



CITY OF OVERLAND PARKS AND RECREATION DEPARTMENT
 9225 LACKLAND ROAD, OVERLAND, MO 63114
 PHONE: (314) 428-0490 FAX: (314) 227-2951 WEBSITE: WWW.OVERLANDMO.ORG

WOODSON ROAD PARK TENNIS COURT

PERMIT REQUEST FORM

Group/League Name: _____

Name of Contact/Field Scheduler: _____

Group/League Mailing Address: _____

Day Phone: _____ Evening Phone: _____

E-mail Address: _____

Number of Courts Requested (Maximum is 5): _____

Please list reason for Court Request: Practice Only Games Only Practice & Games Tournament

<u>Day of Week</u>	<u>Date(s)</u>		<u>Time(s)</u>	
	to		to	
	to		to	
	to		to	
	to		to	
	to		to	
	to		to	
	to		to	
	to		to	

Please note that this request is not your permit. Permits are issued after requests have been received.

Age Range of Participants _____ Estimated No. of Participants (20 or more) _____

Estimated No. of Teams _____ Number of Staff/Volunteers/Coaches _____

Each permit holder is required to sign that they have read and will comply with the rules and regulations listed on the following pages, and agrees to sign a Hold Harmless Agreement to use City of Overland property. Any breach of these rules and conditions will be grounds for revocation of any permit.

On behalf of this group, I understand all procedures associated with this request, and accept the legal financial responsibilities involved in the use of facilities owned by the City of Overland.

Name (Print Only) _____

Signature: _____

Date: _____

City of Overland Parks & Recreation

Tennis Court Use, Lighting Policy, & Hold Harmless Agreement

The City of Overland Parks & Recreation Department has set the following policy to ensure the safety of participants and prevention of long term, irreversible damage to the park, field, court, and/ or facility. The City of Overland, Parks and Recreation Department reserves the right to deny/revoke an activity or event from use of City property and/or require an activity to conclude due to inclement weather, unsafe, poor field and/or court conditions and/or failure to comply to those rules and regulations set forth by the City of Overland.

User Eligibility:

Any Ritenour School District Team, Municipal recreation program, youth athletic program or adult athletic program will be eligible for the use of Tennis Courts and lights. Permits are required for schools, corporate organizations, and/or groups of 20 or more participants.

Paid Instructional programs that are sponsored by an eligible youth and/or adult athletic program may be eligible for the use of Tennis Courts and lights, if approved by the Parks and Recreation Director.

Request Procedure:

All Woodson Road Park Tennis Court Permit requests may be submitted to the City of Overland Parks & Recreation Department. All requests must be submitted to the City of Overland Parks & Recreation Department by the dates listed below:

<u>SEASON</u>	<u>DATES COVERED</u>	<u>REQUEST FORM DEADLINE</u>
Spring / Summer	March 1 – July 31	July 1 st OR UNTIL FILLED
Fall	August 1 – October 31	October 1 st OR UNTIL FILLED

Tennis Courts will not be available to start reserving until March 1st. Once requests have been received, the Parks & Recreation Department will process each request on a first come, first serve basis. Once a request has been fulfilled, the Parks & Recreation Department will notify user groups with their permits via phone and/or mail. Permits must be in possession of holder during use.

Court Assignment Priorities

The City of Overland Parks & Recreation Department uses the following priority and ranking when determining Court allocations:

1. City of Overland Parks and Recreation Department
2. Ritenour School District
3. Resident Youth Groups (20 or more participants)
4. Resident Adult Groups (20 or more participants)
5. Non- Resident Groups (20 or more participants)



Light Use Policy:

Lights are solar powered and will be eligible to activate once the sun has set. To activate the lights, please push the button on the light pole to turn on the lights. Lights are time sensitive and may need to be activated more than once. Lights will shut down for the night at approximately 10:30 pm. It is recommended to end your game or activity by 10:15 pm to allow time to gather items and exit the premises safely. There is no charge for use of lights at the Tennis Courts.

