

City of Lubbock Parks and Recreation

TOURNAMENT/LEAGUE FIELD RENTALS

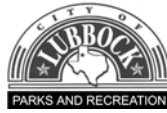
Fields Available for Rental: Berl Huffman Athletic Complex
 Dirk West Complex
 User Group Complex(s)
 All other fields will be considered on an individual basis

Rental Fees/Deposits:	Field Rental	Please see table below
	Light Key (If Applicable)	\$100 refundable deposit
	Litter (per field)	\$100 refundable deposit
	Bases (Dirk West/Berl Huffman)	\$300 refundable deposit
	Facility Deposit	\$1,000 refundable deposit

Berl Huffman Athletic Complex Tournament (One or two day) Multi-Day (Effective beginning the third day) Non User Group League Light Usage Fee	\$150 per field, per day for tournaments \$75 per field, per day N/A \$10 per hour, per field
User Group Complex(s) Tournament (One or two day) Multi-Day (Effective beginning the third day) Non User Group League Light Usage Fee	\$150 per field, per day for tournaments \$75 per field, per day \$25 per game for league play \$10 per hour, per field
Dirk West Complex Tournament (One or two day) Multi-Day (Effective beginning the third day) Non User Group League Light Usage Fee	\$100 per field, per day for tournaments \$50 per field, per day \$20 per game for league play \$10 per hour, per field
Service & Miscellaneous Fees: Event Coordinator Utilizes City of Lubbock Staff Equipment/Materials	City/Maintenance Staff (as available): \$25 per hour, per person Equipment Fee: \$100 per day Materials: market price

The above-mentioned fields are available for rental pending availability. Rental approval will be contingent upon field conditions, repair/renovations, and other facility considerations. The City of Lubbock Parks and Recreation Department and/or its designated user shall have priority over the above-mentioned fields.

Groups wishing to rent fields must rent a minimum of two fields with the exception of the Dirk West Complex. Groups in good standing with a State/National Governing Body (i.e. TAAF, UIL, USSSA, ASA, PONY, etc.) will receive rental priority over private individual rental requests. Groups must comply with all sanctioning organizations rules and regulations. Service requests are subject to availability, with the exception of the following holidays: Memorial Day and 4th of July, which there will be no City of Lubbock staff available. A completed Tournament/League Reservation Request form must be submitted for approval. This form must be submitted no later than two weeks prior to tournament/league play. Please see the Tournament/League Rental Policy for further regulations.



**City of Lubbock
Parks and Recreation**

TOURNAMENT/LEAGUE RENTAL POLICY

Polices and Procedures

1. All applicable fees/deposits are due no later than 48 hours prior to the tournament/league start date. If the fees/deposits are not received by the required date, the reservation will be cancelled. A field usage chart along with light use schedule must be submitted based on the time table below. The Parks and Recreation Department reserves the right to deny any reservation request.

Tournament Start Day	Field Usage Chart Due
Monday	Thursday – 8 AM
Tuesday	Friday – 8 AM
Wednesday	Monday – 8 AM
Thursday	Tuesday – 8 AM
Friday, Saturday, Sunday	Wednesday – 8 AM

2. All requests for city and/or maintenance staff must be received a minimum of 5 business days prior to tournament start time.
3. Refunds will be considered upon request due to inclement weather.
4. A copy of the Insurance Certificate from the renting party is required 48 hours prior to the event, using the following criteria:
 - Renting party will procure and carry, at its sole cost and expense through the life of this event, insurance protection as hereinafter specified, in form and substance satisfactory to the City, carried with an insurance company authorized to transact business in the State of Texas, covering all foreseeable aspects, operations in connection with this event.
 - Renting party shall have comprehensive general liability insurance, with limits of \$1,000,000.00 combined single limit in the aggregate and per occurrence. Said policy shall specifically include coverage for sporting and athletic events.
 - City of Lubbock shall be named as an additional insured in such policy.
5. All applicable light fees will be due no later than the first business day following the completion of the tournament/league. Payment for light usage for user group complexes must be made payable to the applicable user group.

Non – MUSCO Lighted Facilities

The deposits for bases, litter and light key (if applicable) are due 48 hours prior to the event. The bases and light key will be given to the reserving party at this time. (Dirk West Complex only) Bases and light key are due back to the Parks and Recreation Department the first business day following the tournament. If the bases and light key are not returned by 5 p.m. the first business day following the tournament, the reserving party will not receive the entire deposit. The deposit will be prorated at a rate of \$75/day. No deposit will be returned to the reserving party after the fourth business day. For Berl Huffman, the Parks and Recreation Department will have an on site representative issue bases and turn on/off lights.

