

Walker Johnston Park Sports Complex Facility Use Policy: Weekday

I. Priority

- A. The Urbandale Parks and Recreation Department "Department" owns and operates the Walker Johnston Sports Complex and has first priority for use of its facilities for City-sponsored, approved and co-sponsored programs/events. The Department's main objective is to maximize usage of the Complex.
- B. Each February, field reservation will be taken for the upcoming season. Rental season is usually from the beginning of April through the middle of October. Specific dates will be listed on the website.
- C. General Renter Responsibility for Complex Rentals:**
 1. All renters shall comply with all Federal, State and local laws and ordinances, as well as any posted facility rules, printed on agreement form, permit, other written forms, or as directed by staff.
 2. The individual whose signature appears on the Rental Application Form is responsible for the supervision and behavior of participants and spectators. Children under 18 years of age must have adult supervision.
 3. The Department reserves the right to cancel or postpone any activity due to conflicts, disregard of rules and regulations, inclement weather, unsafe playing conditions or other unforeseen situations.
 4. It is recommended that renter has a copy of the Rental Application and approval with them for proof of permission to use the facility. This will clarify any questions as to which dates and timeframes are scheduled on specific fields by the renter.
 5. Prior to use, the renter shall notify the Department of any damages, deficiency, or similar fact observed by him/her at the Complex, in order that such condition might not be attributable and charged to the renter.
 6. The renter shall be responsible for reparation of any theft or damages to equipment, facilities, and grounds as a result of such use.
 7. Any accidents on the premises occurring during use shall be reported immediately to the Department.
 8. Renter must sign an Indemnity/Hold Harmless Statement. The absence of such requirements shall not negate responsibility as follows: In renting, leasing, or making available for use, the City assumes no responsibility for:
 - a. Loss or damage to any property placed on the premises by use.
 - b. Loss or damage to any property or personal effects, including motor vehicles and their contents, of the renter, its members, employees, agents, participants, guests or attendees.
 9. The Department does not endorse or condone any activities or products represented by the renters.
 10. Soft pitching and hitting balls into fencing is prohibited. Renter is required to enforce this rule.
 11. Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility.
 12. No sublet or assignment shall be initiated by the renter unless written consent is given by the Department.
 13. Parking is only allowed in the parking lot. Renter shall prohibit motorized vehicles from driving within the Complex, including the ball field walks from the parking lot. This includes umpires and vendors.
 14. Renters and their participants must abide by the Iowa Smoke Free Air Act. Smoking is prohibited in the Walker Johnston Park Sports Complex in the following areas: inside and next to buildings, seating areas and by entries and exits.
 15. All animals must be licensed and under control by owner by a leash not more than 6' in length. Owner must remove any droppings by the animal on the property. Pets are not allowed onto designated fields of play.
 16. Any request for lights should be indicated on the weekday rental form. If you wish to add lights to a later reservation, you must contact the department and pay for lights 24 hours prior to your rental. If your rental occurs on Sunday, you must contact the Department the Friday before by 9:00am. Lights will come on 10 minutes prior to your rental and stay on 15 minutes after your rental is complete.

WALKER JOHNSTON PARK SPORTS COMPLEX “Rental Agreement” Guidelines: Weekday

The Walker Johnston Park sports complex is owned, managed and maintained by the City of Urbandale.

- Walker Johnston Softball Complex is available for rental the beginning of April through mid-October.
- Weather cancellation: It is the decision of the Parks and Recreation Department if field conditions are suitable for play, prior to 4:00pm. After 4:00pm, the individual renter will make the weather call. If the department cancels reservations due to weather, the renter shall be entitled to a full refund, or transfer of reservation to another date/time.
- Rental Agreement required for all field usage: Use of the fields that are reserved and rented are the only fields that should be used by the renter. All other fields will be made available for rental to other groups or individuals. **No use of fields at the complex is allowed without approved rental agreement with the Urbandale Parks and Recreation Department.** Any use of facility that is not approved and paid for by renter prior to use may result in outstanding/future rental agreement being revoked and no future use allowed.
- Trash Cleanup: Renter is responsible for making sure dugouts and common areas are free of trash and debris and placed in garbage cans at the end of their rental.

Field preparation and maintenance provided by the City:

- For weekday rentals, fields will be prepped (raked and lined) by the City prior to first rental time of the day. Standard set-up is 70 foot bases.

NOTE: Fields on Sunday evening rentals will not be prepped if there is a tournament at the complex on that weekend.

Rental Reservation Fee/Schedule:

1. A confirmed reservation is made when Rental Fees are received and a “Rental Application” is completed, signed and submitted.
2. **FEES** must be paid by check (payable to the City of Urbandale), credit card, cashier’s check or cash and must be paid at the time of the reservation.
3. A cancellation made at least 1 week in advance of the scheduled rental will receive a refund of rental fees. **NO REFUND OF FEES** if cancellation is within 1 week of scheduled use, unless Department cancels due to weather or other unforeseen circumstances.

**For rain or weather related cancellations and/or questions about the complex,
please call the Parks and Recreation office at 515-278-3963.**

