



Morgan Sports Center & Destin Sports Complex Tournament Application

Thank you for your interest in reserving an athletic field(s) from the City of Destin Parks & Recreation Department. Please carefully review all information in this application and return to Nick Coleman. For pricing please refer to the 2015 Rental Rates on Page 2. We look forward to serving you in your athletic field needs.

By completing this I agree to the following terms:

1. Completion and submission of this form only represents a **REQUEST** for field space. It does not guarantee your request will be approved.
2. I agree to all terms listed in this application and understand that this application will become a contract if approved.
3. For one-time rentals, full payment is due prior to facility usage.
4. For long-term rentals, half of the total fee is due prior to the first date of the rental, and the remaining balance is due mid-way through the term of the rental.
5. Any request for a facility rental must be submitted **10 business days** prior to the first date of your requested rental. Requests submitted with fewer than 10 business days notice will not be considered.
6. Destin Parks & Recreation Department reserves the right to terminate any reservation due to non-payment, late payment or failure to abide by rules, regulations or laws.
7. Destin Parks & Recreation Department representative will follow up with you after receiving your request. Field availability and specific rental fees will be discussed at that time.
8. Destin Parks & Recreation Department reserves the right to change/cancel your reservation time, location, and/or duration with notice.
9. Failure to follow terms and conditions of renting athletic fields from Destin Parks & Recreation Department, may result in the denial of future rental requests.
10. I understand submitting a request is NOT a guarantee of availability or approval. All rentals are processed as identified in the Operational Policies and Procedures. Requests will be based on current policy, facility, availability and staff availability. The City of Destin reserves the right to deny any rental which is deemed inappropriate.
11. I understand that the organization is solely responsible for-any and all supervision during rental. I understand that the organization is solely responsible for: determining whether the site is safe and appropriate for use prior to each event, and notifying the Department of any known safety hazards. Safety includes protection of the resources as well as participants

User Priority:

In order to be consistent in granting use of these fields, identifying priority user groups, specifying deposit and fee schedules, and establishing administrative rules, the following guidelines apply:

1. Destin Parks & Recreation programs, leagues, tournaments, and community events.
2. Field maintenance and rest period.
3. Destin Parks & Recreation Partners.
4. Reoccurring weekly rentals.
5. Reoccurring annual rentals.
6. Other Rental Groups (if space is deemed available by staff).

2015 TOURNAMENT FIELD RENTAL RATES

Effective January 1, 2015

Tournaments Fees: UP TO 12 HOURS

NON-PROFIT*

Make checks payable to City of Destin

ADMINISTRATIVE CHARGES

PERSONNEL COST FOR HOURS OTHER THAN NORMAL HOURS OF OPERATION	\$20.00 PER HOUR PER EMPLOYEE
HOLIDAY/HOLIDAY WEEKENDS	\$30.00 PER HOUR PER EMPLOYEE
APPLICATION FEE	\$25.00 PER EVENT

ONE FIELD	\$80.00 PER DAY WITHOUT LIGHTS \$60.00 EACH ADDITIONAL FIELD \$20.00 EACH ADDITIONAL HOUR
LIGHTS	\$15.00 PER HOUR PER FIELD
ADDITIONAL FIELD PREPARATION	\$20.00 PER FIELD
GATE FEE	%15
CENTER UTILIZATION FEE	\$515.00
SPORTS EQUIPMENT USAGE FEE (EX, TEMPORARY MOUNDS/FENCE)	Up to \$25.00 per item/per day
VENDOR PERMIT FEE	\$30.00 PER VENDOR PER DAY

*Proof of valid NFP status required including a copy of the NFP's most recent Annual Report.

*All NFP documents must be signed by the respective NFP Board President of record.

Baseball & Softball Tournament Layout

	Base Length (circle one)	Pitching Distance (circle one)	Field Distance	Score Board	Temporary Fencing Distance	Mid-day Prep Time (Extra Fee Applies)
Field A	60' 65' 70' 80'	40' 50'	Max 300'	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Field B	60' 65' 70'	40' 50'	Max 300'	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Field C	60' 65' 70'	40' 50'	Max 300'	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Field D	60' 65' 70' 80'	40' 50'	Max 300'	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Field G	60' 70'	45'	Max 200'	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field F	60' 70'	45'	Max 200'	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
DSC B	90'		Max 300'	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
DSC S	60' 65'		Max 200'	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Use of Electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No Use of Water <input type="checkbox"/> Yes <input type="checkbox"/> No						
Will there be Vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many?						
Will there be a Gate fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much per person?						\$ per
Estimated Attendance:						

Soccer Field Tournament Layout

	Field Size	Penalty Box Size	Goalie Box size	Goal size	Center Circle	Penalty Mark	Penalty Arc (Radius)
Field A	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field B	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field C	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field D	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field E	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field F	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field G	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field 1	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field 2	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Field 3	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
DSC S	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
DSC F	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
DSC BB	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
DSC SB	X Yards	X Yards	X Yards	X Ft	X Yards	X Yards	Yards
Use of Electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No Use of Water <input type="checkbox"/> Yes <input type="checkbox"/> No							
Will there be Vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many?						\$ per	
Will there be a Gate fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much per person?							
Estimated Attendance:							

