



Putnam County Parks & Recreation
Field Usage Permit Application
 (Separate permit & deposit for each event)

Group/Company Name _____ Contact Person _____

Contact Phone # _____ E-Mail Address _____

Address _____

City _____ State _____ Zip _____

Date(s) Requested _____ # of Teams expected: _____ Youth Adult

Insured? Yes | No (please circle one) If yes, a copy of insurance must be provided with application.

Complexes Available:

Park Name	Address	Amenities
Francis Youth Sports Complex	8012 St Johns Ave. Palatka	2 Adult Baseball Field, 4 Youth Baseball Fields
John Theobold Complex	120 Carter Rd. Palatka	4 Adult/Youth Softball Fields, Football Field
John Theobold—Ryan Property	161 Carter Rd. Palatka	2 Multipurpose Fields
Melrose Youth Sports Complex	421 State Rd. 26 Melrose	Adult Baseball Field, Youth Baseball and Softball Field
West Putnam Sports Complex	127 SE 3rd Ave. Interlachen	Adult Baseball Field, 3 Youth Baseball/Softball Fields

Complex Requested _____ **# of Fields** _____

Field Usage Fees:

Deposit (refundable): \$500.00 deposit. The deposit is refundable in part or full upon successful inspection of dugouts, common areas, and parking lots.

*Deposit is to be turned in to office at 120 Carter Rd in the form of Cash or Check. If mailing: Address to 1215 Westover Drive 32177 Attn: Paige Neely

Rental Rate (per day): \$100.00 per baseball/softball field.
 \$200.00 per football/soccer/multipurpose field

Light Rate (additional): \$15.00 per hour/per field.
*Light schedule must be submitted 72 hours prior to event date.

The Tournament/ Special Event Director will be required to rent a minimum of 2 port-a-potties per day for their event, as well as rent 1 dumpster specifically for their event. Contact the Recreation Department for recommendations.

The organization renting the field(s) will be responsible for following all policies and procedures for the use of John Theobold Sports Complex. All alcoholic beverages are prohibited. The organization renting the field(s) shall assume all risks and hazards incidental to the use of the athletic field(s), the enforcement of the rules and all equipment used to play each game and will further release, absolve, indemnify against all losses and claims that relate to or arise out of the use of these facilities and hold harmless the Putnam County Board of County Commissioners and the Putnam County Parks & Recreation Department, its agents and employees. In the case of injuries all claims against the Putnam County Board of County Commissioners and the Putnam County Parks & Recreation Department, its agents and employees shall be waived. _____ (Lessee Initials)

• Fields will be drug out and lined, once, prior to the start of your event. If you need fields to be re lined and drug back out by a member of the PCPRD staff, a fee of \$15 per field will added to your total. If you wish to line the fields yourself after our initial setup we allow you to do so with your own equipment and supplies. *Please check one:*

PCPRD to re-prepare the fields

Lessee to re-prepare the fields

- The Putnam County Parks & Recreation Department has the authority to cancel the use of fields in case of inclement weather. Cancellations due to weather may be rescheduled on a case by case basis.
- The renter is responsible for the set up and takedown of personal items or supplies. Vehicles are not allowed off the parking areas without permission of the park staff. All personal items or equipment must be removed before leaving the facility.
- The renter is responsible for the general facility cleanup (trash, litter, garbage must be placed in the provided trash containers and taken to rented dumpster if full). Any benches, tables, or other items that moved must be replaced to the area they were originally found. The facility must be left in acceptable condition after an event. Any cost associated with property damage, equipment damage, or excessive trash in the park or parking lots will nullify the deposit and additional costs will be billed to the user organization.
- The renter is responsible for following all policies and procedures listed above for the use of rented Complex. The renter is also responsible for the conduct of all participants in the activity (before, during, and after).
- Please contact the Putnam County Parks & Recreation Department in regards to concession operations. Concessions can be ran upon certain conditions.

Lessee

Date

(This page to be completed once initial permit request is approved by PCPRD)

Acceptance of Permit Agreement:

I hereby agree to use the aforementioned facility subject to the rules and regulations of the Putnam County Parks and Recreation Department which states that the person(s)/organization, desiring the use of said facility will be responsible for all damages to building and/or property. This agreement becomes valid and event date is reserved once deposit fee is paid in full. **Remainder of fee is due 72 hours in advance of event date.** This is so we can properly plan your event and allow your group to fully enjoy the facility. If the remainder of the Permit Fee is not received by the deadline, the reservation will be canceled.

Note: in cases of severe inclement weather, if the facility is deemed inappropriate for use by PCPRD STAFF, the event can be rescheduled or the fee may be refunded.

I have read and hereby agree to abide by all items/terms listed in this facility permit agreement policy and Putnam County Recreation Department procedures as written.

Signature PCPRD Director/Staff

Signature of Permittee

Date

Date

_____ ***** FOR PCRD USE ONLY ***** _____

Rental procedures and responsibilities given to user/organization: Yes /No By: _____

Deposit Amount Paid: _____ Collected by: _____ Date: _____

Remaining Amount Due: _____ Collected by: _____ Date: _____

****amount due must be paid in full 72 hours prior to rental date****

CANCELLATION DATE: _____ FEE REFUNDED (\$): _____