

***Morgan Sports Center 4200 Indian Bayou Trail Destin, FL 32541 850/650-1241***

***Thank you for inquiring about facility rentals with the City of Destin. Please complete as much of the information on this questionnaire as you can and mail or fax (850) 650-0724 a copy to us. Your requested date(s) will not be reserved until this form is returned. Please Note: PAYMENT IS DUE TWO WEEKS IN ADVANCE or YOUR EVENT WILL BE CONSIDERED CANCELLED.***

**FIELD RESERVATION INFORMATION SHEET**

GROUP NAME: \_\_\_\_\_

CHECK ONE: Not-For-Profit (Documentation Required) \_\_\_\_\_ Commercial \_\_\_\_\_

CHECK ONE: Non-Tournament Play \_\_\_\_\_ Tournament Play \_\_\_\_\_ Other \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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?: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

I 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 activities on facilities rented from the City of Destin.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

**FY10 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.

**RESERVATION:**

1. A Reservation Confirmation must be completed and signed for each event or request for the use of The Morgan Sports Center.
2. A damage/cleaning deposit must be paid in full one weeks (7 calendar days) in advance of scheduled use/event. Areas not being cleaned will be assessed a minimum of \$25.00 per field for clean-up.
3. All Rental/User fees must be paid in full two weeks (14 calendar days) in advance of the scheduled use/event. Gate Fees will be calculated and paid within one week after use/event.
4. At the discretion of the Recreation Manager, security personnel may be required for a use/event. When security personnel are required, the Recreation Manager, 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.
5. Notice of Intent to cancel a schedule use/event must be received 5calendar 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.
6. The Recreation Manager will only schedule one tournament with over sixteen participating teams per month per sport in an effort to keep fields at the Morgan Sports Center well maintained and available for local use.
7. City Programs shall have absolute priority over outside organizations, tournaments and events.
8. 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.
2. No pets or animals are allowed at The Morgan Sports Center (Special Assistance animals exempted).
3. No alcoholic beverages, illegal drugs, or other controlled substances are allowed at the Morgan Sports Center.
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 Recreation Manager may deny use of a facility at his/her discretion if the Recreation Manager deems such use contrary to the mission of the City of Destin may be denied. The Manager'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. No advertising by a competitor of the Corporate Sponsor will be allowed. The City of Destin will allow the "corporate sponsor" to display certain limited advertising.

\_\_\_\_\_ **Initial: I have read the above information.**

**OPERATIONS:**

1. The Recreation Manager will establish a field rotation and closure schedule for the use of athletic fields. This rotation will take the City's Program schedules and current rentals into consideration.
2. When there are no scheduled programs or rentals/users of The Morgan Sports Center, the facility will be considered closed at dark.
3. City Staff will open the fields at the Morgan Sports Center 15 minutes prior to any scheduled use/event unless alternate plans have been made in advance and agreed to by both the Recreation Manager and the renter/user group.
4. The renter/user may not leave or store materials at The Morgan Sports Center unless prior arrangements have been made and agreed to by both the Recreation Manager and the renter/user.
5. The City's Maintenance Staff will be solely responsible for maintaining the fields at the Morgan Sports Center.
6. Bathrooms will be opened only when City Staff is present.
7. Youth Programs must have adult sponsors. The City requires a minimum ratio of 1 adult to 25 minors. These adults must be physically present at the time of all times during youth programs conducted at the Morgan Sports Center.

\_\_\_\_\_ **Initial: I have read the above information.**

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**FY-2010 Fee Schedule As Adopted by the Destin City Council, December, 2009**

**347551 SPORTS COMPLEX/DESTIN ELEMENTARY SCHOOL SPORTS FIELD FEES**

**Code Reference:** Florida Statutes 166.201  
**Responsible Dept.:** Recreation

**ADMINISTRATIVE CHARGES**

PERSONNEL COST FOR HOURS OTHER THAN NORMAL HOURS OF OPERATION	\$15.00 PER HOUR PER EMPLOYEE
HOLIDAY/HOLIDAY WEEKENDS	\$25.00 PER HOUR PER EMPLOYEE

***FIELD RENTALS (NON-TOURNAMENT PLAY)***

**NON-PROFIT ORGANIZATIONS**

FIELD RENTAL	\$15.00 PER FIELD PER HOUR W/O LIGHTS
FIELD RENTAL	\$20.00 PER FIELD WITH LIGHTS
LINING/SET UP	\$15.00 PER FIELD

**COMMERCIAL**

FIELD RENTAL	\$30.00 PER FIELD PER HOUR W/O LIGHTS
FIELD RENTAL	\$35.00 PER FIELD PER HOUR WITH LIGHTS
LINING/SET UP	\$15.00 PER FIELD

***FIELD RENTALS (TOURNAMENT FUNCTIONS)-UP TO 8 HOURS***

**NON-PROFIT**

ONE FIELD	\$75.00 PER DAY WITHOUT LIGHTS \$55.00 EACH ADDITIONAL FIELD \$15.00 EACH ADDITIONAL HOUR
LIGHTS	\$10.00 PER HOUR PER FIELD
ADDITIONAL FIELD PREPARATION	\$15.00 PER FIELD
GATE FEE	%15
CENTER UTILIZATION FEE	\$500.00

**COMMERCIAL**

ONE FIELD	\$125.00 PER DAY WITHOUT LIGHTS \$75.00 EACH ADDITIONAL FIELD \$25.00 EACH ADDITIONAL HOUR
LIGHTS	\$20.00 PER HOUR PER FIELD
ADDITIONAL FIELD PREPARATION	\$15.00 PER FIELD
GATE FEE	15% NOT TO EXCEED \$5,000
CENTER UTILIZATION FEE	\$1,500.00

**Office Use Only:**

HOLD HARMLESS AGREEMENT RECEIVED:

TAX EXEMPT FORM RECEIVED (IF Applicable):

CERTIFICATE OF INSURANCE RECEIVED:

**FEE:** \$ \_\_\_\_\_ **RECEIVED** \_\_\_ / \_\_\_ / \_\_\_