



CITY OF CORCORAN

8200 County Road 116 Corcoran, Minnesota 55340 | www.corcoranmn.gov | (763) 420-2288

# Field and Pavilion Reservation Agreement

**For use of one or more amenities at City Park (20200 County Road 50, Corcoran, Minnesota 55340).**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Activity: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Rental Dates: \_\_\_\_\_  
Time of Use: \_\_\_\_\_ Total Hours Used: \_\_\_\_\_ Total Reservations: \_\_\_\_\_

## Amenities Requested:

Amenity	Cost of Rental	Number of Uses	Total Cost
Pavilion	\$100/day		
Volleyball Court	\$30/4 hour use		
Tennis Courts (2)	\$15/2 hour use		
Field 1*	\$22/hour use		
Field 2*	\$22/hour use		
Field 3*	\$22/hour use		
Lions Field* <i>Lights</i>	\$22/hour use \$30/game		
Snyder Field* <i>Scoreboard &amp; PA System</i>	\$22/hour use \$25/game		
Meister Field*	\$22/hour use		
T-Ball Fields* (4)	\$22/hour use		
Multi-Use Field*	\$22/hour use		
<input type="checkbox"/> <b>Group 1:</b> Pre-approved Corcoran Parks and Trails organization. <b>No usage fee. Only damage deposit required.</b>			
<input type="checkbox"/> <b>Group 2:</b> Corcoran resident. 10% resident discount. <b>90% of usage fee and full damage deposit required.</b>			
<input type="checkbox"/> <b>Group 3:</b> Non-resident, not pre-approved groups, etc. <b>Full usage fee and damage deposit required.</b>			
<b>Total</b>			<b>\$</b>
Damage Deposit <i>**Separate Check**</i>	\$350	Check #:	<b>\$350</b>

\*Fields require a minimum rental of 2 hours.

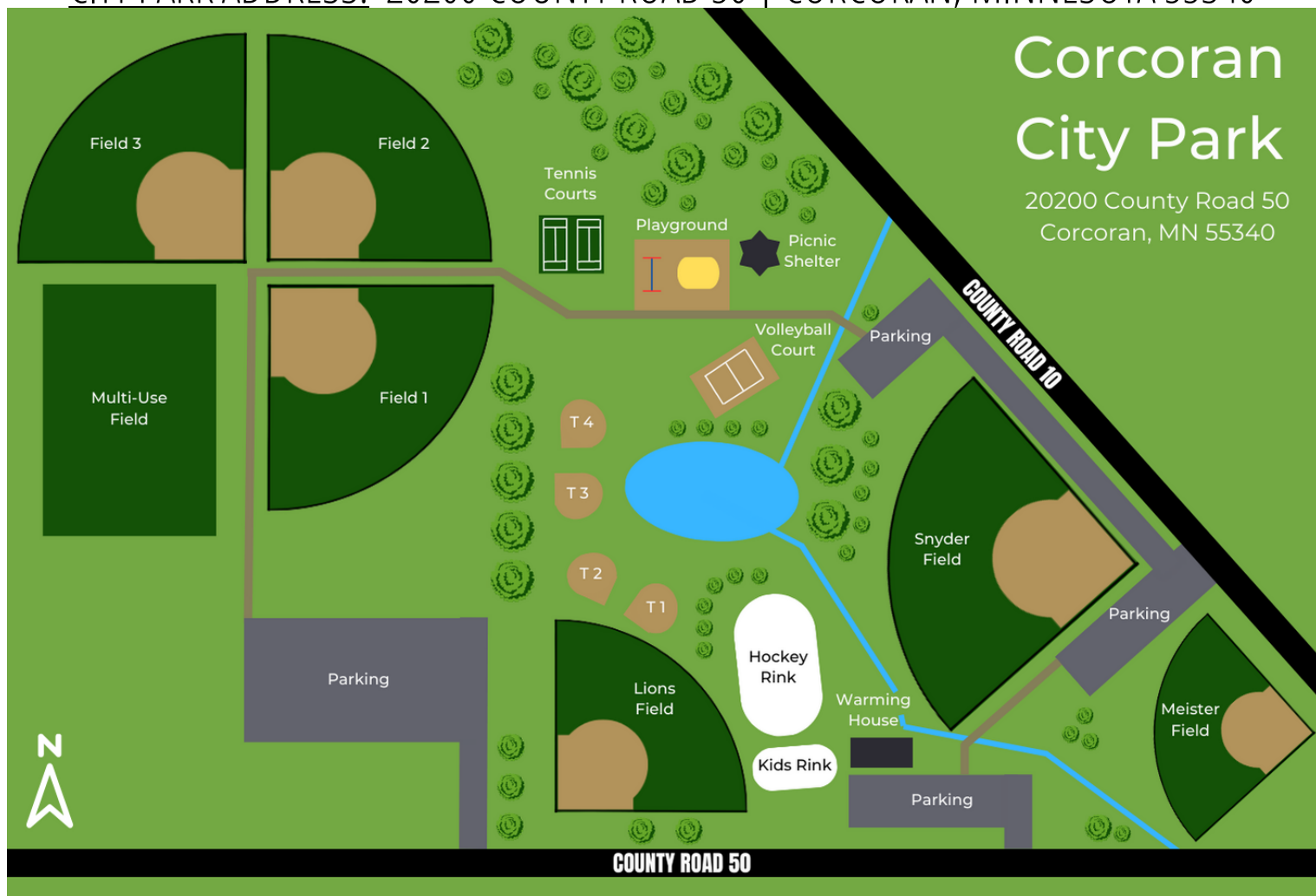
\*\*Damage deposit check will not be processed unless structural, physical, or related damages occur.

