Rose Hill Park Reservation Form

Organization Name: _____

Person Responsible: _____

Contact Person Phone #: ( ) _____ Cell Phone #: ( ) _____

Address: _____

Responsible Party E-Mail: _____

Date(s) Desired: _____

Start Time: _____ End Time: _____ # of Guests: _____

Facilities Requested

(Please check to indicate the desired park/field)

Perkins Park:

_____ Bates Ball Diamond
_____ Perkins #3 Ball Diamond
_____ Perkins #4 Ball Diamond
_____ Shelter House

Grace Park:

_____ Ball Diamond
_____ Shelter House

Shorty Cox Complex:

_____ Waitt Baseball Diamond
_____ Lights (Waitt)
_____ Gregory Baseball Diamond
_____ Lights (Gregory)
_____ Showalter Baseball Diamond
_____ Lights (Showalter)
_____ Shelter House
_____ Soccer Fields

School Street Pond:

_____ Grounds only
_____ Walking Path
_____ Pond (fishing licenses required for all attendees 16 years old & over)

Briefly describe the purpose of the Group or Individual use: _____

_____

_____

_____ _____ _____

Applicant Signature Applicant's Printed Name Date

OFFICIAL USE ONLY

Ball field lights fee - $20.00 per hour per field

Amount Paid: $_____ Taken by _____ Cash / Check #_____ Date: _____

City of Rose Hill Parks Department
Park Facility Usage Agreement

The Rose Hill Parks system is a cornerstone of our City and directly reflects on the quality of life in the Rose Hill community. The ultimate goal of this form is to improve communications among entities and eliminate confusion and unnecessary expense within the Parks system. Thank you very much for your cooperation and we look forward to seeing you in the Parks!

PARK POLICIES AND GUIDELINES

1. Ball diamonds, concession stands and shelter houses are to be reserved to allow for scheduling of facility usage. All Park scheduling is to be coordinated through the City of Rose Hill Parks Dept. personnel at 316-776-3022 (or by email to kvines@cityofrosehill.com).

2. It is your organization's responsibility to pick up trash throughout the area of the park being utilized by the organization at the end of each day's use. You are also responsible for the upkeep & maintenance of any mobile restrooms that your organization chooses to place within the Parks.

3. Requests for service and/or maintenance should be submitted to the Rose Hill Parks Department at least 48 hours in advance, when possible. Written requests are preferred.

4. Organizations using the Park storage buildings are asked to keep items in a neat and organized manner.

5. Organizations using the ball diamond lights are asked to turn off the lights within 30 minutes following conclusion of games. Every attempt should be made to end ballgames by no later than midnight.

6. During the season, the Public Works Department will drag the ball fields daily, Monday thru Friday. If your organization chooses to drag the fields on the weekends, you must use approved equipment. Contact Rick Cooper, Parks Superintendent, at 316-201-8026 to receive approval before you drag.

7. Due to liability issues, inflatable bouncers/moonwalks are **NOT** allowed within the parks.

8. Please report any vandalism to the Parks Department ***immediately***.

9. All mowing will be done by the Rose Hill Parks Department. Please communicate any special mowing requests to the Parks Department 48 hours in advance (excluding weekends).

10. Consumption of alcohol is **prohibited** within all Rose Hill Parks and parking lots.

11. If anyone in your group is in need of auxiliary aid, ADA accommodations or special arrangements, please contact us as soon as possible prior to your event, so that we may try to meet your needs.

I, _____, have read and understand the Park policies and will comply with all rules and guidelines.

Signature: _____ **Date:** _____

Rose Hill Contact Information:

Parks Superintendent:	Rick Cooper	316-201-8026	rcooper@cityofrosehill.com
Reservations Contact:	Kathy Vines	316-776-3022	kvines@cityofrosehill.com