



# SOUTH BEAUGARD



## RECREATION DISTRICT NO. 2

# SPORTS FACILITY USE AGREEMENT

### Section A – Complete All Blanks

Name of Team or Organization: \_\_\_\_\_

Contact/Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Pager \_\_\_\_\_ Cell \_\_\_\_\_

2<sup>nd</sup> Contact/Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Pager \_\_\_\_\_ Cell \_\_\_\_\_

### Section B

Event Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Section C (Circle fields that will be utilized)

FACILITY REQUESTED:    Tee Ball Field  
                                    Baseball Field  
                                    Multi-Purpose Field

Section D

LESSEE FEES:

\$1000.00 - Rental fee per weekend for revenue producing organization plus surcharge of \$25.00 per team For the first 28 teams (Friday – Sunday)	\$ _____
\$ 150.00 - Fee for each additional day for fields	\$ _____
\$500.00 - Rental fee per weekend for non-revenue producing organizations (Form 501C)	\$ _____
\$250.00 - Security/Damage Deposit	\$ _____
Total Fee	\$ _____

SBRD2 requires payments to be made by check or money order (ONLY) payable to **South Beauregard Recreation District No. 2**. A NSF fee of \$25.00 will be added to the initial fee if a check is returned. The LESSEE will be notified by SBRD2 and will have five (5) working days to pay all fees incurred. Any LESSEE who has been assessed a NSF fee will be asked to make future payments by money order only.

DEPOSIT FEE:

In order for the fields to be reserved the \$250.00 deposit is due within seven (7) days after LESSEE requests a game, tournament or event date. If the game, tournament, or event is cancelled 30 days in advance, the deposit is returned to LESSEE. If the game, tournament or event is cancelled 14 days in advance, half the deposit will be returned to LESSEE. If the game, tournament or event is not cancelled within 14 days, the deposit is retained by SBRD2.

RENTAL Fee:

Rental Fee must be paid in full the Monday prior to the game, tournament, or event. Surcharge fees will be paid on Monday following the game, tournament or event. If the game, tournament, or event is cancelled Wednesday morning by 9:00 a.m., the rental fee will be returned to LESSEE. If the game, tournament, or event is NOT cancelled by Wednesday morning by 9:00 a.m., half the rental fee will be retained by SBRD2. Access to the facility will not be given until full fee is paid.

LESSEE Signature \_\_\_\_\_

SBRD2 Representative \_\_\_\_\_

Section E
<b>Liability Insurance Requirement:</b>  Sponsoring team or person will be required to provide GENERAL LIABILITY INSURANCE. Limits required on the General Liability are \$1,000,000 per occurrence with a \$2,000,000 annual aggregate. Coverage shall be on policy forms approved by SBRD2 Representatives. All policies shall be endorsed to provide Additional Insured status and a waiver of subrogation in favor of the SBRD2 including all board members and employees of SBRD2. A minimum of seven days prior to the schedule event, insurance certificates will be furnished for review and acceptance.  Lessee's initials_____

Section F
<b>CLEAN-UP AND DAMAGE TO PROPERTY:</b>  There will be a \$250 deposit required for each baseball facility utilized that will be fully refundable if the park is cleaned up, including concessions. The LESSEE is responsible for all damage to the park, field or any of its properties or equipment. The LESSEE agrees to restore or pay for the cost of restoring any damaged items back to its original conditions. If damaged by any members of the sponsoring group or by any spectator or participant in the activity, the LESSEE is responsible. This does include using the fields during rainy and/or muddy conditions. Every effort is made to prepare the fields for events and so the LESSEE understands that the responsibility for the total clean-up of the park following the event is solely the LESSEE'S. If SBRD2 is required to clean-up following the event, the lessee will forfeit the \$250 deposit and will be charged \$25 per hour of time required to clean the park. This includes raking of fields and clean-up of dugouts.  Lessee's Initials_____

Section G
<b>SECURITY- PARKING/CROWD CONTROL</b>  Event Sponsor is responsible for providing at least one uniformed security officer with the power of arrest during events to act as crowd and parking control officer for crowds over 500.  Lessee's Initials_____

Section H
<b>RULES &amp; REGULATIONS</b>  This permit is granted subject to the following rules and regulations and the acceptance thereof by the applicant is an agreement on his/her behalf to comply with all the terms and conditions herein set forth together with the all the rules of procedure theretofore established by SBRD2.  Lessee's Initials_____

Section I
LIGHTS
Light usage must be kept to a minimum. Please do not turn lights on until absolutely necessary, schedule all games to end by 11:00 pm. A fee of \$10 per hour per field will be assessed if games are scheduled after 11:00 pm.
Lessee's Initials _____

Park Policies:
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The following policies will be in effect during this event and will be enforced:

- A. Glass containers are strictly prohibited from the park.
- B. Open flames or fires are prohibited. However, use of BBQ grills are approved for concession use only and/or in designated locations only.
- C. Weather permitting, ATV's, golf carts, and other recreational vehicles may be used to transport supplies and travel within the park. They are to be used strictly by event sponsors only and shall stay next to or on the sidewalk. If there has been any excessive rain during or prior to the tournament, the use of such equipment will be prohibited.
- D. Lessee must obtain permission from SBRD2 before putting any objects up, moving any objects, or placing any objects in the ground.

