



# NEW ALBANY PARKS & RECREATION

## SILVER STREET PARK INDOOR HOURLY REQUEST FORM

2043 SILVER STREET ▪ NEW ALBANY, IN 47150 ▪ PHONE: 812-949-5448

EMAIL: PARKS@CITYOFNEWALBANY.COM

TEAM NAME/AGE GROUP: \_\_\_\_\_ NAME OF RENTER: \_\_\_\_\_ DOB: \_\_\_\_\_

RENTAL PURPOSE/SPORT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Estimated Head Count: \_\_\_\_\_

\* Requests must be submitted at least 48 hours prior to requested date for consideration.\*

**RENTAL RATES:** (1-hour minimum/4.5-hour maximum rental time; times should reflect set up and clean up)

Weekday Rate (8a-3p):  \$30 per 30 minutes

Regular Rate:  \$75 per 30 minutes

Indoor Batting Cage Rental (with turf field rental only):  \$30 per rental

Scrimmage Rate:  \$100 per 30 minutes Total time requested: \_\_\_\_\_

Total fee: \$\_\_\_\_\_ Payment method:  Cash  Credit/Debit card Receipt #: \_\_\_\_\_

I, as group representative and renter, hereby reserve Silver Street Park (SSP) indoor turf 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 New Albany Parks and Recreation. All reservations are on a first come, first served basis. A reservation is not confirmed until payment is received.

**PARK RULES AND REGULATIONS:**

***PLEASE READ CAREFULLY: I, AS GROUP REPRESENTATIVE AND RENTER, UNDERSTAND THAT . . .***

- All posted rules must be observed and enforced.
- I am responsible for the supervision of my group.
- Set up must be done during the scheduled rental time. Any field usage beyond the scheduled start and end time of the rental will be charged to the renter at \$100 per 30 minutes for any portion of the additional 30 minutes.
- The provided safety netting and curtain must fully enclose turf area at all times of active play. **Do not touch the safety netting and/or curtain.** Please contact Parks staff to make any needed adjustments.
- 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 cleanup of the area by park employees will be billed to the user at the rate of \$50 per hour (with a minimum charge of \$50) plus the cost of materials to repair any damages.
- 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.
- The possession and/or consumption of alcoholic beverages is prohibited on park property.
- No drugs, firearms, fireworks, or glass containers are permitted on park property.
- No smoking or tobacco product usage (including usage of e-cigarettes/vaping or smokeless tobacco, like dip or chew) is allowed on park property.

- Vehicles must park within the parking lots in designated parking spaces and cannot impede the flow of traffic or block fire lanes.
- 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. 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.
- 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.
- 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.
- For any additional assistance on the day of your reservation, please contact the on-site staff in person or by calling the after-hours phone at 812.704.8183.

**\*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 ensure 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 team has first rights to the indoor turf at Silver Street Park during the time period specified.*

\_\_\_\_\_  
SIGNATURE OF RENTER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STAFF REPRESENTATIVE

\_\_\_\_\_  
DATE

*Thank you!*

If interested in hosting tournaments at any locations, please contact New Albany Parks & Recreation by email at [parks@cityofnewalbany.com](mailto:parks@cityofnewalbany.com).