**All Registrants of field/facility rentals shall abide by the following policies and procedures:**

* All Rentals must be made, and balance paid in full at the minimum of 14 days prior to the rental date unless prior arrangements have been made with management. At this time, a permit/receipt will be issued for the rental. Rentals may be made a month in advance, but for no more than 30 days out. All rentals not paid for by the due date, will be released to be available to rent.
* No soft toss into or hitting against any fence.
* No smoking allowed.
* No alcohol allowed.
* All trash/garbage (drink bottles, paper, wrappers, etc.) shall be placed in the provided cans located at each field. The fields shall be left in a clean state for the next renter.
* Bathroom facilities are available for your use. Please flush all toilets after use and place all used paper towels (after washing hands) in the trash receptacles.
* No propping of the bathroom doors open with the trash receptacles.
* If you have paid to use the lights over the ballfield(s), do not set the timer for any more time than you have the field rented for.
* No lewd or improper behavior will be allowed or tolerated during event or at the Park in general.
* Shoes and shirt must be worn at all times.
* Public nudity, vulgarity or offensive song lyrics will not be tolerated during any event. If offensive behavior is observed, the event will be terminated immediately with total forfeiture of all monies paid.
* Renter accepts all responsibility of liability for injuries that occur during the rental period of facility.
	+ Any organized event, tournament, camp, league, etc. that reserves a field/facility will be required to have insurance coverage. The Policy shall consist of Comprehensive General Liability coverage shall be on an “occurrence” basis. Coverage shall include the Park and the Event, including all services and operations in connection therewith, and medical expenses in reference to general liability. Bodily injury, property damage, and personal & advertising injury liability insurance shall protect the Renter and any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts either may be legally liable from claims of injury and property damage which could arise from operations of this Agreement whether such operations are performed by the Renter, any subcontractor, volunteer or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than $1,000,000 per occurrence/personal & advertising injury; $2,000,000 general aggregate; $100,000 damages to the Park, and $5,000 medical expense (any one person) in reference to General Liability.

Listed as additionally insured, the policy shall list the City of Harlem on the policy as stated below:

City of Harlem

320 N Louisville Street

P.O. Box 99

Harlem, GA 30814

* City of Harlem Parks Department reserves the right to cancel any rental due to inclement weather or poor field conditions. In case of poor weather or field conditions, the rental will be rescheduled, or the renter will receive a full or prorated refund based on the guidelines in the rental agreement. Decisions concerning cancellations due to weather or poor field conditions will remain solely with the City of Harlem Parks Department staff and are not subject to appeal.

**FIELDS/FACILITIES AVAILABLE TO RENT:**

**FIELD 1 – Buddy Nash Field $20.00 per hour w/o lights**

 **(T-ball, Baseball, Softball) $45.00 per hour w/lights**

**FIELD 2 – Andrew Hawkinberry Field $20.00 per hour w/o lights**

 **(Softball Field) $45.00 per hour w/lights**

**FIELD 3 – Steve Beasley Field $25.00 per hour w/o lights**

 **(Large Baseball Field) $50.00 per hour w/lights**

**FIELD 4 – Back Baseball/Softball Field $20.00 per hour w/o lights**

 **$45.00 per hour w/lights**

**PAVILLION (8 am-12 pm and 1 pm-5 pm) $75.00 per four-hour block**

**TENNIS COURT $10.00 per hour w/o lights**

 **$30.00 per hour w/lights**