



# ELKHART COUNTY PARKS

211 West Lincoln Avenue | Goshen, Indiana 46526-3280  
Phone: 574-535-6458 | Fax: 574-535-6616  
www.elkhartcountyparks.org | parksinfo@elkhartcounty.com

## FIELD USE AND ALLOCATION APPLICATION

Today's Date: \_\_\_\_\_

### Field User Information Sheet

The contact information you provide to Elkhart County Parks on these field request forms could be made public if requested. The information written on these forms should be contact information you would like parks staff to provide prospective players wishing to register for your organization. This information will be considered public.

April 1 – June 30 OR July 1 – October 31 (CIRCLE APPROPRIATE TIME PERIOD)

Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Contact Phone Number ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Field/Facility Requested \_\_\_\_\_

Description of Activity \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Day of Week Dates (s)	Set-Up	Start Time	End Time	Clean Up
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Organization President

Name \_\_\_\_\_

Address \_\_\_\_\_

City & Zip \_\_\_\_\_

Contact Phone # ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signature of Organization/League President \_\_\_\_\_

Date \_\_\_\_\_

### Field Representative

Name \_\_\_\_\_

Address \_\_\_\_\_

City & Zip \_\_\_\_\_

Contact Phone # ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signature of Field Allocation Representative \_\_\_\_\_

Date \_\_\_\_\_



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### YOUR ORGANIZATION'S IMPORTANT DATES

Practice Begins the Week of \_\_\_\_\_ Opening Day \_\_\_\_\_

League Games Begin the Week of \_\_\_\_\_ and End \_\_\_\_\_

Playoffs Begin the Week of \_\_\_\_\_ and End \_\_\_\_\_

List Any Practice or Game Restrictions \_\_\_\_\_

List Special Events (picture day, tournaments, trainings, etc.)

Dates & Sites \_\_\_\_\_

#### Affidavit of Application

I verify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy.

I understand this form is a **request** until it is approved and required fees are paid. Requests must be received \_\_\_\_\_ months prior to rental date. No deposit or payment is due with this application.

I agree to submit payment by date indicated when notified of approval. Failure to submit payment by date requested will make this request null and void and may result in loss of field use time slot(s).

I understand submitting a request is NOT a guarantee of availability or approval. All rentals are processed as identified in the Usage Procedures and Rules. Requests will be reviewed based upon Elkhart County Parks policy, facility and staff availability. Elkhart County Parks reserves the right to deny any rental which is deemed inappropriate.

I have read the Elkhart County Parks rules and regulations and agree to adhere to them. This acknowledges I have read the Field Usage Procedures, Rules and Rates. As the Responsible Party for the field rental, I will make all users aware of the rules and regulations associated with the use of the facilities and fields.

I can assure that the individual(s) taking responsibility for the Rental Application and Agreement is of 21 years of age. I understand and will ensure an authoritative representative of the organization, over the age of 21, will remain on the premise for the duration of the rental. I understand that the organization is solely responsible for determining whether the site is field and facility is safe and appropriate for use prior to each use and notify Elkhart County Parks of any known safety hazard. Safety includes protection of the resources as well as the participants.

I further certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the Organization/Sponsor due to unanticipated operational expenses. I further certify that I, on behalf the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the Elkhart County Parks that are incurred by the County Parks or on behalf of the event.

If I cancel my event, I will notify the County as early as possible so as to cut down on any cost recovery. I understand that I will be charged for County services provided in advance of the event up through the time of notification.



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It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the Elkhart County Parks, its officers, employees, volunteers and agents against all liabilities, claims, damages, losses, costs, expenses (including attorney fees) arising indirectly or directly in connection with or under, as a result of this agreement. It is also understood that the organization will provide and maintain at its own cost insurance coverage as outlined in the Field Usage Procedures, Rules and rates.