MUSCO Lighted Facilities

The deposits for bases and litter are due 48 hours prior to the event. Lights will be scheduled by a Parks and Recreation Department representative. Appropriate time of usage is crucial in scheduling lights to avoid additional light charges.

6. The reserving party will not have access to the press box located at each field including the scoreboard and the public address system, unless otherwise approved by the Parks and Recreation Department. In the event the renting party wishes to use the press boxes, concession stand, bases, restrooms and/or scoreboards they must negotiate through each individual user group.
7. The City of Lubbock concession stands are not available for use. The reserving party may offer mobile or outside concessions upon approval by the Parks and Recreation Department. Any proposed concessions must be submitted on the Concession Request form and returned with the Tournament/League Reservation Request form. Concessions are subject to a 20% commission from gross sales. A receipt showing proof of a health permit for prepared foods must be submitted to the Parks and Recreation Department 48 hours prior to the event. All concession facilities and their operations must meet applicable federal, state and local laws, ordinances, statutes and rules. Failure to comply with applicable federal, state and local laws, ordinances, statutes and rules may result in sanctions to be determined by the City of Lubbock including up to and the termination of the event.
8. Possession or consumption of alcoholic beverages on City of Lubbock Parks and Recreation property is prohibited, City Ordinance No. 3886.
9. Smoking is prohibited inside any City facility and within twenty (20) feet of an entrance into a facility, City Ordinance No. 2001-00060.
10. Reserving party must be at least 21 years of age.
11. The Parks and Recreation Department reserves the right to terminate the event at any time.
12. Driving on park property is prohibited at all times, City Ordinance No. 8027, Section 16-131.
13. **For tournaments only:** A copy of the completed tournament bracket must be submitted to the Parks and Recreation Department on the Monday following the tournament. Failure to turn in appropriate documentation could result in forfeiture of event rental requests for a minimum of two months to one year maximum.

For leagues only: A copy of the league schedule must be submitted to the Parks and Recreation Department 48 hours prior to the league start date. These leagues shall be youth leagues only. Requests from a non user group will be based on field availability, user group (in season) and Parks and Recreation Department approval.

*Non user group leagues are defined as any league that currently does not have an Athletic Facility License Agreement on file with the Parks and Recreation Department.
14. Upon completion of the tournament, a City representative will inspect the fields, common areas, bleachers, restrooms, parking lot and surrounding area to verify trash has been picked up and placed in proper receptacles, there is no property damage, and the facilities are in the same condition as when the tournament began. Failure to abide by the above will result in forfeiture of applicable deposits. Normal wear and tear on the fields is expected. Any property damage may result in criminal charges against the reserving party.
15. The relationship between the City of Lubbock and reserving party is at all times solely that of a licensor and a licensee, and may not be deemed, in any event, a partnership or a joint venture.
16. The City of Lubbock disclaims any responsibility for the operations of the activities of the reserving party. The City's involvement is limited solely to those specific tasks identified in this agreement. Any internal complaint between participants, spectators, or officials, or between teams of the event, shall be resolved internally without recourse to the City of Lubbock Parks and Recreation Department.
17. The reserving party shall hold harmless, defend, release and indemnify the City against any suits, liabilities, claims, demands or damages, including, but not limited to, personal injuries and attorney's fees, arising

from reserving party's use of the Property and exercise of the license under this Agreement. The indemnity and release provided herein shall survive the termination or avoidance of this agreement.

18. The Parks and Recreation Maintenance Department will drag and mark all reserved fields, clean the restrooms and have litter barrels empty prior to the first day game. Bases will be put out and the facility will be ready to use. The renting party will be responsible for all dragging, marking, etc. that occurs after the first game. The renting party will also be responsible for picking up the bases and securing them during the rental. The renting party will be subsequently responsible for putting out the bases after the first day of use. The Parks and Recreation Maintenance Department does not set or prepare portable mounds, this is the responsibility of the renting party. Additionally, the Parks and Recreation Maintenance Department does not prepare facilities or fields for league play, this is the responsibility of the renting party. (Please note: Bases for all Dirk West rentals will be checked out through the Parks and Recreation Office and will not be set by Parks and Recreation staff.)
19. The renting party may not add any infield material without approval from the Parks and Recreation Department.

The Parks and Recreation Department reserves the right (s) to:

- Deny any reservation request,
- Not rent a particular facility,
- To close an ongoing event for event contract violation, violation to city ordinance, inclement weather, public intoxication or breach of peace,
- Alter or amend the Tournament/League Rental Policy.

Revised: 3/24/10