Insurance

A certificate of Liability Insurance is required from all user groups participating in scrimages and/or games on City property, and shall list the "City of Overland" as additional insured on the Liability Insurance Policy. The certificate of liability should be in the amount of not less than \$1,000,000 per occurrence and the aggregate limit in the amount of not less than \$3,000,000 per occurrence. Coverage confirmation must be submitted on a current "Certificate of Liability Insurance" form. The Named Insured on the evidence of insurance must match the name on the contract. The Description of Operations /Locations/ Vehicles must list the event name, event date(s), and the location of the event. Liability coverage must be on an "occurrence" form. The certificate of liability insurance shall provide the City of Overland with a minimum thirty (30) days written notice of any cancellation, suspension or material change in coverage. All users groups participating in scrimages and/or games without proper documentation on file with the City of Overland Parks & Recreation Department will receive a fine and may result in the loss of scheduling privileges based on the severity and number of occurrences, including the cancellation of remaining dates for both games and practices at the discretion of the Parks & Recreation Department.

- Please use the following address for Certificate holder:
 - a. City of Overland
 - b. 9119 Lackland Road
 - c. Overland, MO 63114



Weather Cancellation

The following weather conditions require that all athletic activities on the Tennis Courts to be cancelled.

1. Standing puddles of water on Courts
2. Footing is unsure and slippery OR Ground is water logged and "squishy"
3. Lightening / Severe Weather Storms / Tornado Watch or Warning
4. Temperature Advisories for excessive heat or cold temps

Rules & Regulations

Any organization or user who receives a permit to use the City of Overland facilities shall abide by the following rules:

TRASH: Permit holders are responsible to ensure that any trash generated by their group is placed in the proper receptacles at each field location. In cases when receptacles are full or not available, the permit holder is responsible to remove any trash that has accumulated during their permit time.

PARKING: All vehicles associated with the permit holder's organization must be parked legally. All illegally parked vehicles will be ticketed and subject to towing. If the parking lot is full, please advise all users and

spectators to seek parking on adjacent streets in legal parking areas. **Vehicles are prohibited from driving onto the grass or service driveways to load and/or unload equipment. *

HOURS: The City of Overland Woodson Road Park Tennis Court Facility opens a half hour before sunrise until 10:30 pm each night, except when signs are posted closing the Tennis Courts for renovations, damage, and or maintenance reasons. Violators can be ticketed and/or fined. The Parks and Rereation Department is located at the Overland Community Center, located at 9225 Lackland Road, Overland, MO 63114. Phone Number: 314-428-0490. Center Hours from Labor Day to Memorial Day are the following: Monday thru Friday 6 am to 9 pm, Saturdays 8 am – 9 pm, and Sundays Noon- 6 pm. Center Hours from Memorial Day to Labor Day (summer months) are the following: Monday thru Friday 6 am – 9 pm , Satudays 8 am – 6 pm, and Sundays we are closed. **If you are unable to reach the Community Center, please call the Police Department at 314-428-1212.**

RESTROOMS: Restrooms are closed for winterization each year from middle of October to Late March. They re-open on April 1st. A portable restroom is available onsite if the restrooms are closed.

DAMAGE TO THE COURTS: All permit holders are responsible to repair any superficial damage, vandalization, and/or to replace any divots that occur during their use of the courts. Please report court concerns to the Parks & Recreation Department at 314-428-0490.

DAMAGE TO PARK RESTROOMS AND OTHER PARK AMMENITIES: All permit holders are responsible to repair any superficial damage, vandalization, and/or to replace any damages that occur during their use of any field / park faciltiy. Please report court concerns to the Parks & Recreation Department at 314-428-0490.

ALCOHOL: Alcohol is permitted by those of legal age but only in an alluminum cans during the designated time set on the Permit. Glass bottles are prohibited in any park within the City of Overland. It is the permit holder's responsibility that any person affiliated with the permitted organization refrains from the use of glass containers.

DOGS: No person owning, harboring, or having custody and/or control of a dog without a leash shall not be permitted on the City of Overland's tennis courts or playgrounds at Woodson Road Park.

BONFIRES: Permit holders, participants of the event/practice, and guests of the event/practice are prohibited from having a bonfire on City of Overland property during the event/practice without current written permission from the Director of Parks and Recreation for the City of Overland and the Community Fire Marshall.

STRIPING AND REMOVAL OF EXCESS WATER ON THE COURTS: The City of Overland does not provide striping services nor removal of excess water on its tennis courts. Permit holders are prohibited from painting and/or chaulking on City property.

