



- ❖ Portage Jr. Miss Softball Inc.
- ❖ P.O. Box 672 Portage, IN 46368

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[portagejrmiss@gmail.com](mailto:portagejrmiss@gmail.com)  
Federal Tax ID: 35-1312640

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## PORTAGE JR. MISS SOFTBALL, INC

### TOURNAMENT RENTAL AGREEMENT

I understand this agreement and form is a **REQUEST** until it is approved by Portage Jr. Miss Softball Board of Directors.

I understand submitting a request is NOT a guarantee of availability or approval. All field rentals for tournaments are processed in order they are received. PJM reserves the right to deny any field rental. This agreement and form must be completed and copy of the organization certificate of liability insurance must be provided to Portage Jr. Miss Softball, for approval. The Organization listed on this agreement agrees to submit payment and all waiver forms, as determined by PJM by date indicated when notified of approval.

### SCHEDULING

All tournaments will be scheduled through Portage Junior Miss Softball. Portage Junior Miss Softball regular season games and tournaments will receive priority field time. Scheduling requests submitted for the upcoming season prior to November 1<sup>st</sup> will be given tentative approval, contingent upon no interference with the PJM schedule.

**Friday and Saturday Games must be completed by 11:00 p.m. and Sunday games must start no later than 6pm.**

**All checks should be made payable to "PJM Softball".**

### TOURNAMENT FIELD RENTAL FEES

***Tournament Rental fee is \$250.00 per field per day with or without lights.***

Organization "Renter" Field Deposit of \$100.00 per field / per day must be paid prior in order to secure the reservation.

The Organization "Renter" final payment due and owing to PJM for field(s) used will be paid on the last day of the tournament prior to the last game being played

If the organization “renter” has a positive past relationship with PJM, the deposit may be waived. This will be done at the sole discretion of the PJM Board of Directors. The cancellation policy will however still be in effect and any field deposit above will be required and paid to PJM for any days unused.

PJM will provide 1 port a potty a full bathroom with 4 stalls and 1 men bathroom with 1 stall to “renter” PJM will charge a flat rate fee of \$150.00 to “renter” for ordering an extra-port a potty (12 + teams) for weekend tournament this fee includes clean out.

### **TOURNAMENT CANCELLATION POLICY**

If the Organization “Renter” cancels all or any part of a reservation 14 or more days prior to the event, he/she shall be entitled to a refund of all fees and deposits for the cancelled reservation.

If the Renter cancels all or any part of a reservation less than 14 days renter shall be entitled to a refund of one-half of the field rental fees per field/per day for the cancelled reservation. The reservation deposit will be forfeited for cancellations within 1 week of the event or if the Renter cancels all or any part of a reservation less than 72 hours prior to the event, or during the event. Renter **shall not be** entitled to any refund of fees or deposits.

### **FIELD MAINTENANCE**

PJM will hand-rake and chalk each field rented after every 3<sup>rd</sup> game. Upon request of the “Renter” field machine dragging will be re-done upon request after every 3<sup>rd</sup> game.

Portage Junior Miss Softball will drag, line and chalk each field used for All Championship Games.

### **PJM CONCESSION**

PJM will receive 100% of concession stand sales/profit.

### **PJM COMPLEX RULES**

The Organization “Renter” shall notify and abide by and regulations.

1. Only 1 team cooler per team
2. All renters are responsible for cleaning up their own belongings and trash. Trash cans are provided by each field.
3. No motorized vehicles are allowed on the property outside of the parking area.
4. No alcohol/illegal drugs are allowed on the premises. If you are caught with alcohol/illegal drugs, Portage Police Department will be notified and all rental fees and privileges will be forfeited.
5. No Smoking or Vaping is allowed anywhere inside the PJM Complex.
6. No pets/animals are allowed on the PJM property.
7. Any misuse of property, equipment, facilities must be reported to PJM immediately. If malicious intent was found the cost to repair any damage will be incurred by the responsible party/team/organization.

### **Waiver of Liability**

The Organization a listed on this Rental Agreement fully understands and is solely responsible for any and all supervision during field rental at the PJM Complex and agrees to hold harmless Portage Jr. Miss Softball., its officers, directors, volunteers, and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorney fees) arising indirectly or directly in connection with or under, or as a result of this agreement. It is also understood that the Organization listed on this agreement will provide and maintain at its own cost, insurance coverage prior to and for the duration of this rental agreement. The Organization listed on this agreement agrees to indemnify and hold the Portage Jr. Miss Softball, Inc and its members and board of directors, harmless from any liability, lost cost or expense (including but not limited to attorney's fees, medical, and ambulance costs) that may occur while at the Portage Jr. Miss Softball Complex.

I have read and fully understand, and agree to all of the rules and waivers above.

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

Organization Name: \_\_\_\_\_

Please sign and return this agreement and practice form along certificate of insurance to  
**Portage Jr. Miss Softball PO Box 672 Portage, IN 46368**

**For Office Use Only:**



Approved by PJM Board Directors on the \_\_\_\_\_ Day of  
\_\_\_\_\_, 20\_\_\_\_\_

PJM Board of Director Signature: \_\_\_\_\_  
\_\_\_\_\_

Certificate of Liability of Insurance on File:  
\_\_\_\_\_

## **PJM TOURNAMENT RENTAL FORM**

1. Organization Making Request

\_\_\_\_\_

2. Contact Person/Responsible Party \_\_\_\_\_

3. Address \_\_\_\_\_

4. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. Cell# \_\_\_\_\_ Alternate# \_\_\_\_\_

6. E-mail Address: \_\_\_\_\_

7. Field Date and Time(s) Requested:

F1                  F2                  F3                  F4                  F5

Requested Rental Date(s): Begin \_\_\_\_\_ End \_\_\_\_\_

Times

F1                  F2                  F3                  F4                  F5

Requested Rental Date(s): Begin \_\_\_\_\_ End \_\_\_\_\_

F1                  F2                  F3                  F4                  F5

Requested Rental Date(s): Begin \_\_\_\_\_ End \_\_\_\_\_

**For Office Use Only:**

Approved by PJM Board Directors on the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

PJM Board of Director Signature: \_\_\_\_\_

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