**Payment Method:** ☐ Cash ☐ Credit Card (Order #: \_\_\_\_\_) ☐ Check (Check #: \_\_\_\_\_)

## NOTES REGARDING RENTALS:

- A tentative 1 week hold can be placed, but full payment is due at time of reservation.
- For organizations renting the ball fields, bases will be supplied by the City of Corcoran. These bases can be found in the boxes next to the field. Users are responsible for setting out and removing the bases. Fields will be graded upon arrival; no chalking of lines will be done by the City of Corcoran.
- The City of Corcoran requires that the group reserving the field has a plan in place in accordance with the Center for Disease Control (CDC) and Minnesota Department of Health (MDH) with regard to the COVID-19 pandemic. It is expected that the plan is shared with and followed by all participants.
- The pavilion has 2 charcoal grills, electricity, but does not have running water. Seating at the shelter will be set to accommodate the social setting guidelines set forth by the MDH. Groups are allowed to bring additional tables for items, food, etc., but not for additional seating that would allow the group to surpass the MDH capacity guideline.

CITY PARK ADDRESS: 20200 COUNTY ROAD 50 | CORCORAN, MINNESOTA 55340



Field	Boys Ages	Girls Ages	Right Base Distance	Pitching Mound	Outfield Fence R/C/L
Snyder Field	14U -16U		80'/90'	60'6"	324'/349'/320'
Meister Field	10U	10U	60'	40'	195'/238'/196'
Lions Field	12U		60'/65'/70'	46'6"/50'6"	278'/268'/267'
Field 1	12U	18U	65'/70'	40'6"/46'6"	280'/280'/280'
Field 2	12U	18U	60'/65'	40'6"/46'6"	280'/280'/280'
Field 3	14U -16U		80'/90'	60'6"	293'/292'/293'
T1, T2, T3, T4	4-8 years old	4-8 years old			

### **PARKING**

- Meister Field, Snyder Field, pavilion, playground, tennis courts, and volleyball court: Use the County Road 10 entrance.
- Field 1, Field 2, Field 3, T1-4, Lions Field, and multi-use field: Use the further west County Road 50 entrance.
- Ice rinks and warming house: Use the further east County Road 50 entrance.

### **RULES**

- Animals in the park must be on a leash no longer than 6 feet long.
- No littering; trash should be placed in the proper receptacles.
- Glass containers are not allowed in the park.
- Intoxicating liquor is not allowed in the park.
- The hours of operation for City of Corcoran parks are 6:00 am - 11:00 pm.
- No placing, parking, or driving on park property with any motor vehicle except on specific roads and parking lots.

