



Town of Pittsboro  
 80 N Meridian St.  
 PO Box 185  
 Pittsboro, IN 46167

**RENTAL AGREEMENT**

<b>Today's Date</b>	
---------------------	--

<b>Rental Dates &amp; Times</b>
---------------------------------

<b>Type of Activity</b>	<b>Ball practice</b>	<b>Estimated Attendance</b>	
-------------------------	----------------------	-----------------------------	--

<b>RENTERS INFORMATION</b>	
<b>Organization / Individual Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>1<sup>st</sup> Contact Name</b>	
<b>1<sup>st</sup> Contact Name Email</b>	
<b>1<sup>st</sup> Contact Name Cell</b>	
<b>2<sup>nd</sup> Contact Name</b>	
<b>2<sup>nd</sup> Contact Name Cell</b>	
<b>2<sup>nd</sup> Contact Name Email</b>	
<b>Is Renter Insured</b>	<b>Circle Yes or No</b>
<b>Insurance Company Name</b>	
<b>Policy #</b>	

**Facility Requested**

- |   |   |
|---|---|
| <input type="checkbox"/> American Legion                      | <input type="checkbox"/> Soccer Field             |
| <input type="checkbox"/> Scout Building                       | <input type="checkbox"/> Diamond 1                |
| <input type="checkbox"/> Fish Fry Building                    | <input type="checkbox"/> Diamond 2                |
| <input type="checkbox"/> Commercial Kitchen American Legion   | <input type="checkbox"/> Diamond 3                |
| <input type="checkbox"/> Commercial Kitchen Fish Fry Building | <input type="checkbox"/> Diamond 4 specific dates |

\_\_\_Basketball Court 1 \_\_\_Diamond 5 specific dates  
\_\_\_Basketball Court 2 \_\_\_Scamahorn Park Shelter House \_\_\_Basketball Court 3 \_\_\_Scott Park  
Shelter House Please make checks payable to Town of Pittsboro.

**Cost: \$20/per session**

NO credit for missed days unless the fields are too wet for play.

Please text Rachel Miller @ 317-650-0210 or  
email @ [rmiller9181999@yahoo.com](mailto:rmiller9181999@yahoo.com) if fields are too wet.

Mail payment to: Town of Pittsboro PO Box 185, Pittsboro, IN 46167 Payments  
due by the 7<sup>th</sup> of the following month.

Bases are stored in the utility shed at Scamahorn Park located on the EASTSIDE of the building. Contact Rachel Miller for entry.

Each practice you must:

- Rake the fields
- Pick up trash
- Empty trash cans
- Put new trash bags in trash cans

Please empty all trash cans near the diamond you are renting. You will need to take the trash to the large dumpster located near the playground. Extra bags are in the shed. Please put a clean bag in the can when you are done.

**URGENT:**

*Please return this completed agreement and a copy of the proof of insurance to: [pittsboropnr@gmail.com](mailto:pittsboropnr@gmail.com) I agree to the terms and conditions of this agreement.*

Signature: \_\_\_\_\_

Printed Name Email

Address:

Cell:

Organization Name:

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Rachel Miller  
Director of Athletics 317-650-0210  
[rmiller9181999@yahoo.com](mailto:rmiller9181999@yahoo.com)

## Lease Agreement and Land Use of Pittsboro Parks and Recreation

### Baseball/Softball Diamond Rental Agreement-2019

All recreational and organized associations or clubs understand and are in full agreement that the property and facilities located on the park grounds are owned and operated by the Pittsboro Parks Department, and the final decision on any matters is the right and responsibility of the Pittsboro Park Board.

Pittsboro Parks Department is not responsible for any injuries to players or third parties (spectators, visitors etc.) while using park premises.

Pittsboro Parks Department is not responsible for any damage or loss of personal property that may occur during events. This includes any vehicles.

Every organization shall be obligated to follow park regulations during events, games or practices. Pittsboro Parks Department is agreeing to provide use of the park grounds under the condition attendees follow Park rules during their events.

All equipment must be properly stored and not left out in the common areas, for instance drags, tarps or any other grounds equipment, are NOT to be left in any area that requires mowing or trimming.

NO ALCOHOLIC BEVERAGES are allowed on Park property.