Please sign and return this Rental Application and Agreement to:

**Elkhart County Parks Department**  
**211 West Lincoln Avenue**  
**Goshen, IN 46526**  
**Phone: 574.535.6458**  
**Fax: 574.535.6616**  
**Email: parksinfo@elkhartcounty.com**

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

The fields listed below are approved for use during the listed times. Signature of this form approves the use by the organization. Permits are valid only in accordance to the Elkhart County Park regulations.

ORGANIZATION PRIORITY 1 2 3 PERMIT NUMBER \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_

Disapproved by \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Field(s) \_\_\_\_\_

Dates \_\_\_\_\_

Times \_\_\_\_\_

Payment Owed \_\_\_\_\_

Date Payment is Due \_\_\_\_\_ Date Paid \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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## FIELD USE AND ALLOCATION APPLICATION



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## Field Use Rules and Regulations

1. Organized groups consisting of ten or more individuals wanting to utilize a field must acquire a permit with Elkhart County Parks.
2. It is the responsibility of the person in charge as identified on the permit to enforce the rules and regulations regarding the conduct of the group using the fields and facilities.
  - Use begins and ends at the times stated on the permit. Groups are not allowed on the fields prior to the start time on the permit and are required to have the fields clean and be off the fields at the ending time indicated on the permit. Permitted times include field preparation, warm up and clean up.
  - Field use permit must be available during use at each permitted site and presented to any County Parks representative upon request.
  - The rental organization or group must have an identifiable field representative, over the age of 21, on site for the duration of the rental.
  - No subleasing of fields is allowed under any circumstances.
  - No food distribution, food vendors or merchandise will be sold during athletic events.
  - Any maintenance issues should be reported to the on-site supervisor or the Parks Superintendent.
  - Any damage, other than normal wear and tear, must be corrected by the group or organization.
  - The sports group or organization is responsible for preparing the athletic fields.
  - Motorized vehicles are not permitted on the fields for field preparation, activities or clean up.
  - Portable goals and/or markers are allowed but must be removed daily.
  - Amplified sound, loudspeakers and public address instruments are prohibited.
  - The use of artificial noisemakers, horns, rattles, bells and whistles by spectators is not allowed.
  - At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into proper trash bins. The field, any adjoining areas including parking lots affected by the groups use must be picked up and cleared of trash and debris.
  - Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in the facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.
  - Signs or banners may not be posted without prior approval.
  - No pets allowed on the athletic fields.
  - Abusive language, poor sportsmanship, and fighting are not allowed at any time. Any incident will result in cancellation of the agreement without refund.
  - Picnic tables, trash containers and other park amenities are not to be moved in the park.
  - The Ox Bow concessions stand is to remain open and accessible for use by the public and not to be used for event as meeting place, sign in and registration booth or shelter.
  - The Ox Bow Haus and Cottonwood parking lots will not be used for parking at the athletic event.

*\* Due to limited parking you will be required to rent the closest shelters to the field you are reserving for your event, even if those shelters aren't used. Otherwise we are unable to rent them to others due to parking overflow.*

Security deposits will be required on multiple-use date permit reservations and competitive or league group rentals. When required, they must be made in cash or check payable to the Elkhart County Parks Department and are due fourteen (14) days prior to the event. Security deposits will be returned if the shelter or facility is in the same condition as it was prior to renting.



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Facility reservation fees (and security deposit if applicable) will be refunded minus a \$15.00 service charge fee if the cancellation occurs more than twenty-one (21) days prior to the reservation date. As an option, a one-time transfer to another specific date at the time of your cancellation may occur within the same calendar year if it occurs more than twenty-one (21) days prior to the original reservation date (minus the \$15.00 service charge).

Facility reservation fees will not be refunded or transferred if cancellation occurs less than twenty-one (21) days prior to the reservation date.

When a reservation date is cancelled it is forfeited by the intending party. The shelter will be released and made available for rental by another party.

Applicant Name: \_\_\_\_\_  
(Print) (Title) (Signature) (Date)