LIABILITY: The City of Overland carries no medical insurance for users of its facilities. Users participate in the activity at their own risk. Permit holder and/or Organizational group representative will be required to sign a Hold Harmless agreement at the same time the Woodson Road Park Tennis Court Permit Request Form is turned into the City of Overland Parks & Recreation Department.

PERMITS: A copy of each permit will be provided to the City of Overland Parks & Recreation Department, the City of Overland Police Department, and the City of Overland's Public Works Department in advance of season or event.



VIOLATIONS OF THE PARK PERMIT POLICY

Failure of an Organization or its members to comply with regulations established for use of the City of Overland Park Athletic Field/Facility Property and its surrounding features located within that park shall constitute a violation of this policy.

FIRST INFRACTION: A letter is sent to the organization/permit holder noting the concerns of the Parks & Recreation Department.

ADDITIONAL INFRACTIONS: May result in the loss of scheduling privileges based on severity and number of occurrences, including the cancellation of remaining dates for both games and practices at the discretion of the Parks & Recreation Department.

INVESTIGATION: The City of Overland Parks & Recreation Department will review and investigate reports of violations, and reserves the right to inquire of the Organization concerning the events alleged to have occurred during the period for which that user was issued a permit. By accepting a permit to use the City of Overland facilities, the Organization agrees to cooperate fully in any investigation deemed necessary by the City of Overland Parks & Recreation Department or other authorities.

SANCTIONS: Based upon its investigation, the City of Overland Parks & Recreation Department will determine a sanction appropriate to the violation, including but not limited to:

- I. Revocation of a permit or permits issued to an Organization
- II. Prohibiting use of the Facility by an Organization for an indefinite or specified period of time
- III. Conditioning that Organization's future use of the Facilities on other reasonable terms and conditions such as participation in maintenance and repair of the Facility.



City of Overland
INSURANCE REQUIREMENTS CHECKLIST

The following items are required in order to meet our minimum insurance requirements for building/field use:

- Coverage confirmation must be submitted on a current "Certificate of Liability Insurance" form.
- The Named Insured on the evidence of insurance must match the name on the contract.
- The Description of Operations /Locations/ Vehicles must list the event name, event date(s), and the location of the event.
- Commercial General Liability coverage in the amount of not less than \$1,000,000 per occurrence and the aggregate limit in the amount of not less than \$3,000,000 per occurrence.
- Liability coverage must be on an "occurrence" form.
- Name "City of Overland and its officials, agents and employees" as additional insured on the Commercial General Liability insurance policy.
- The Certificate shall provide the City of Overland with a minimum thirty (30) days written notice of any cancellation, suspension or material change in coverage.
- Please use the following address for Certificate holder:
 - a. City of Overland
 - b. 9119 Lackland Road
 - c. Overland, MO 63114
- "Certificate of Liability Insurance" forms may be faxed, delivered by mail, or delivered in person.
 - a. Fax Number: 314-227-2951, Attention: Parks & Recreation Dept.
 - b. Delivered by Mail / Person:
 - Overland Community Center
 - Attn: Parks & Recreation Director
 - 9225 Lackland Road
 - Overland, MO 63114



HOLD HARMLESS AGREEMENT

For use of Community Facility and Grounds
City of Overland

1. "I/We/Me/My" shall mean:

INDIVIDUAL / ORGANIZATION

Name: _____ C/O: _____

Address: _____

Phone: _____ Fax: _____

2. **General Information:**

Rental Date: _____ Rental Site: _____

Total Hours Site is Needed: _____ Rental Times: _____

Activity to be held: (describe in detail) _____

Consultant Agreements for Public Entities

The Individual / Organization agrees to indemnify, hold harmless, and defend the City of Overland, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorney's fees, arising out of or resulting, directly or indirectly, from the Consultant's (or Consultant's subcontractors if any) performance or breach of the contract provided that such claim damage, loss, or expense is (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting there from, or from negligent acts, errors or omissions and (2) not caused by the negligent act or omission or willful misconduct of the City of Overland or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract."

Name of Representative

Today's Date

Signature of Representative

Facility Contract / Permit Number