Field Rental Policies
Baseball/Softball

1. All field rentals must be scheduled through the main office of the Parks & Recreation Department. An application must be submitted indicating which fields are sought to be rented and the dates thereof. A contract must be signed at least two weeks prior to usage. No rental expectation exists until the contract is fully executed.
   A. A full proposed schedule of dates, fields, and times must be submitted with the application.
   B. **Any changes or adjustments from the original rental schedule require a minimum of three days' notice.**
   C. All Baseball & Softball fields will be unavailable for rent one weekend a month for recovery and maintenance. The Parks & Recreation Department will determine which weekend that will be.
   D. It is the responsibility of the renter to make sure all participants, coaches, & spectators are aware that there are no animals, scooters, etc. allowed in the parks. Failure to comply will result in immediate cancelation of rental agreement.

2. Pre-payment may be required. Payment is due with the execution of the contract. (Renter will be notified of payment requirement)
3. The Renter shall obtain and maintain commercial general liability insurance with limits of at least $3,000,000 per occurrence for the duration of the rental and shall provide proof of coverage before the rental begins. Spanish Fork City, including its officers, officials, employees, agents, representatives, and volunteers, shall be included as additional insureds by endorsement to the policy. Coverage afforded to these additional insureds shall be primary and noncontributory.
   a. **Waiver of Subrogation.** To the extent permitted by law, the Renter waives all rights of recovery against Spanish Fork City and its officers, officials, employees, agents, representatives, and volunteers for losses covered by insurance required under this Agreement, including applicable deductibles or self-insured retentions. The Renter shall obtain any necessary policy endorsements confirming that its insurers also waive their rights of recovery against these parties. These endorsements must be effective before the rental begins and remain effective throughout the required coverage period. Copies shall be provided upon request; a certificate of insurance alone is insufficient.

4. Nebo School District sponsored teams are rent free through the joint facility use agreement between Nebo School District and Spanish Fork City, but must make a request for fields and submit a schedule.
5. The Parks & Recreation department may refuse rental for reasons which include, but are not limited to; non-payment, abuse of facilities, turf conditions, sportsmanship issues, lack of supervision, violating policy, etc.
6. Dates of possible rental will be determined by Spanish Fork Parks & Recreation. In cases of inclement weather, the Parks & Recreation Department may cancel rental dates and the agreement. This will be done at the sole discretion of the Parks & Recreation Department. No Sunday rentals are allowed!
7. Alcoholic beverages, drugs, and tobacco products of all kinds, including e-cigarettes, are prohibited at all Parks & Recreation facilities.
8. All games must end by 10:45 pm. All lights will be turned off at 11:00 p.m. Games may not begin before 9:00 a.m.
9. Weather may dictate usage of fields. The Parks & Recreation Department will not allow fields to be played on that are not in a safe playable condition. The decision of whether fields are in safe playing condition rests solely with the Parks & Recreation Department. Rescheduling may take place or rental money will be refunded if necessary. *Once fields are evaluated and found unplayable, the whole day will be canceled. Games will not be delayed.*
10. No outside concessions or merchandise is allowed to be sold on city facilities. 1st violation – $500 fine; 2nd violation – Spanish Fork City will cancel the lease agreement.
11. Field sizes and prices are set and are not negotiable. No painting, marking, or altering of fields in any way is allowed. The Parks & Recreation Department does not allow any outside entity to bring equipment or access city equipment to prepare or work on the fields. (Including but not limited to painting, chalking, grooming etc.) 1st violation- $500 fine; 2nd violation- Spanish Fork City will cancel the lease agreement.
12. Only 4 games per day for both League and Tournament rentals will be allowed on the following fields: JC field, Kiwanis field, Fireman field, Pony field, Nelson field & Field 8. Any violation- $500 fine.
13. Spanish Fork City & Nebo School District sponsored programs will always have first and second priority for scheduling fields & surrounding facilities. Rentals may be canceled to accommodate Spanish Fork City & Nebo School District sponsored programs at any time.
14. Lights for baseball/softball fields will be an additional $30.00 per hour.
15. Field rentals will begin in April and conclude the last day of September, dependent on weather and field availability. No rentals will be permitted during the month of July. Nelson Field and Fields 8-10 will not be available for rent until after the conclusion of High School Baseball/Softball seasons tentatively in late-May.

16. Individual field rentals for games earlier in the spring may be approved by staff, dependent on weather and field availability.
17. Any field rental cancelations made by the renting party within two weeks of the rental will be charged 50% of the daily rental fee, no light charges will be included.
18. Renters are responsible to keep and help enforce park rules. No dogs or animals are allowed in Parks. No hitting balls into fences; no scooters or bikes allowed in park. All posted park rules are to be followed. Rules are posted at all parks. Renters will be responsible for any damages done to the facility(s) during rentals and will pay for or repair all such damages. Any damage will void the rental contract.
19. Spanish Fork City & the Parks and Recreation Department are not responsible for any lost or damaged items.

Rental Facilities and Fees

Russell Swenson Ball Park:

JC field, Kiwanis field, Fireman field, Pony field, Rotary field, and Nelson field.

1. An $175.00 per day rental fee for each field scheduled. This fee includes one field prep at the beginning of the day. Rental will cover daylight hours.
2. Fields may be rented for a 1-2 hour block at a $90.00 per hour rate. Any field rental for two hours or longer will be charged at the daily rental fee.
3. Nelson field will be rented at a $225.00 per day. This fee includes one field prep at the beginning of the day. Rental will cover daylight hours. Field may be rented for a 1-2 hour block at a $115.00 per hour rate. Any field rental for two hours or longer will be charged at the daily rental fee.

JC – 60ft bases, 46ft mound
Kiwanis – 60ft bases, 46ft mound
Fireman – 70ft bases, 50ft mound
Rotary – 70ft bases, 50ft mound or 80ft bases, 54ft mound
Pony – 80ft bases, 54ft mound
Nelson – 90ft bases, 60ft 6in mound

Sports Park:

Main/East Complex Fields 1-4, West Complex Fields 5-10.

1. A $175.00 per day rental fee for each field scheduled. This fee includes one field prep at the beginning of the day. Rental will cover daylight hours.
2. Fields may be rented for a 1-2 hour block at a $90.00 per hour rate. Any field rental for two hours or longer will be charged at the daily rental fee.

3. Field 8 will be rented at a $225.00 per day. This fee includes one field prep at the beginning of the day. Rental will cover daylight hours. Field may be rented for a 1-2 hour block at a $115.00 per hour rate. Any field rental for two hours or longer will be charged at the daily rental fee.

Fields 1-7 (300ft fence) - 60 or 70ft bases, mound/pitching rubber can vary between 37ft-50ft upon request. 200ft portable fence can be set up upon request for the day with no adjustments to the fence being made during the rented timeframe.

Field 8 - 90ft bases, 60ft 6in mound

Field 9 & 10 (200ft fence) - 60 or 70ft bases, mound/pitching rubber can vary between 37ft-50ft upon request.

PLEASE HELP KEEP THE AREA CLEAN!

Baseball/Softball Field Reservation - Annual Agreement Form

This agreement will be in effect for the 2027 season.

GROUP or LEAGUE NAME _____

Contact Person _____PHONE (C) _____

Address _____City _____Zip Code _____

Email Address _____

I verify that our group/league will abide by the above rental agreement conditions and rules posted at the park. I verify that we have a current copy of Insurance on file with the Recreation Office.

_____ _____
Contact Signature Date

_____ _____
S.F. Parks & Recreation Staff Date