



# Field Rental & Parks Reservation Policies

## City of Louisburg, KS

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Approved by Resolution 11-3-2025

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## Ball Field Rental Policy and Fees

Thank you for your interest in renting one of the City's ball fields. The goal is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies.

You are welcome to utilize the City's ball fields located at Lewis-Young Park for increments of 1 ½ hours from 6 am to 10 pm, without charge or reservation, on a first-come, first-served basis unless a permit has been secured for a reservation or a special event.

### APPLICATION PROCESS

#### **Applications will be approved according to the following priority:**

1. City Partnership Activities – activities approved by the Louisburg Park & Tree Board and/or the City Council; and USD 416 sporting events. Once the school district builds its own fields, they will no longer receive priority consideration.
  2. Recreational Activities - activities originated by the Louisburg Recreation Commission to benefit youth and/or adults in the Louisburg community;
  3. General Public Activities – activities by non-profit groups, clubs, organizations and individuals other than set forth above. In the event of a scheduling conflict, General Public Activity uses of ball fields will be prioritized by the organization's number of participants living in the USD 416 school district. Those groups that have 50 percent or greater membership residing in the local school district will have priority scheduling over other groups. Sports teams must provide a roster with each coach's name, address and telephone number as well as name and address of each player on the team.
- **A permit can be denied if:** 1) The ball field is not available; 2) the applicant has an unsatisfactory use record; 3) the rental does not meet applicable laws/rules; or 4) the rental could be detrimental to the best interest of the City, as determined by the City Administrator.
  - **Each applicant shall be at least 21** years of age and act or designate one person to act as the coordinator of all rental matters.
  - **Each permit must contain complete information,** since City staff will not be responsible to supply any equipment, utilities or additional services not listed on the approved application.

## FEE SCHEDULE

<b>Park Type</b>	<b>Hourly Fee</b>
Baseball/Softball ( <i>rate applies if used by football</i> )	\$30
Soccer	\$20
Football	\$20
Light Fee (any field)	\$15

- All fees are due upon and as a condition of approval. Fields will not be reserved without payment. Fees are subject to change, unless paid in full, prior to the effective date of a fee change.
- Light Key Deposit: A \$25 (per key) cash deposit is required for rentals that require keys to operate field lighting at Lewis-Young Park. The key(s) must be returned within 24 hours of the last rental date to receive a refund. Use of lights for Louisburg Recreation Commission activities will be administered through the LRC Director.

## GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the revocation of current permits and denial of future field requests.

- Rental Hours: Ball fields may be reserved each day from 6 a.m. to 10 p.m. Reserved hours include time to enter and prepare field for use, remove or secure equipment, and vacate the field. Other users may be scheduled immediately prior to and following a reservation. For light use of General Public Activities the applicant will need to pay a light key deposit as specified in the above Fee Schedule.
- Applicant shall abide by all applicable laws, including the prohibition of smoking and alcohol.
- The City is not responsible for personal injuries or for damaged or stolen property.
- The City does not provide portable mounds, bases, other sports equipment, or additional field maintenance (in-field dragging, watering or line placement) beyond routine maintenance.
- Insurance requirements: All organizations, clubs, tournaments and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of Louisburg as additionally insured must be submitted at least two weeks in advance of the first rental date. Renters that cannot provide the correct insurance documents will have their reservation revoked.
- Notice of Non Use of Fields: Any organization that has been allocated field space and does not intend to use it per the permit issued shall notify the City Clerk so the

field may be re-allocated. Users may not sublease fields under any circumstance, nor allow shared or drop-in use by others during their permitted time unless prior approval is granted. For LRC teams, coaches should notify the LRC Director of non use of fields.

