



## APPLICATION FOR WOODSON ROAD PARK TENNIS COURT RESERVATION PERMIT

Resident  Non-Resident  Business  Non-Profit Organization

**A copy of the applicant's Driver's License or State ID Card must be submitted with this application.**

**All rental fees are due at the time of reservation and are non-refundable**

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

Day of Week	Date(s)		Time(s)	
	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 Tennis Court Permit Application (Revised: May 2024)**

Department of Parks and Recreation

Telephone Number (314) 428.0490 • Fax Number (314) 227-2951

# **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:

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

**Tennis Courts will not be available to start reserving until March 1<sup>st</sup>.** 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 scrimmages 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 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. All users groups participating in scrimmages 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 Recreation 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 , Saturdays 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 1<sup>st</sup>. 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, vandalism, 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, vandalism, and/or to replace any damages that occur during their use of any field / park facility. 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 aluminum 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.



## INSURANCE REQUIREMENTS CHECKLIST

The following items are required to meet our minimum insurance requirements for use of the Mobile Stage:

1. Coverage confirmation must be submitted on a current "Certificate of Liability Insurance" form.
2. The Named Insured on the evidence of insurance must match the name on the contract.
3. The Description of Operations /Locations/ Vehicles must list the event name, event date(s), and the location of the event.
4. 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.
5. Liability coverage must be on an "occurrence" form.
6. Name "City of Overland and its officials, agents and employees" as additional insured on the Commercial General Liability insurance policy with the following endorsement included:

"The Insurer shall not be liable to make any payment for Loss in connection with any Claim made against the City of Overland as an additional Insured that is barred by sovereign immunity, and nothing contained in this Policy shall constitute a waiver of the City's sovereign immunity."

7. The Certificate shall provide the City of Overland with a minimum of thirty (30) days written notice of any cancellation, suspension or material change in coverage.
8. Please use the following address for Certificate holder:

City of Overland  
9119 Lackland Road  
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

**“I/WE/ME/MY” SHALL MEAN:**

### APPLICANT INFORMATION (PLEASE PRINT)

Applicant Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### GENERAL EVENT INFORMATION

Rental Date(s) \_\_\_\_\_ Rental Site \_\_\_\_\_

Rental Time(s): \_\_\_\_\_ Total Hours \_\_\_\_\_

### ACTIVITY TO BE HELD: (DESCRIBE IN DETAIL)

As partial consideration for the rental, the Individual/Organization (“Renter”) hereby acknowledges and understands the City facilities are rented as-is condition and accepts all risk and responsibility for same. The Renter assumes all risk and responsibility for any accident or injury, if any, whether due to negligence or otherwise and whether caused by Renter or otherwise. The Renter agrees to waive, release, covenant not to sue, forever discharge, indemnify, hold harmless, and defend the City of Overland, its elected and appointed officials, employees, liability insurer, contractors, agents and successors in interest and all that may be liable on their behalf from any and all claims, causes of actions, damages, penalties, demands, judgments, decrees, losses, and costs and expenses including experts and attorney’s fees, on account of, arising out of or resulting, directly or indirectly, or in any manner pertaining to or from the Renter’s and all guests’ or participants’ (or subcontractors if any) performance or breach of the contract or use or rental of the City of Overland’s facilities or otherwise from the presence of the Renter or the Renter’s agents, employees, invitees, or guests in or upon the facilities owned or operated by the City of Overland. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination

**Hold Harmless Agreement (Revised: February 2023)**

Department of Parks and Recreation

Telephone Number (314) 428-0490 • Fax Number (314) 227-2951

of this Contract. The Renter further agrees that this Hold Harmless and Indemnification Clause and waiver and release shall be binding upon him/her/it, his/her/its successors, executors, personal representatives, insurance carriers, administrators, and assigns.

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**PRINTED NAME OF APPLICANT**

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**SIGNATURE OF APPLICANT**

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**TODAY'S DATE**

**FOR DEPARTMENT OF PARKS AND RECREATION USE ONLY**

**Application #:** \_\_\_\_\_

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

**Initials:** \_\_\_\_\_

**Hold Harmless Agreement (Revised: February 2023)**

Department of Parks and Recreation

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

1. Coverage confirmation must be submitted on a current "Certificate of Liability Insurance" form.
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