Please report vandalism or other issues to the Pittsboro Parks Department at 765-366-9270, Shawnie Brown, Park Superintendent. or call Hendricks County Dispatch Non-emergency number (317) 839-8700 to report suspicious activity. For emergencies call 911.

Pittsboro Parks Department is responsible for assigning names to all the athletic fields located within the parks. The Park Board will vote on the recommendations provided; once approved by the Park Board, the Town Council will have the final vote.

Donations to the parks will be accepted; however, acceptance of such donation will not give any organization or donor a more favorable advantage to influence park decisions. Decisions will be based on the communities' needs, not based on a single organization's needs. All decisions made by the Park Board will then be sent to the Town Council for further review and voting.

Scamahorn Park and Scott Park will close and be locked at 11 PM; any exceptions must be presented to the Park Board for review.

The Town of Pittsboro maintains ownership of all park grounds. The Park Board will be responsible for maintaining the master schedule for the use of the fields and concession buildings; however, it is the responsibility of the organization using the concession stand for their approved scheduled events to follow the park rules regarding the use of the concession stand and to provide the man power necessary to operate the concessions. This is the sole responsibility of the organization. Rules will be posted in both concession buildings.

Pittsboro Parks Department will be responsible for the maintenance of the bleacher seating and dugouts at all of the baseball diamonds. Pittsboro Parks Department will also be responsible for the long-term maintenance and improvements necessary to maintain the safety and integrity at all diamonds. This includes, but not limited to: fencing, painting, water remediation, and any structural disrepair not meeting an acceptable safety expectation.

Pittsboro Parks Department will provide a storage shed close to the diamonds for teams renting the diamonds in order to store field supplies. Pittsboro Parks Department will supply the basic items needed to maintain the fields which should be used by the teams before leaving the diamonds. The teams renting the diamonds will be responsible for the maintenance of the areas they are using. There is a list of field preparation expectations posted near the dugouts to ensure any group using the diamonds leaves it in the proper condition for anyone else using the diamonds. The Park is not responsible for any loss or damage to contents of these buildings. Mowing will be provided by the Pittsboro Parks Department year-round.

The teams renting the diamonds will be responsible for clean-up for the facilities that they are using including the restrooms. Check restrooms after each event, pick up and empty trash, flush toilets if needed, check for running water in toilets or sinks, turn off lights. Pittsboro Parks Department will furnish restroom supplies.

Park Dumpsters are NEVER to be used for personal use. All trash is to be picked up after each game or practice. DO NOT put large items in trash containers. Break down all cardboard boxes and place them in dumpster. If dumpster is full, tie bags and place them in dumpster enclosure. Due to lack of funds, Pittsboro Parks Department only has a trash pickup person two days a week; therefore,

the organization using the grounds will be required to empty FULL trash containers during and after games and practices. DO NOT USE TRASH RECEPTICLES WITHOUT LINERS. Persons responsible for this duty will be designated by the organization using the grounds. The Pittsboro Parks Department will furnish 55-gallon drum liners which will be stored in the storage shed.

Prior to start of season, responsible party must sign a usage agreement with the Park Board and provide them with a schedule of games, events and a list of contacts, including contact numbers. ANY EVENT INCLUDING TOURNAMENTS NOT ON THE REGULAR SCHEDULE MUST BE SUBMITTED 30 DAYS IN ADVANCE AND APPROVED BY THE PITTSBORO PARKS DEPARTMENT. These events need to be submitted 30 days in advance to ensure public safety has been addressed and the needs for the gathering of large crowds has been addressed. The Park Board will notify local authorities (police, fire, Town Council, etc.) of such event.

Construction of any nature (new or repairs) on Town property will require a building permit from the Town. The Town will waive the fees if the permit is approved. There will be no alterations to grounds or buildings without permission from the Park Board. This includes ALL signage.

Teams renting the diamonds will need to make payment by the last day of each month for the hours used for that month, at a rate of \$10/hour. Daily tournament rates are to be \$40/day. A practice and game schedule must be provided to, and approved by, the Pittsboro Park Board prior to entering into this usage agreement. **Each year all teams wishing to rent the diamonds need to sign the Park Board agreement for renting the diamonds.** This agreement needs to be signed so that both Pittsboro Parks Department and the organization using the park are legally covered. Before any practice each season the organizations will need to furnish proof of Insurance to the Park Board/ Town.