

**PASCAGOULA PARKS & RECREATION**  
**P.O. Drawer 908**  
**PASCAGOULA, MS 39568**  
**PH (228) 938-2356 FAX (228) 938-2355**

**ATHLETIC FACILITY PROCEDURES**  
**AND RENTAL AGREEMENT**

1. Dates for tournaments are awarded on a first come first serve basis in the priority of:
  - A. Pascagoula Parks & Recreation special functions
  - B. Pascagoula Established League Schedules
  - C. Pascagoula League Tournaments
  - D. Pascagoula League Team Tournaments
  - E. Other Pascagoula Clubs and Organizations
  - F. Outside Pascagoula Organizations
2. The **\$500.00** deposit that is paid when an event is scheduled is non-refundable if the event is cancelled within seven (7) working days of the event.
3. Only persons twenty-one years of age and older who reside within Jackson County may reserve Pascagoula Parks & Recreation Dept. (PPRD) Facilities.
4. The facility is the total responsibility of the rentee while under a rental agreement. Rentee assumes complete liability for all participants and spectators and any injuries or accidents that may occur at the event/tournament.
5. Any damage to the facility is the responsibility of the rentee and will be repaired out of the damage deposit or if more than \$500.00 rentee will pay for the balance of the repairs. Missing bases, flags, or goals are also the responsibility of the rentee.
6. Rentee is responsible for leaving the facility in a clean state to include parking areas, concessions, restrooms, bleacher areas, and playing fields. Rentee will lose all of the deposit if it is not properly cleaned.
7. **NO GLASS BOTTLES OR ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.** Alcoholic beverages are prohibited on all City property and violators will be prosecuted.
8. Rentee must pay tournament field rental fees no later than 72 hours prior to the event unless other arrangements have been approved by the Parks & Recreation Director. Rentee will receive keys to concession stand and restrooms one working day prior to the event. **Refunds will ONLY be given if the tournament is cancelled at least one week prior to the event. Rainouts will NOT be given a refund.**
9. Rentee must return the keys to the Pascagoula Parks & Recreation Dept. on the first working day following the close of the event/tournament. Rentee will receive a refund of deposit if all rules and regulations have been followed within a five (5) day period. If a deposit was made with a check, the check will have to clear the bank before a refund will be issued.

10. The PPRD will assume responsibility for the initial lining of fields for the tournament or event that is scheduled. The rentee will be responsible for lining fields for the duration of the event.

**Fees:**

<b>Facility</b>	<b>For Profit</b>	<b>Non-Profit</b>	<b>Based Per</b>
Youth Baseball Fields	\$ 15.00	\$ 10.00	Hour per Field
Louise St.	\$150.00	\$100.00	Day per Field
Youth Softball	\$ 15.00	\$ 10.00	Hour per Field
Soccer Fields	\$ 15.00	\$ 10.00	Hour per Field

City leagues with a current Facility Use Agreement on file may use the facility for league tournament without charge.

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**RENTAL AGREEMENT FOR ATHLETIC FACILITIES**

Name of Person and Organization Requesting Facility

Street	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Facility Requested	Date Requested	Time (From-To)
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Activity to be held	# of Persons Attending
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Other Chaperones, etc.

**PLEASE READ CAREFULLY BEFORE SIGNING:**

1. RENTEE represents that it is fully aware of all of the applicable laws, ordinances and rules pertaining to the use of this property and rentee will fully abide by such laws, rules and ordinances.
2. RENTEE further represents that it will not conduct nor allow to be conducted any improper or unlawful act or deed in or on the premises of the \_\_\_\_\_ and specifically that it will not violate such laws, rules and ordinances concerning curfew, minor rights, disorderly conduct, alcoholic beverages, or like or similar activities, or deed and in consideration of lease of premises does further indemnify and hold harmless the City of Pascagoula, the Pascagoula Parks & Recreation Dept., its officers, agents, and employees.
3. RENTEE further agrees, if permission is granted, to abide by the rules and regulations of the City and to assume responsibility and liability, and to be answerable for any and all accidents or injuries to persons or damages to property resulting from the use of the facility.

Signature of Responsible Party	Date
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-----OFFICE USE ONLY-----

Date Permit Issued	Date Deposit Paid	Cash/Check
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Rental Fee Amount	Date Fee Paid	Cash/Check
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Signature of PPRD Representative	Evaluation or Comments
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