



FACILITIES USE REQUEST FORM

City of Westmoreland - Parks & Recreation Department

Complete this form in full and submit with required documentation. Approval is not final until confirmed in writing by Parks & Recreation. All fees must be paid prior to use.

Organization / Contact Information:

Organization / Team: _____	Primary Contact: _____
Phone: _____	Email: _____
Mailing Address: _____	

Event / Use Information:

Event or Activity Description: _____	
Requested Date(s): _____	
Field(s) Requested: _____	
Time of Use: From _____	To _____

Scheduling & Priority Notice:

(The City does not guarantee field conditions and is not responsible for weather-related or maintenance-related impacts to playability)

- All use is subject to availability and Parks & Recreation approval.
- Little League Priority: Blackout Dates - March 1 - June 30 & August 1st - October 1st
- Little League Games & Tournaments: April 1 - June 30
- Some weekends during this period may be available. Refer to the official Parks & Recreation calendar.

Fees:

Games / Events: \$75 per field per day (includes initial prep & chalking)

Fields	Days	Rate	Total
_____	_____	\$75	\$_____

Non-Little League Practices: \$25 per week, per field (up to 2 hours per practice; maximum 2 nights per week).
 Additional Night (if available): \$10 per additional night.

Weeks	Rate	Total
_____	\$25	\$_____

Concession Stand (if available): \$50 per day

Requested: Yes No **Days:** _____ **Total:** \$_____

Total Fees Due: \$_____ **Received. by:** _____ **Date:** _____

Insurance Requirement: *(Requests will not be approved without valid insurance documentation)*

Proof of general liability insurance is required and must name "City of Westmoreland" as an additional insured. Minimum liability coverage of \$1,000,000 per occurrence is required unless otherwise approved by the City.

Refundable Deposit:

A \$150 refundable deposit is required at submission. (The applicant is responsible for any repair or replacement costs exceeding the refundable deposit)

- Refunded within 7 days after the event if no damage, violations, or excessive cleanup is required.
- Deposit may be waived at the discretion of the Westmoreland Parks Committee.

Deposit Paid: \$ _____ **Date:** _____ **Check #:** _____

Received. by: _____ **Date:** _____

Rules, Care & Responsibility:

The applicant is responsible for:

- Proper supervision of all participants and spectators
- Leaving the facility clean, orderly, and undamaged
- Being respectful of other users, neighbors, City staff, and the facility at all times
- Compliance with all City and Parks & Recreation rules and policies

Alcohol Policy:

Alcohol is strictly prohibited on all City of Westmoreland Parks & Recreation property

Failure to comply may result in forfeiture of the deposit, immediate removal from the facility, and denial of future use privileges.

I have reviewed, understand, and agree to the Rules, Care, & Responsibility. Initials: _____

Hold Harmless & Indemnification Agreement:

The applicant agrees to indemnify, defend, and hold harmless the City of Westmoreland, its officers, employees, volunteers, and agents from any and all claims, damages, losses, or liability arising out of the use of City facilities, except where caused solely by the City's negligence.

Applicant Signature: _____	Date: _____
Printed Name: _____	Organization: _____

Submission:

Submit completed form, payment, and insurance documentation to:

Westmoreland Parks & Recreation / City Hall

WestmorelandParksandRecreation@gmail.com Jay Tucker - 615-669-7665 City Hall - 615-644-3382

Submission of this form does not guarantee approval. Parks & Recreation reserves the right to deny or revoke use due to weather, field conditions, policy violations, or public need.