

City of Junction City

Dutch's Field Rental Packet

Dutch's Field is located in Laurel Park at 1515 Laurel Street. Any group of more than 20 individuals, whether public assembly or private gathering, is required to obtain a permit to use Dutch's Field. Rental Hours are 8:00 a.m. to 10:00 p.m.

- ❖ **Reservation Process** – Dutch's Field may be reserved throughout the year on a quarterly basis, and reservations are only awarded after the deadline for the pertinent quarter. After the deadline has passed, permit applications will only be accepted for the current quarter and will be processed in the order they are received. In the event that reservation requests are conflicting, the reservations will be awarded by a priority system.

The reservation request deadlines and notifications for field and light usage are as follows:

Quarter:	Dates of Use:	Deadline to Apply:	Applicant Notified By:
One	March 1 st – May 31 st	January 31 st	February 14 th
Two	June 1 st – Aug. 31 st	April 30 th	May 14 th
Three	Sept. 1 st – Nov. 30 th	July 31 st	August 14 th
Four	Dec. 1 st – Feb. 28 th	October 31 st	November 14 th

- ❖ **Fees** - Two separate payments (check or cash) are required for rentals:
 1. **Deposit Fee - \$25.00** – Fee returned within two to three weeks of event, if area is left clean.
 2. **Rental Fee - \$35.00** for City Residents **\$50.00** for Non-Residents
 - *Organized Youth Groups are eligible to have the rental and deposit fees waived by making a written request on the application.*
 3. **Field Light Use** – Charged on the current kilowatt per hour rate and may not be waived.
- ❖ **Certificate of Insurance** – Applicants are required to provide a certificate of liability insurance in the amount of \$2,000,000 naming the City of Junction City as an additional named insured and list the dates and activity.
- ❖ **Cancellation Policy** – Requests for cancellations need to be received at least 14 calendar days prior to the reservation date in order to receive a full refund of the rental and deposit fees. If a cancellation is received less than 14 calendar days before the reservation date, only the deposit fee will be returned.

WHAT TO DO, IF YOU WOULD LIKE TO RENT DUTCH'S FIELD:

- _____ 1. Submit a **completed** application form. Please include practice and/or game schedules.
- _____ 2. Submit two separate payments (cash or check) – one for deposit fee and one for rental fee, unless fees are waived.
- _____ 3. Submit fees for use of field lights, if applicable.
- _____ 4. Submit Certificate of Insurance, naming the City of Junction City as an additional named insured.

Notification of approval will be provided to you within 14 days or by the notification date for each Quarter.

**Staff Contact: City Recorder Kitty Vodrup – 541-998-2153
City Hall – 680 Greenwood Street, PO Box 250, JC OR 97448**





City of Junction City
 680 Greenwood Street
 PO Box 250
 Junction City OR 97448
 Phone: 541-998-2153 Fax: 541-998-3140

**APPLICATION FOR PERMIT
 TO USE DUTCH'S FIELD**

Date: _____ Organization Name: _____

Applicant Name: _____ E-Mail: _____

Mailing Address: _____ City _____ State _____ Zip _____

Daytime Phone: _____ Cell Phone: _____

Reservations are made on a Quarterly Basis (Please see packet cover for reservation process)

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Which quarter are you applying for?

_____ **Quarter One: March 1st – May 31st** _____ **Quarter Two: June 1st – August 31st**
 _____ **Quarter Three: Sept. 1st – Nov. 30th** _____ **Quarter Four: Dec. 1st – Feb. 28th**

Please Note: Reservations must be made for all uses of the field, including practices and games.

Type of Activity: _____

Date of Activity: From _____ To _____

Days of Week Activity will Occur: _____

Time of Activity: From _____ AM/PM To _____ AM/PM

Expected Attendance: _____ **Please attach schedule of practices/games, if applicable.**

Will you need to use the Field Lights? Yes _____ No _____

If your organization is an Organized Youth Group, would you like to request a waiver of rental fee? Yes _____ No _____
****Deposit Fee may not be waived, but will be returned, upon satisfactory condition of the field****

Applicant (on behalf of the organization/group) agrees to defend, indemnify, and hold harmless the City, its officials, agents, and employees, from all liability for injury to property or persons that may rise as a result of any activity occurring at the event for which the applicant seeks a City permit. Applicant also agrees to accept liability for all damage to any park, facility, building, equipment and/or furniture owned or controlled by the City that occurs as a result of the permitted use.

Applicant Signature: _____ Date: _____

For Office Use Only

Fees: Fees Waived? Yes _____ No _____ Rental Amount _____ Paid on _____ Deposit Paid on _____

Field Lights: Yes _____ No _____ Number of Hours: _____ X _____ (KWH) = _____ Paid on _____

Certificate of Insurance Received: Yes _____ Date: _____

RENTAL APPROVAL: Yes _____ No _____

 Manager - Parks

FEE WAIVER APPROVAL: Yes _____ No _____

 Manager - Parks