

GUTCHESS LUMBER SPORTS COMPLEX

RENTAL APPLICATION

Facility Rental Information

Date _____

Name of person applying _____

Phone _____

Organization (if any) _____ Email: _____

Address _____ City, State, Zip _____

Date(s) Requested _____ Time(s) Requested _____

Purpose of Rental _____

Requested Facilities Green Field (NCAA dimensions)

White Field (High School dimensions)

Pavilion Rental

Facility Fees

Deposit: \$100.00 GLSC Partner Rate: See Facility Fees Form

Field Rental Rates: \$75.00/hour for County Applicants \$150.00/hour for Non-County Applicants

\$15.00/hour for Facility Supervision \$50.00/hour for lights

Pavilion Rental Rates: \$150/day no alcohol permitted \$200/day with alcohol permit

Certificate of insurance naming the Town of Cortlandville and Gutches Lumber Sports Complex as additional insured must be submitted 7 days prior to commencement of rental period. Email completed application and proof of insurance to mcnerney@cortland.org.

Facility Rules

- All vehicles must remain in the parking lot. Only authorized vehicles will be allowed on driveways and field.
- Equipment is not provided by GLSC. You must bring your own bats, balls, donuts for bats, gloves, etc.
- Dogs must be kept on a leash at all times. If you do not pick up after your dog you'll be asked to leave. They may never be on a field of play.
- Approval from GLSC must be received prior to bringing your tables, tents, and chairs.
- All facility equipment must stay where it is (garbage cans, bleachers, benches, goals, etc.)
- Your permit won't be considered valid until all proper insurance paperwork is turned in
- We reserve the right to cancel or postpone any events due to inclement weather or required maintenance
- You may not attach any of your own supplies to the facility. This includes signs, posters, balloons, postings, etc.
- No glass containers allowed in the facility

- No metal cleats are allowed in the facility
- No sunflower seeds are allowed in the facility

Terms and Conditions

- The Gutchess Lumber Sports Complex (GLSC) has the right to retain the deposit due to any damage incurred, failure to adhere to facility rules/regulations during rental period.
- A background check may be conducted on the individuals submitting a rental request for the field(s).
- GLSC are not responsible for lost, damaged or stolen property.
- We are not responsible for any injuries received during the rental period.
- This is a smoke-free park. Smokers will be asked to exit the premises.
- The GLSC will be the primary authority, in control of all operations that occur at the field. If at any time an authorized employee feels an individual or group are causing safety issues, displaying unsportsmanlike conduct or disregard of facility rules/regulations, they will be removed from the property.
- If the renter uses any of the Complex’s or the Town’s supplies during an event they will be responsible to replace the supplies used.
- At any time, should they deem it necessary, the Gutchess Lumber Sports Complex may terminate or nullify this agreement. Written notification will be given.
- Alcohol is prohibited.
- Rental applicants must be 21 years of age or older.
- There will be a 10% late fee for everyday your bill is not paid from the listed date and then added per week it’s not paid.
- You may not transfer your permit to another party.
- Applications must be turned in 14 days prior to event.

For Office Use Only

Application submitted on _____

Deposit received on _____ Check _____ Money Order _____ Credit Card _____

COI received on _____

Approved _____ **Denied** _____ **Scheduled on** _____ **by** _____

Notes/Comments: _____

