



27424 Robinson Road, Oak Ridge North, Texas 77385 - (281) 292-4648 - Fax (281) 367-7729

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**MARILYN EDGAR PARK BALLFIELD**

**Marilyn Edgar Park, 26531 Hillside Dr., Oak Ridge North, TX 77386**

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Name of Organization (if any): \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (office)

Email: \_\_\_\_\_

**Dates you want to reserve the field:** \_\_\_\_\_

Time Period: From: \_\_\_\_\_ am / pm to: \_\_\_\_\_ am / pm

Baseball field usage fee: \$45.00 per hour X \_\_\_\_\_ hours = Total paid: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Take by \_\_\_\_\_ Date \_\_\_\_\_

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**I HAVE READ AND UNDERSTAND THE ATTACHED BASEBALL FIELD RENTAL POLICY AND TAKE FULL RESPONSIBILITY FOR ANY DAMAGES OR ABUSE COMMITTED DURING THE RENTAL TIME PERIOD.**

APPLICANT SIGNATURE: \_\_\_\_\_

Contact [parks@oakridgenorth.com](mailto:parks@oakridgenorth.com) or 281-292-4648 with any questions or to make reservations.

## **City of Oak Ridge North Baseball Field Rental Policy**

### **OBJECTIVE**

This policy is intended to regulate the rental use of the Marilyn Edgar Park baseball fields (“MEP Facilities”). The MEP Facilities are available for use by the general public during hours established by the City. To ensure availability, however, reservations may be made in advance. Users with a reservation will always have use priority over users who do not have a reservation. Otherwise, use of the MEP Facilities is on a first come, first serve basis.

### **USE HOURS**

The MEP Facilities are available for use beginning at 8:00 AM until 10:00 PM (“Normal Hours”) every day unless the MEP Facilities are otherwise reserved, or closed for repair or maintenance activities.

### **RESERVATIONS & FEES**

Reservations for the MEP Facilities must be scheduled during normal City Hall office hours (7:30 AM to 4:30 PM) by an adult (18 years of age or older) who submits an application and signs for the requested reservation. Reservations must be made through City Hall at (281) 292-4648 or by submitting a reservation request via email to [parks@oakridgenorth.com](mailto:parks@oakridgenorth.com) and receiving an email confirmation of the reservation.

A person may reserve the MEP Facilities for an hourly fee up to a maximum of two (2) hours. Back to back reservations are prohibited. Reservations must be made at least ten (10) days prior to the scheduled activity. When reserving for a reoccurring period, all reservation fees are due upon making the reservation for the reoccurring period requested. Fees may be paid over the phone with a credit card or in person with credit card or check. Reservations are confirmed upon receipt of payment.

Reservation requests outside of the Normal Hours must be approved by the City Manager or Assistant City Manager. Evening reservations will be made in time blocks from 5:00PM-7:00PM and 7:15PM-9:15PM only.

Reservation fees are \$45.00 per hour up to the two (2) hour maximum. Reservation fees are non-refundable.

### **MAINTENANCE**

The City’s Public Works department will maintain the field. Users are permitted to hand drag, rake and line ONLY.

Garbage or trash should be bagged and may be placed in the dumpster provided by the City. DO NOT USE THE PARK CANS. Garbage bags and cleanup crews are not furnished. No alcoholic beverages are permitted on the MEP Facilities. Concessions are not permitted unless written authorization is provided by the City Manager or Assistant City Manager. Abuse of the MEP Facilities or non-compliance with any of the stated rules could result in the indefinite suspension of the individual, group or organization from future use. If a city representative determines in his/her sole discretion that a user has abused the MEP Facilities, the repair of all damages shall be the responsibility of the individual who reserved the MEP Facilities.

Please report any damages to the Police Department at (281) 292-4643 for the safety of park patrons.  
This policy becomes effective on June 1, 2019.