



LACEY RECREATION COMPLEX

MCRF

Organization: _____ Type of Event: _____

Contact Person: _____ Email: _____

Address: _____

Phone: (H) _____ (C) _____ (W) _____

Requested Day(s):	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Date(s):	_____
Start Time:	_____	End Time:	_____	Number of People or Teams:	_____				

MCRF reserves the right to provide concessions per event.

Please provide certificate of general liability insurance with per occurrence & aggregate limits not less than \$1,000,000.

Insurance policy number: _____

*Each team must be prepared to provide proof of insurance upon request at registration/check in.

Describe event and facilities needed: _____

PLEASE READ AND SIGN

I (we) assume full responsibility for any damages to the Lacey Recreation Complex equipment and/or property that occurs as a result of the requested use. Furthermore, I (we) understand that the Lacey Recreation Complex, its staff, and members of the board, will not be held liable for an injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the facility.

\$250 Non-refundable deposit must be received at time of reservation.

Initial Below: I agree to comply with the rules and regulations, and photo release as listed on the back, set forth by the Mahaska Community Recreation Foundation board.

Signature: _____ Date: _____

For Office Use Only:

Deposit:	\$ _____	Deposit Received On:	_____	Check #:	_____
Rental Fee:	\$ _____	Rental Fee Paid On:	_____	Check #:	_____
Fee Waived:	_____	Posted to Calendar:	_____	Service Hours Provided:	_____
Notes:	_____ _____ _____				

Lacey Recreation Complex

2019 Stadium Drive

Oskaloosa, IA 52577

Phone: 641-672-2499

Email: makenzie.mccarty@mcrf.mahaska.org or sherry.vavra@mcrf.mahaska.org

The Lacey facilities were built with the objective of meeting the MCRF mission: To facilitate and promote recreation in the Mahaska Community. It is the board's intention to provide recreation for youth with the purpose of giving back to youth and recreation. With this philosophy, reasonable proof must be shown that your tournament or event will invest proceeds to youth, youth activities, schools or not-for-profit organizations.

GENERAL RULES FOR LACEY RECREATION COMPLEX

Restrictions may apply.

- 1) A reservation form must be filled out, signed and approved before any individual, group, or organization is allowed to use the Lacey Recreation Complex.
- 2) Reservations must be cancelled 2 weeks in advance or scheduler will pay full price of renting the complex.
- 3) Fee's will cover:
 - a) Maintenance
 - b) Clean up
 - c) Chalk or paint for fields
 - d) On Duty MCRF Staff Member
 - e) Accountability and Responsibility
- 4) A meeting with Lacey Recreation Complex staff *may* be required prior to use or following the use of the facilities.
- 5) Additional party attractions are limited and must be approved in advance.
- 6) Users are responsible for general clean up.
- 7) Lacey Recreation Complex is a smoke free facility and complies with the Iowa Smoke Free Act.
- 8) Lacey Recreation Complex is an alcohol free facility.
- 9) Any problems/concerns/damages should be reported as soon as possible. For park maintenance emergencies call 911.
- 10) Pets are not allowed at the Lacey Recreation Complex sports fields.
- 11) It is the policy of the Lacey Recreation Complex that no activities will be held while a severe weather warning is in effect. During this warning period no one is allowed on the fields or in the dugouts.
- 12) If a tornado warning is issued patrons should leave the complex. Please note the concession stands are not certified tornado shelters.

Safety and Parking Guidelines

- 1) Park in designated areas only.
- 2) Parking is prohibited in drop off area, road, lawn, entrances to park, service roads, and trail.

Photo Release

I, _____ (name) _____ (position) of _____ (organization), hereby grant and authorize Mahaska Community Recreation Foundation the right to take, edit, publish, and make use of any and all pictures or video taken of teams or players to be used in and/or for legal promotional materials including, but not limited to: newsletters, flyers, posters, brochures, websites, social networking sites, and other print and digital communications. I agree that I will inform all players and teams of the photo release and inform Mahaska Community Recreation Foundation of any person that refuses photos of their team/child to be used for promotional materials. Mahaska Community Recreation Foundation is not liable for any 3rd party use of photos that the 3rd party came in possession with from our promotions. I agree that this form will remain in effect during the term of the reservation.

We appreciate your cooperation. Enjoy the complex and drive safely!

Revised on 10/24/2018

Finance and Operations Committee