contact our offices to discuss your special circumstances and possible options.
- Any agreement for the use of the ball fields may be terminated should the circumstances dictate that they are needed for department maintenance, programs, and/or tournaments. In such situations, at least 5 days' notice will be given to the renter of the ball field, and the renter will need to request alternate practice fields, dates, and/or times should this happen.
- No persons shall be allowed to possess, consume, or bring alcoholic beverages onto any New Albany Parks and Recreation property.
- No drugs, 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 Binford Park, Silver Street Park, and/or Cannon Acres 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 the New Albany Parks and Recreation department 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 field(s) at the park(s) specified above.*

\_\_\_\_\_  
**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](mailto:parks@cityofnewalbany.com).