

2017 ATHLETIC FIELD RENTAL GUIDE & APPLICATION



Regional Athletic Complex (RAC)



Pictured: The Regional Athletic Complex (RAC)

**This packet is only for sports uses. If you would like to rent a field or park for a non-sports special event, please contact our office for a special event Facility Use Application form. Thanks!*

TO: Facility Tournament Rentals

FROM: Sue Falash, Facilities & Athletics Manager
Sean Finney, Recreation Supervisor II
Lacey Parks and Recreation

SUBJECT: 2017 Regional Athletic Complex Tournament Information

Thank you for your interest in the Regional Athletic Complex. We will have 4 baseball/softball fields with artificial infields as well as 1 baseball field with an artificial infield. Our fields are used year round. We also have 5 grass soccer fields and 1 synthetic lighted soccer field. Grass soccer fields are available March until November. If you have any questions, please contact Sue Falash, (360) 491-0857 or sfalash@ci.lacey.wa.us.

We will try to honor all dates from last year with the exception of State, Regional or National Tournament bid approvals and confirmation from sanctioning associations.

We try to diversify the use between, youth and adult use as well as male/female.

Reminder.... We will NOT be allowing metal cleats on any of our fields. This will include the 90' baseball. Please let your teams know.

We have been having issues with the remotes walking away and not returning. We are putting in place a \$100 deposit if you wish to use the remotes and scoreboards and it will be the **tournament directors** responsibility to hand them out and return them at the end of each day of your tournament. Some tournaments have the umpires work them, some just have parents in the stands. So it is hard to determine who has them at the end of the night for RAC staff. Each of the remotes cost \$100 to replace and if we do not get them back it can affect the next tournament or league play.

Thank you for understanding.

FACILITY REQUESTS

Regional Athletic Complex facilities may be rented to outside individuals, businesses and organizations on a space available basis. The designee requesting a reservation must be age 21 or older to reserve and sign use permits. Facility requests need to be received in the Parks and Rec. office by **November 18th** to be considered for the initial allocation. Allocation confirmations will be made by **November 23^d** (If possible). All remaining dates will be available on a first come basis.

Lacey Parks and Recreation activities shall have scheduling priority of facilities owned and operated by City of Lacey.

Tournament Rentals

Facility renters must submit a completed RAC Facility Request Form for each rental requested along with a \$350.00 of rental deposit. If multiple rentals are submitted the rental deposit shall be rolled over to the next subsequent rental dates. The deposit shall be applied to the last tournament rental of the season.

Rental Confirmation

Each person or group requesting fields will receive a confirmation from LPR informing them of their tournament status. Once this confirmation is received, a signed copy must be returned to the administrative offices and will be placed on file.

RENTAL FEES

The following fees are in effect for 2017.

Weekend Tournament Rental Fees:

RAC Softball Fields 1-5	\$27.00/hr/field (includes lights)**
RAC Soccer Fields 2-6	\$27.00/hr/field**
RAC Soccer Field 1	\$48.50 /wo lights May-Sept.**
	\$70.00 w/lights May-Sept. and**
	Oct.-April w/ or w/o lights**

Athletic field use fee charged on a per hour basis with a minimum charge of 1.5 hrs adjusted to .5 increments.

Additional Fees:

Lacey Parks and Recreation Department reserve the right to add additional fees depending on the request for service.

Rental Deposits

\$350.00 deposit is due with the confirmation of tournament. **If a rental is canceled, an additional deposit required to hold future rental dates.** Make checks payable to Lacey Parks and Recreation.

REFUNDS

100% Refunds:

Up to 100% of the un-obligated portion of the fees will be returned under the following conditions:

- LPRD & or T CPRD cancels event due to weather conditions, or scheduling error.
- Cancellations instituted by Police, Fire, and or other emergency personnel, wherein the health and or safety of the participants and/or spectators may be at risk.

50% Refunds:

User groups, who cancel approved reservations before the scheduled event, will receive a refund of up to 50% of deposit fees paid:

0% Refunds:

Refunds will not be given for the following conditions:

- User group who violates Rules & Regulations
- User group who cancels a portion of their reserved date(s) and/or facility(s)
- Unconfirmed schedule changes issued by user group.

TOURNAMENT SCHEDULES

Tournament Schedules are due in the Lacey Parks and Recreation office no later than noon on the Monday prior to the tournament. Schedules may be faxed, emailed or brought in person to the administration office.

- Sue Falash at: sfalash@ci.lacey.wa.us &
- Lacey Parks and Recreation Office: 420 College St. SE, Lacey WA 98509

Saturday/Sunday Schedules

- Tournament Directors are encouraged to start first games at 9am. Games may start at 8am with an approval by the RAC Manager. Games must be completed by 12mid. In the winter months please plan on potential delay due to frost.
- **Facilities will be open 1 hour prior to the first scheduled game.**

Maintenance

The grounds and playing fields will be maintained by the RAC maintenance crew in accordance with prearranged scheduled submitted by the user and approved by the RAC staff.

No maintenance or field prep may be performed by anyone other than RAC personnel or volunteers directly supervised by RAC personnel.

Playing in Inclement Weather

If it should rainout the day(s) of your tournament, decisions on whether the fields are playable will be based on input from the tournament director, umpires, and park department maintenance and/or RAC Manager. The maintenance and/or RAC Manager will have the final say regarding field usage. NO material may be added to any infield area. Under NO circumstances are you allowed to set-up bases on the outfield or grass areas. Failure to comply with department staff decisions may result in that tournament not being renewed the following year. In addition, groups must reimburse City of Lacey for any expenses incurred due to the damages caused by non-compliance.