GROUP NAME: _____

DOCUMENTATION REQUIRED

- COPY OF CURRENT YEAR ANNUAL REPORT LISTING OFFICERS.
- INSURANCE POLICY LISTED THE CITY OF DESTIN AS A CERTIFICATE HOLDER

AUTHORIZED REPRESENTATIVE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE 1: _____ TELEPHONE 2: _____

FAX: _____ EMAIL: _____

TYPE OF ACTIVITY/TYPE OF FIELD/NUMBER OF FIELDS: _____
(Soccer, Softball, Birthday Party...)

DATE(S) REQUESTED: _____

(Calendar dates)

TIME OF ACTIVITIES: _____ TO _____

EQUIPMENT REQUESTED: _____
(Goal, Goal Size, Benches, Score Boards, Flags...)

SERVICES REQUESTED: _____
(Lining of field/staff/electric...)

LIGHTS REQUESTED: _____ GATE FEE? (15%): _____ CONCESSIONS?: _____

CITY OF DESTIN
Parks & Recreation Department

2015 Operational Policies and Procedures

For The Morgan Sports Center

The following procedures will be observed by all parties to renting/reserving the fields at The Morgan Sports Center and Destin Sports Complex.

RESERVATION:

1. A Reservation Application must be completed and turned in with all proper documents prior to approval of rental. A non-refundable application fee of \$25 must be submitted with the application.
2. All one-time rentals must be paid in full 4 business days in advance of the scheduled use/event.
3. At the discretion of the Parks & Recreation Director, security personnel may be required for a use/event. When security personnel are required, the Parks & Recreation Director, will determine the number of security officers needed. Cost for the security services will be paid by the renter/user in full two weeks (14 calendar days) in advance of the scheduled use/event.
4. Notice of intent to cancel a schedule use/event must be received 5 calendar days prior to reservation date in order to receive full refund of all Rental/ User Fees. If the reservation is cancelled 3-5 calendar days prior to the reservation date, renter/user will receive 75% of their rental and 100% of the cleaning deposit. Consideration will be given to acts of God.
5. City Programs shall have absolute priority over outside organizations, tournaments and events.
6. When using the complex, the renter/user is responsible for all clean up and restoration of the areas.

_____ **Initial: I have read the above information.**

REGULATION:

1. Rental/Users Groups may utilize only the area(s) assigned and/or reserved for them at The Morgan Sports Center or Destin Sports Center.
2. No pets or animals are allowed at The Morgan Sports Center and Destin Sports Complex (Special Assistance animals exempted).
3. No alcoholic beverages, illegal drugs, or other controlled substances are allowed at the Morgan Sports Center or Destin Sports Complex.
4. Rental/ Users Groups must abide by all Federal, State and Local Laws, Regulations, and Ordinances.
5. No event, meeting, or entertainment may be held for the purpose of advancing any doctrine or theory subversive to the United States of America.
6. The Parks & Recreation Director may deny use of a facility at his/her discretion if the Director deems such use contrary to the mission of the City of Destin. The Director's denial may be appealed to the City Manager whose decision may be appealed to City Council.
7. Only licensed subcontractors and concessionaires of the City may sell items.
8. No advertising banners or materials may be displayed for more than one day.

_____ **Initial: I have read the above information.**

OPERATIONS:

1. When there are no scheduled programs or rentals/users of The Morgan Sports Center and Destin Sports Complex, the facilities will be considered closed at dark.
2. The renter/user may not leave or store materials at The Morgan Sports Center and Destin Sports Center unless prior arrangements have been made and agreed to by both the Parks & Recreation Director and the renter/user.
3. The City’s Maintenance Staff will be solely responsible for maintaining the fields at the Morgan Sports Center and Destin Sports Complex.

_____ **Initial: I have read the above information.**

DESTIN PARKS & RECREATION OFFICE USE ONLY

<input type="checkbox"/> Application completed and turned in.	<input type="checkbox"/> Application fee (\$25.00)
<input type="checkbox"/> Hold Harmless Agreement completed indemnifying the City.	<input type="checkbox"/> Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Non-Profit form (501.C3) <input type="checkbox"/> Copy of the NFP’s most recent annual report. <input type="checkbox"/> Liability Insurance form (City of Destin listed as the Certificate Holder)
Maintenance Requirements:	
Tentative Price Quoted to Client:	
Status or Follow-Up Action:	
Final Price:	
Deposit:	
Remaining Balance:	
Date Remaining Balance Due	
Confirmed (Date)	
Entered into Rec Trac (Date)	



HOLD HARMLESS AGREEMENT

I/We, _____
covenant and agree that I will indemnify and hold harmless the City of Destin, its employees and volunteers from any and all claims, losses, accidents, injuries, sicknesses, damages, costs, charges or expenses of any kind whatsoever arising out of any act while participating in any activities on facilities rented/reserved from the City of Destin.

