

# Sports Complex Guidelines

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These are the guidelines for using the Mulvane Sports Complex, setting forth reservation procedures, establishing priorities on access and user fees, providing for insurance coverage and indemnification, and stating the policy of the Mulvane Recreation Commission.

- All groups, organizations, clubs or individuals desiring the use of any fields or facilities at the Mulvane Sports Complex must complete a “Rental Permit” form with the Mulvane Recreation Commission before using the facility.
- Priority of use and applicable fees required to be paid for the use of the facility as set forth below:
  - USD 263 (Mulvane Schools) interscholastic athletics events - No Charge
  - Mulvane Recreation Commission activities - No Charge
  - All other users with fees as follows:
    - **\$20/hour - ball field only**
    - **\$30/hour - ball field plus lights**
    - **\$100 Key Deposit**
- Priorities for using the Sports Complex and its various facilities will match the categories listed in the order above.
- All applicants/users shall furnish a liability insurance policy naming the City of Mulvane as the insured, with policy limits of not less than \$500,00 accident/liability coverage and \$100,000 property damage.
- All applicants/users shall sign an approved “Hold Harmless Agreement” with the city.
- Applicant shall abide by the “Guidelines for the Sports Complex Use” approved by City Council.
- On timely written application, the city council may waive or suspend enforcement of the provisions and requirements of this resolution.

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1. All reservations for the Sports Complex facility will be made through the Mulvane Recreation Commission at their office at 632 E. Mulvane. Reservation forms, fee payment (check payable to MRC), and key check-out will be done at the MRC office. Reservation approval will be done between 8:00 a.m. and 5:00 p.m.
2. MRC games and practices take priority; the applicant's request may be denied, rescheduled and/or canceled.
3. Walk-Through: The person reserving the Sports Complex must contact the Sports Director (777-0858) and arrange a "walk-through " with park personnel to make sure the keys work and familiarize applicants with the lights, restrooms, concession stand, etc.
4. Return the Keys: Keys will be turned in to the MRC by 5:00 pm the day after use of at the end of the season (10/31/25) as per the date on the permit. The key deposit will be refunded after the keys are returned.
5. Users agree not to loan, make copies, or otherwise duplicate any Sports Complex keys issued.
6. When the sports complex is reserved, the use of a separate concession stand trailer, electric boxes, additional equipment, or alteration or movement of any equipment on the ball fields must be requested in writing.
7. The Sports Complex will be open from 8:00 a.m. to 9:30 p.m. daily unless prior permission is obtained (in writing) for longer hours.
8. The MRC Sports Director will call games if there is rain or the fields are too muddy by the day of the games. Due to wet conditions, no one is to be on the fields when the games are called.
9. Applicants will replace divots and smooth pitching mounds and home plate areas after each day (practice or games.)
10. Applicants are responsible for picking up all trash in and around the Sports Complex and the entire parking lot.
11. The person reserving the Sports Complex and completing the "Walk Through" will be the last person to leave the facility and responsible for:
  - Turning off the lights.
  - Closing and locking all doors (restrooms, concession stand, press box) and gates.