ADDITIONAL INFORMATION

Sanction Requirements

All softball/baseball tournament rentals must be sanctioned by a recognized state or national sports association (i.e. ASA, USSSA, NSA, AFA, etc.) at RAC and use sanctioned umpires. Exceptions may be granted only by the RAC Manager or designee. A letter of explanation requesting an exception must be submitted at the time the Facility Request Form is submitted.

Liability Insurance

All organizations **MUST PROVIDE** with their use request, proof of insurance, which covers their full period of use (i.e. photocopy of insurance certificate). The insurance must provide a general liability policy of minimum coverage of \$1,000,000: this policy must also name the LPRD and TCPRD as additionally insured.

Park and Synthetic Rules

NO ANIMALS, TOBACCO PRODUCTS OR ALCOHOL are allowed inside the baseball/softball complex.

A list of the facility rules are posted at each of the complex facilities. The following items and uses are strictly prohibited on the synthetic field.

Animals	Golfing	Food or Drink	Any Sharp Objects
Flammable liquids	Gum or Candy	Smoking	Metal cleats
Sunflower Seeds	Fireworks	Metal stakes	Tobacco Products
Glass	Chairs		

Metal Cleats will NOT be allowed.

Batting into backstops or goal nets, or kicking into backstops is prohibited.

The user group will provide proper supervision throughout scheduled event (i.e. a person designated as "Tournament Director" at the RAC facility at all times. The City/County will not be held liable for any prior commitment(s) made by the user group.

Batting/Fielding Warm-up Areas

Limited batting and fielding warm-up areas are available based on the game schedule. **Teams may hit from the outfield foul lines but they are asked to move the batting area around so that holes are not dug into the turf. This especially applies to fast pitch teams.**

Tournament directors are expected to include this policy in their written rules and regulations to all teams and are required to assist Lacey Parks and Recreation staff in enforcement.

Security

If security is needed for an event, Lacey Parks and Recreation retains the right to approve the service provider. (I.e. Sheriff's Department or a private rental security company).

Banners

Banners maybe hung on field fences however approval as to size and content is required by the RAC Manager. Alternative locations for hanging banners require advanced approval.

Souvenir and Other Commercial Sales

It is prohibited by State law and County ordinance to use a public facility for commercial purposes without advance approval of the Director or designee.

Individuals requesting to sell items must provide a detailed description of the items, vending location and setup diagram with the Facility Use Request form.

Vehicle Access

NOTE: Under **NO** circumstances are you, as tournament director, authorized to allow other vehicles on the premises without permission from the Facility Manager. If vehicles related to your tournament (umpires, photographers, etc.) enter and are not removed immediately you may lose future tournament hosting privileges as well as the right to bring your own vehicle into the complex. This is for the safety of the public and your cooperation is appreciated.

Concession Operation

City and County retain all rights to concession items sold at the RAC facility. No other related items may be sold without prior approval of the RAC staff. If approved, all business and health department licenses, rules and regulations must be adhered to and proof of current product liability insurance coverage will be required.

Alcohol

It is against the law to consume or sell alcoholic beverages in any city park including the parking lot. Tournament directors and sponsors are responsible for their players, coaches and spectators who abuse this rule. Failure to eliminate and/or control alcohol at tournaments could result in immediate termination of the tournament by park department representatives. And would jeopardize future tournaments conducted by this group and/or individuals.

Injuries

In case of injury to players or spectators, tournament directors are asked to immediately inform Lacey Parks and Recreation staff so that an accident report form may be completed and filled out for the safety of all involved.



USER GROUP APPLICATION

Please Print

Name of Organization _____

Mailing Address for Field Info/Contracts _____

Website _____

Phone _____

Rainout Number _____

Field Reservations Contact Name _____

Phone (s) _____

Email Address _____

Treasurer / Billing Contact Name _____

Phone (s) _____

Email Address _____

Mailing Address for Field Use Bills _____

Form Completed by _____ Date _____



USER GROUP APPLICATION

Name of Organization

Start Date & Time of Use

End Date & Time of Use

Is this for League Use or Tournament Use? _____

Please list each Field Number with specific days and times you wish to reserve at **The RAC**, (or attach a **supplemental sheet if necessary**). No, you **may not** just write in "same as last year".

Additional comments regarding this request?

Form Completed By _____

Today's Date _____



USER GROUP APPLICATION

I have applied for field use as a legal representative of _____, a sports association. I hereby certify, on behalf of my organization, that we understand and agree:

- To accept the terms and conditions outlined in the Field Allocation Packet.
- To abide and enforce all guidelines and regulations listed in the Field Request Packet and inform our members of the guidelines & regulations.
- To pay the required fees and deposits as described in the Field Request Packet.
- The User shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises. The User shall provide a certificate of insurance to the City/County evidencing general liability insurance covering premises, products-completed operations and contractual liability. The City/County shall be named as insured on the Users General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence. The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City and County. Any insurance, self-insurance, or insurance pool coverage maintained by the City/County shall be excess of the User's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. This certificate evidencing required insurance shall be provided before using the Regional Athletic Complex (The RAC).
- To defend, indemnify and hold harmless the City of Lacey and Thurston County, their officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City or Thurston County.
- That permission to use the facilities granted may be revoked or canceled at any time by the City/County and our association or league will have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from revocation or cancellation.

I have read and understand all conditions, rules, and regulations specified in the Field Allocation Packet and in this Agreement Contract. I am authorized to sign on behalf of group listed above.

Name (Please print) _____

Address _____

City _____ Zip _____

Phone: Home _____ Work _____ Cell _____

Signature _____ Date _____

RAC Manager APPROVAL _____

Date _____