In addition; _____
agrees to provide the City of Destin a Certificate of Insurance naming the City of Destin as additionally insured reflecting general liability coverage of not less than \$250,000.

Authorized Representative Signature

Title

Date

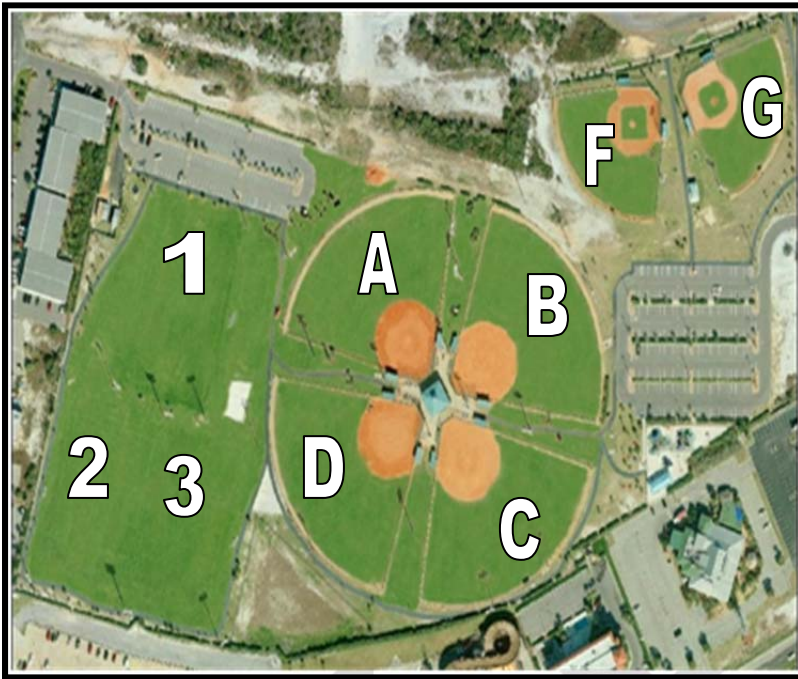
NFP organization must be the organization's President of Record

Return To:

Nicholas Coleman, Parks & Recreation
CITY of DESTIN- PARKS & RECREATION DEPT.
4200 INDIAN BAYOU TRAILS
DESTIN, FL 32541

Office: 850/650-1241 FAX 850/650-9250

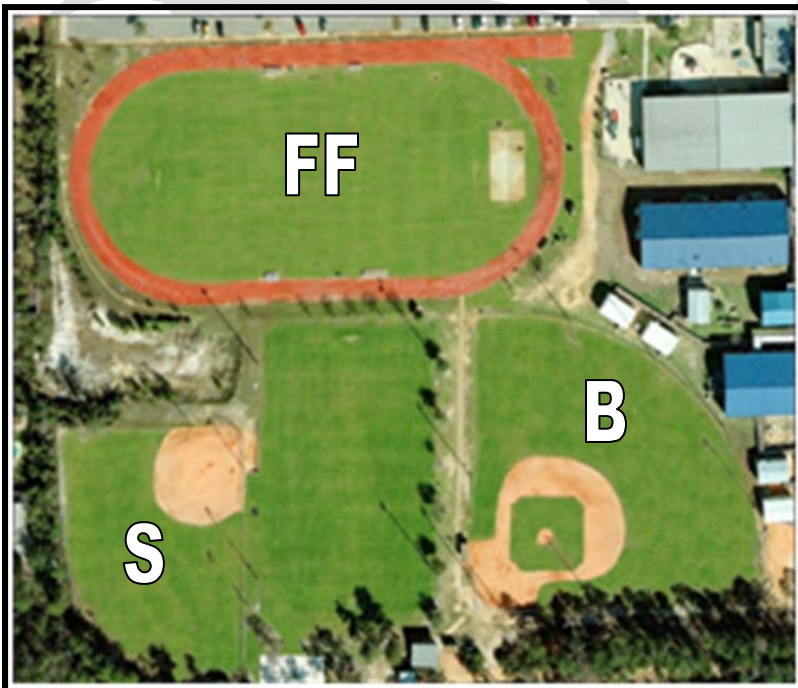
Morgan Sports Center
4200 Indian Bayou Trail
Destin, Florida 32541



Amenities:

- ***Four Regulation Softball Fields***
- ***One Little League Field***
- ***Three Multi Purpose Fields***
- ***Sand Volleyball Court***
- ***Children Park***
- ***Public Restrooms***
- ***Two Concession Stands***
- ***1/2 Basketball Court***

Destin Sports Complex
430 Kelly Street
Destin, FL 32541



Amenities:

- ***400 Meter Rubberized Track***
- ***Regulation Football Field***
- ***Baseball Field***
- ***Softball Field***
- ***All-Purpose Field***
- ***Public Restrooms***