



**PARKS, RECREATION AND LIBRARIES
ATHLETIC FIELD RENTAL AGREEMENT
(RELEASE AND INDEMNIFICATION)
2026**

TERMS AND CONDITIONS:

All rental fees must be paid in full a minimum of 14 days prior to the rental date. Cancellation of Athletic Field Rental must be received **a minimum of two weeks** prior to rental dates to receive refund. Refunds, if applicable, will be refunded within 14 business days of the cancellation notice. All daily fees will be applied to field days booked by your organization if not cancelled two weeks prior to the actual date. Cancellations must be done via e-mail to fields@westminsterco.gov listing the name of your organization, field, and dates being cancelled.

All persons must vacate the facility 10:00 p.m. of the day of the rental. Occupancy of the facility later than time stated on the agreement will result in additional fees. These fees will be billed to the renter. Persons include guests, contracted services, and the renter.

City staff will have final say as to whether fields are playable. In case of inclement weather or unplayable field conditions staff will communicate field closures no later than 3:00 p.m. on the day of the closure. Closures will be published on the City of Westminster website at www.westminsterco.gov/1092/Field-Closures. Any refunds created by such field closures will be processed at the end of the rental period.

Under no circumstances will an event be conducted on field(s) deemed unplayable by City staff. It will be the responsibility of the user group(s) scheduled to inform participants as well as their staff of any decision made. No maintenance should be done by the reservation holder without written permission by City of Westminster staff. Hand raking and chalking is allowed.

Colorado weather is unpredictable and there will be times when the City of Westminster will close fields. Therefore, five weekday field closures are figured into permit fees based on your specific rental day of the week and field. At the end of your permitted season, qualifying refunds will be credited to your account in our system. (Example: 5 Monday cancellations, 5 Tuesday cancellations)

Fields will be maintained on a regular basis and the user agrees to accept any field in its current conditions. Any additional maintenance requests must be submitted in writing and, if approved, may be subject to a fee in accordance with the City's field rental fee policy.

Applicant/renter is responsible for their coaches', participants', and spectators' behavior. Renters are responsible for communicating all incidents, including injuries that occur at a Westminster Park by contacting fields@westminsterco.gov within 24 hours of the incident. The City will review the information and make a decision on any actions that may be required.

Users are required to report [any injuries to participants or spectators by](#) sending a report of the incident to fields@cityofwestminster.us [by the end of the day of incident. Incident report should include the following: Injured Party's Name, Age, date of Birth, Parent/Guardian's Name \(if applicable\), Full Address, Phone Number, Description of Incident, Action Taken \(include emergency services and/or other parties involved\).](#)

All items brought in by the renter or contracted services for the rental must be removed from the facility by the end of the rental time. Neither the City nor its employees can be held responsible for any item left at the facility by the renter, participants, athletes, or persons/companies providing service and/or equipment for the rental event. Items for rental events cannot be stored overnight.

The undersigned will leave said facility in a condition as good as, or better than, originally found. The undersigned hereby assumes personal and individual liability for him/herself and on behalf of applicant/renter for any damages and subsequent repair or replacement caused by damages to said facility or equipment occurring through or during the occupancy or use of said facility by the renter. If damages occur, the applicant will be billed.

Proof of liability insurance in the amount of One Million Dollars (\$1,000,000) is required for your rental, and the City is to be listed as an additional insured on the certificate of insurance. Please submit proof of liability insurance to fields@westminsterco.gov. Proof of liability insurance must be received one week prior to first day of rental.



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Granting of rental agreement is subject to the following additional terms and conditions:

- A copy of this permit must be in the possession of the applicant/renter at all times during use. (phone or hard copy)
- No alcoholic beverages are allowed to be brought into City parks.
- No drones allowed at any City of Westminster park/open space property.
- The City does not supply bases or pitching rubbers.
- No lock boxes without prior approval.
- Smoking is prohibited in the dugouts and on the fields.
- The facility shall be restored to a litter free condition upon completion of the rental hours
- Motorized vehicles are restricted to hard surface parking lots and streets. Only authorized city vehicles are permitted in City parks.
- Destruction, damage, or removal of any vegetation or defacement of any City property is prohibited.
- Climbing on City buildings, roofs, dugout roof tops, shelters, trees, and fences is prohibited.
- Disorderly conduct, profanity, and abusive language are prohibited.
- Applicant/renter is responsible for his/her own actions and the actions of parties represented as a result of this permit.
- No loud music allowed, no amplified music.
- Control of Dogs, Cats, and Other Household Pets. May not bring or maintain in or upon any park or community building any dog, cat, or other household pet, unless such dog, cat, or other household pet is kept at all times on a leash, not to exceed fifteen feet (15') in length, and under full control of its owner or custodian, except with the written consent of the Director. Persons shall not leave or deposit dogs, cats, fowl, fish, or other animals, whether dead or alive, in any park, lake, or community building except with the written consent of the Director.
- All general parks and community regulations as stated in Chapter 1, Title XIII of the Westminster Municipal Code also applies.
- An adult must accompany all guests age 8 and younger at all times.
- Do not park in fire lanes. Vehicles left unattended in fire lanes are subject to ticketing by the City of Westminster police department.
- All persons must vacate the facility by 10:00 p.m. on the day of the rental.
- Fundraisers and activities that collect fees require prior approval from the Director of Parks, Recreation and Libraries.
- ALL CITY ORDINANCES ARE IN AFFECT IN CONJUNCTION WITH THIS AGREEMENT.

In the event that the renter and/or renter's guests are unable to adhere to the above stated terms and conditions of the agreement, you will be charged additional rental fees and/or asked to vacate the premises by the facility staff and/or the City of Westminster police department. By signing below, the renter acknowledges responsibility for ensuring all guests adhere to the above terms and conditions and will provide payment for the use of the facilities by the assigned date.

In consideration for this Athletic Field Rental Agreement ("Agreement"), I hereby release and waive any claim of liability against the City of Westminster ("City") with respect to any loss, damage, illness, or injury occurring from the rental and use of the field(s), except if the claim results from the negligence of the City. I acknowledge and assume the risks involved in the rental and use and assume any loss, damage, illness, injury, or death resulting from such risks. I hereby agree to indemnify and hold harmless and covenant not to sue the City, its employees, agents, and members of City Council WITH respect to any claim that I may assert as a result of the rental and use of the City facilities.

I HAVE READ AND AGREE TO THE CONDITIONS STATED ABOVE FOR WESTMINSTER FIELDS:

SIGNATURE OF RENTER: _____ DATE: _____

PRINTED NAME: _____

BUSINESS/GROUP/TEAM NAME: _____