



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

BALL FIELD RESERVATION REQUEST

***Required fields**

Group, Organization, or Main Contact: _____

Date(s) Requested: _____

Note: If the number of dates and times vary and/or exceed the space below, a full schedule for the requested field(s) and team/league must be attached to this form.

Community Park:	Field #1: 46/60 & 60/90 (all dirt infield)	Field #3: 60/90
Memorial Park:	Field #4: 43/60 (all dirt infield)	Field #5: 46/60
	Field #6: 46/60 (Tee Ball field)	Field #7: 46/60 & 50/70

Day of Week:	Field #:	Start Time:	End Time:	Notes/Exceptions:	Fees:

The estimate number of persons attending and/or using the field(s): Adults: _____ Youth: _____

Field users are required to drag their field(s) after usage. For \$15.00 per field, town staff can drag the field(s).
Do you need Town staff to drag the field upon completion of your usage? Yes: _____ No: _____

FEES

Softball/Baseball Fees	
Single Use – Resident	\$10.00 per hour, 50% refundable
Single Use – Non-Resident	\$20.00 per hour, non-refundable
Single Use – Non-Profit	\$10.00 per hour, 100% refundable
League Use (seasonal basis) – Resident	\$50.00 per team, per field, per season
League Use (seasonal basis) – Non-Resident	\$100.00 per team, per field, per season
Youth Tournament	\$50.00 per day, per field
Adult Tournament	\$75.00 per day, per field

Note: A resident is defined as an organization or team with an address in the Emmitsburg voting district.

Contact Person/Applicant/League President:*

Address/City/State/Zip of Team or League:*

Daytime Phone Number: * Email:

Conditions for Use:

- 1. All applicants must, unless otherwise specified, line fields for games, place bases, drag fields after games, remove trash, repair any damage, fill in batter's boxes and pitcher's mounds. Failure to do so may result in loss of refund and/or loss of privilege to use fields in the future.
2. The applicant agrees to abide by the rules and regulations in the recreational field use agreement and/or Chapter 12.20 of the Emmitsburg Municipal Code for its participants, officials and spectators.
3. No alcohol is permitted at any time in the parks and fields.
4. Requests for use of the baseball/softball fields will honored on a first come, first served basis with priority given to resident teams and organizations based in the Emmitsburg voting district.
5. The same field cannot be reserved for seven consecutive days; one day must remain open for public use.
6. Fees may be subject to change based on a seasonal league use agreement with the Town.
7. Cancellation policy: All cancellations must be made 48 hours prior to scheduled reservation time for a full refund of the rental fee. In the event of inclement weather, please notify the Town office at (301) 600-6300 to reschedule your date or request a full refund.
8. The customer hereby agrees to indemnify and hold harmless all employees, officials, administrators and governing bodies of the Town of Emmitsburg for damages or injuries they may suffer as a result of the use of the ballfields. The Town of Emmitsburg recommends that each family and/or team carry adequate insurance in case of emergency.
9. An adult must be present at all times during use of Town of Emmitsburg property.
10. Leagues/organizations are required to submit their team schedule, \$1,000,000 liability certificate and proof of federal 501 (c)(3) status (if applicable) with their application.
11. All seasonal league usage requires a signed agreement with the Town.

Applicant Signature: Date:

Town Manager Signature: Date:

Note: This form is your permit to use the ball fields that you have reserved. Once approved by the town manager, keep this permit with you and present it upon request.

FOR OFFICE USE ONLY:

Date Paid: Amount Paid: \$ Cash: Check: Credit Card:

Original Form Filed: Copy Given to Applicant: Copy Given to Director of Public Works: