



# Field Usage Agreement



The City of Harvard will provide basic maintenance to fields owned by the City: mowing grassy areas once per week, emptying garbage cans during the work week, cleaning washroom facilities during the work week where provided, and any general maintenance or capital repairs when required. The City of Harvard does not own and cannot provide equipment or supplies for game-day field preparations. Each organization is responsible for preparing fields for game-day use.

Each organization will provide a Certificate of Insurance naming the City of Harvard as additionally insured, a contact person who is responsible for all communications between the organization and City of Harvard staff, and a schedule of all dates that City of Harvard fields are being requested.

All fields are owned by the City of Harvard and therefore are open for use by the public when games and practices are not scheduled. Organization games will take precedence over public usage.

One (1) bathroom key can be lent out to the contact person so that any available park bathrooms may be used by the group. The bathrooms must be locked at the end of the reserved field usage time. A separate Key Check-Out Form will need to be completed by the contact person.

**Field usage fees have been set by the Parks and Recreation Board and the City Council as of May 2023. These fees apply to both practices and games.**

<i>*Minimum charge of three hours</i>	<b>Resident Fee</b> <i>(to be used if <u>all</u> participants and coaches are residents within the official city limits)</i>	<b>Non-Resident Fee</b> <i>(to be used if <u>any</u> participants or coaches reside outside of the official city limits)</i>
Lighted Field Per Hour	\$10	\$15
Non-Lighted Field Per Hour	\$5	\$10

Any special arrangements or requested adjustments must be brought to and approved by the Parks and Recreation Board. Any requests for field improvements must be approved by the Parks and Recreation Board. Outside organization fee payments are due no later than 60 days after the end of the season. A \$100 late fee will be applied after those 60 days.

**Organizations included in this agreement are:**

- Harvard Baseball League
- H.E.R.S. Fastpitch League
- Harvard High School
- Harvard Soccer League
- Lady Sting Fastpitch Travel Softball
- Harvard IYSA Junior Hornets Soccer Organization
- Harvard Stingers Jr. Tackle Football





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Please specify which fields at each park you are requesting using the maps below.