## **CITY BALL FIELDS RENTAL RULES AND REGULATIONS**

### **RENTAL FEES AND DEPOSITS**

The City's ball fields cannot be reserved until the Renter has made a reservation with full payment, damage deposit, and the signed application/agreement returned to the City of Corcoran. The rental and damage deposit shall be paid in advance of the use of the City Park. The Renter signing the lease agreement shall be responsible for the payment of the rental fee. The rental fee for the City Park shall be set according to the adopted fee schedule for that year. The damage deposit check will be held by the City and returned upon satisfactory inspection of the park. The Renter shall be held responsible for any damage to the park that occurred as a result of the Renter's use. The damage deposit covers any structural, physical, or related damages to the park along with the removal of any City owned equipment from the park. The City of Corcoran reserves the right to file a claim beyond the damage deposit in order to repair or replace these items. For league ball, the Renter will be responsible for the bill for the use of the satellites on Lions Field. An invoice will be sent out from the City each month, payable within fifteen (15) days, during the duration of your lease. The City reserves the right to suspend Renter's use of the park in the event these invoices are not timely paid.

### **CANCELLATION**

**By Renter:** The Renter may cancel this Lease Agreement by giving written notice to the City. If the notice is received thirty (30) days prior to the date of use, all fees paid to the City will be refunded to the Renter. If notification is received less than thirty (30) days but 72 hours or more prior to the scheduled date of the use, 50% of the fees paid to the City shall be refunded to the Renter. If notification is received less than 72 hours prior to the scheduled use, no fees will be refunded to the Renter.

All games scheduled will be paid for in advance. Should a game be rained out it is the Renter's responsibility to contact the City the following day so they can be credited or games can be rescheduled. If the Renter opts to be credited, a check will be issued to the lease holder at the end of the reservation.

**By City:** The City reserves the right to cancel this Lease Agreement up to 72 hours prior to the Date of Use, or at any time for public safety reasons. In such event, the Renter agrees that the City shall have no responsibility or liability for any disruption, damages, or loss which the Renter may suffer or incur due to the cancellation. The City will attempt to notify the Renter as soon as possible if such cancellation occurs. All fees paid to the City shall be refunded if this Lease Agreement is canceled by the City pursuant to this paragraph.

### **INSPECTION AND CLEAN-UP**

It shall be the responsibility of the Renter to clean up the park following the rental. All garbage and trash must be put in the garbage cans before leaving the park. If such clean-up work is not done, the City shall have the park cleaned and the Renter agrees to pay for the charges of this clean-up required to return the park to the condition in which it was prior to the use by the Renter.

### **COMPLIANCE WITH LAWS**

The Renter must comply with all City of Corcoran ordinances, Minnesota State statutes, federal laws, and the established rules for use of Corcoran City Park.

### **COMPLIANCE WITH CDC AND MDH GUIDANCE ON COVID-19**

The Renter recognizes the existence of the COVID-19 pandemic as well as the state and local emergencies. The Renter must comply with all guidance from the Center for Disease Control (CDC) and State of Minnesota, including but not limited to past and future active Executive Orders issued by the Governor, and all guidance published by the Minnesota Department of Health (MDH). The Renter will have a COVID-19 prevention plan in place, but will not be required to submit the plan to the City unless specifically requested. Renter shall publish the plan to all event participants and shall be responsible for ensuring the plan is followed at the park.

*I hereby certify that I have read, understand, and agree to follow the Rules and Regulations presented to me herein.*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Processed by:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **AGREEMENT TO HOLD HARMLESS AND DEFEND AND INDEMNIFY**

I understand that the use of City Park is voluntary and that I'm/we are using it for my/our benefit only. I understand that the use of City Park is undertaken at my/our own risk and that the City of Corcoran will not be liable for any claims, injuries, or damages of whatever nature incurred by me or a member of my organization, or by the negligence of third parties. I further understand the unique risks of gathering in groups and engaging in sports or activities during the COVID-19 pandemic, including the risk of transmission of COVID-19 among participants.

On behalf of myself and the organization I represent, I expressly forever release and discharge the City of Corcoran and its agents, representatives, officials, and employees from any such claims, injuries, or damages. I also agree to defend, indemnify, and hold the City harmless from any claims, injuries, liabilities, costs, or damages of whatever nature, including reasonable attorneys' fees, arising out of or connected with my use of the City Park. If the undersigned fails to do so, then the City may institute an action against the undersigned and all persons using the park for recovery of all costs, including reasonable attorneys' fees, incurred by the City pursuant to this paragraph.

I represent and agree that I have read and I understand the rules and regulations regarding rental of Corcoran City Park. I further understand that the City will not be responsible for providing supervision of the activities and that the City reserves the right to cancel this permit for reasons of public safety or convenience, including but not limited to COVID-19 pandemic response.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_