

Ball Diamond/Soccer Field Booking Policy

Policy Number: 75/226.01 (98) POP
Adopted: Apr. 6/98

1. Ball Diamond/Soccer Field Booking Policy

1. Arrangements will be made through Town of Lacombe Recreation Services.
2. All local adult and minor sport groups are required to complete, submit and sign the Ball/Soccer Field Contract and attached schedules. (This pertains to local groups utilizing the fields on a regular basis. Example: Ladies Fast ball, Minor Baseball/ Soccer.)

All other non-regular groups are only required to complete and sign the Rental Agreement four weeks prior to the event.

3. Payment of fees:

a) Regular Bookings

Groups will be invoiced on a monthly basis based on diamonds/soccer fields booked for that month. Any balance owing after 30 days from the date of the invoice will be subject to interest charges pursuant to the Accounts Receivable Policy of the Town. Where an account remains unpaid after 60 days from the date of the invoice, the group may lose future bookings.

Any cancellations due to inclement weather must be made the next day, and these games or practices will not be charged. Any scheduled game or practice that was not phoned in and cancelled will be charged at the end of the month.

b) Tournament Bookings

Payment of rental fee and damage deposit will be required at least four weeks prior to the event.

4. Where required, the damage deposit will be submitted on a separate certified cheque, to be returned to the group 48 hours after the event.
5. The Lessee is responsible to the Town Lacombe Recreation Services for any damages or loss of property and will pay for such damages. Should any damage or litter remain on the rented fields as a result

of the event, the returned portion of the damage deposit will be reduced accordingly.

6. The fields will be used in a safe and supervised manner.
7. Vehicles are not allowed on the fields and surrounding grass areas, unless permission is granted by the Facilities Supervisor.
8. No alcoholic beverages will be permitted at the fields and the surrounding area. Any non-alcoholic beverages should not be in glass containers, especially on the school grounds.
9. At the Ball Diamond/Soccer Field User Meeting held in April of each year, each Ball Diamond/Soccer Field User Group will be presented with a Ball Diamond/Soccer Field User Rental Contract. Each User Group will be required to sign the contract and return the contract to the Town of Lacombe Recreation Services prior to the initial Ball Diamond/Soccer Field allocation of the season. Use groups not returning their contract will not be allowed on the fields.
10. The Lessee agrees to save harmless, the Town of Lacombe, for any injury, accident or death, unless caused by negligence of the Town.
11. The Town reserves the right to cancel any bookings if the above conditions are not upheld.

Mayor

DATE: April 6, 1998

Chief Administrative Officer

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