- The City does not provide storage at parks for individual teams. Property and supplies are the responsibility of the applicant. The City is not responsible for lost, stolen or damaged equipment.
- Vehicles are not permitted to drive on City fields without prior approval. This rule applies to coaches and other program administrators who want to unload game equipment or supplies for the program.
- Stages, Tents, Bounce Houses: Small tents (10'x10') are approved for set-up in appropriate areas which do not cause trip hazards to the participants or general public. Stages, bleachers, bounce houses and other prop displays must be approved separately through the Special Events permit, which may include separate conditions and fees.
- Banners shall not be hung on fences with the exception of LRC-approved banners. All banners must be no larger than 3 ft. x 5 ft. and must be constructed from mesh or have wind slits to allow the wind to pass through the banner.
- When fields must be closed due to rain or other inclement weather or for any damage due to vandalism or other conditions requiring immediate attentions, applicants may be refunded or rescheduled if other dates are available and agreed upon by both parties. It is the applicant's responsibility to notify their participants and coaches to stay off the fields until notification. Unplanned closures will be posted by sign at the field's dugout location and on the City's Facebook page: [www.facebook.com/louisburgks](http://www.facebook.com/louisburgks)
- Scoreboard use is allowed for organized games only with prior approval. A scoreboard training session will be conducted prior to each season for those fields with scoreboards. The scoreboard operator will also be trained on how to turn field lights on and off.

## **CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS**

- All cancellations and changes must be submitted in writing before any request will be considered.
- A \$25 processing fee will be charged for cancellations or changes made after permit has been approved.
- The City reserves the right to cancel an approved permit in the unlikely event that the field cannot be used or there is a conflicting activity.
- The City reserves the right to terminate an activity, without refund, if it is considered necessary by a City designee or by a Police Officer for the safety and welfare of the public and City. This would include the need to clear a park in the event of a weather or emergency situation.

## Camping/Structure Rental Policy and Fees

### CAMPING AT LEWIS-YOUNG PARK

There are three Scout Camping areas at Lewis-Young Park that may be reserved. Please contact City Hall 913-837-5371 for more information.

An organization must complete a special events permit is required to reserve a camping area. A Certificate of Liability insurance is required in the amount of \$1 million for the permitted dates. The certificate of liability insurance and an endorsement letter naming the City of Louisburg as additionally insured must be submitted at least two weeks in advance of the first rental date.

### FEE SCHEDULE

	USD 416 residents	Non-local residents
Tier 1 = 50 and under campers	No fee	\$25
Tier 2 – 51-100 campers	\$50	\$75
Tier 3 = 101-200 campers	\$100	\$150
Tier 4 = 201-300 campers	\$200	\$300
Tier 5 = over 300 campers	\$300	\$450

### SHELTER HOUSE/PARK SPACE RESERVATIONS FOR RON WEERS PARK, CITY PARK AND LEWIS-YOUNG PARK

Residents are welcome to use the City's parks facilities free of charge at any time unless a reservation has been secured through City Hall. In the event of a reservation, the renter has exclusive use of the area/shelter reserved. Churches and the Louisburg Library are exempt from paying the rental fee but are still asked to reserve use.

Available shelters include the shelter house at Ron Weers Park, Shelter House East and West, located just south of the A Field parking lot, the concession stand area and the Soccer Shelter at Lewis-Young Park and the bandstand at City Park. Ron Weers Park has restroom facilities. If required, a key may be checked out from City Hall during regular business hours with a \$25 deposit, which is returned when the key is returned to City Hall.

The tennis/pickleball court is available to rent in one-hour increments.

### FEE SCHEDULE

Ron Weers Shelter	\$25/4 hours + restroom key deposit, if required
Ron Weers Shelter	\$50/all day + restroom key deposit, if required
Any other park area/shelter	\$10/4 hours
Tennis/Pickleball Courts	\$10/hour

The reservation allows the renter exclusive use of the area/shelter reserved. Reservations will be posted on the City's website [www.louisburgkansas.gov](http://www.louisburgkansas.gov). Renters will use the website reservations calendar to show ability to use facility.