\*\*\*Any infractions of SBRD2 policies or other rules will result in individual or team eviction from the facility and may also result in the individual's or team's rights to future use of the park facilities.

**\*\*Special Conditions\*\***

Lessee of fields agrees and understands that SBRD2 will at its discretion and only its discretion determine the playability of fields.

Lessee agrees and understand that SBRD2 will not be responsible for any monetary loss that the Lessee incurs and or suffers as a result of SBRD2 postponing, delaying or canceling a game, tournament or event.

EXCEPTION: A game, tournament or event is canceled before it begins by an Act of God (rain, lightning, tornado, etc.)

Lessee realizes these factors exist and are under no obligation to lease or use these fields, but does so being fully aware of the consequences and/or losses they may sustain due to SBRD2's actions.

Lessee agrees to notify all participants of SBRD2's policies and that under no circumstances should they expect to play on the fields that SBRD2 considers unplayable for any reason that may occur during the game, tournament or event.

NOTICE TO PLAYERS, SPONSORS, AND TOURNAMENT OFFICIALS:

Every effort is made to prepare these ball fields properly. However, due to normal play and continuous use, the conditions may become less than ideal. Bases or home plates may become dislodged or holes around home plate or bases may occur. If you observe any of these conditions or any other dangerous conditions, contact the Event Sponsor immediately. Stop the game until repairs can be made to insure safety. Be aware that you are participating in athletic competition and injuries can and do occur. The SBRD2 assumes no responsibility for injuries.

**PARKING:**

Parking is allowed in designed area only. Vehicles parked in non-designated areas are the responsibility of the Event Sponsor and could cause forfeiture of security/damage deposit.

**SPECTATORS:**

Seating of spectators shall be at the discretion of the LESSEE. Necessary steps should be taken by the LESSEE to insure the safety and enjoyment of participants and spectators. Non-Participating children are not allowed in the playing area during an event.

**BEVERAGES:**

LESSEE hosting games, tournaments or events at this SBRD2 facility must sell COKE PRODUCTS ONLY. Any Lessee who does not comply with this rule set forth by SBRD2 may discontinue their future rights to rent.

Lessee Initials \_\_\_\_\_

**PRIOR TO EVENT**

**GAME, TOURNAMENT OR EVENT REQUIREMENTS:**

A completed listing of games or bracket for tournament play or description of event must be submitted to the SBRD2 on Friday prior to the event(s).

Lessee Initials \_\_\_\_\_

**Field Dimensions:**

Field Dimensions must be available by Wednesday morning by 9:00 a.m. in order for the fields to be prepared. For any game, tournament or event beginning on Friday, field dimensions must be available by Tuesday morning by 9:00 a.m.

Lessee Initials \_\_\_\_\_

**CANCELLATIONS:**

LESSEE canceling a game, tournament or event must send a letter to SBRD2 by fax to \_\_\_\_\_

Or email to \_\_\_\_\_,

Lessee Initials \_\_\_\_\_

By my signature below, I attest that the above information given by me is accurate:

EVENT REPRESENTATIVE \_\_\_\_\_ Date \_\_\_\_\_

SBRD<sub>2</sub> REPRESENTATIVE \_\_\_\_\_ Date \_\_\_\_\_

Document Needed Pre-Event:	Received By:	Date
_____ Copy of Insurance Listing SBRD <sub>2</sub> as additional insured	_____	_____
_____ Copy of Security Letter Request for crowd over 500	_____	_____

Rental Fees Collected: \$ \_\_\_\_\_ Circle one: Cash Money Order Cashiers Check

Receipt# \_\_\_\_\_ Date \_\_\_\_\_ Received By: \_\_\_\_\_

Cancellation Checklist:	Received By:	Date:
_____ Date received cancellation letter, fax or email	_____	_____

Additional Information or Comments: \_\_\_\_\_

Contact Persons for SBRD<sub>2</sub>

Name	Cell Phone	
Melissa Smith	337-764-7010	<i>Ball Fields and Community Center – Facilities Manager</i>

## **SBRD#2 TURF BASEBALL FIELD RULES**

- \_\_\_\_\_ • **Metal Cleats are prohibited - molded cleats or turf shoes only.**
- \_\_\_\_\_ • **No gum or sunflower seeds on the field or in the dugout. A cleaning fee of \$35 will be charged for each incident to the organization or the team. Further violations will result in loss of rental privileges.**
- \_\_\_\_\_ • **Groups must pick up all garbage on turf and in bleachers after use.**
- \_\_\_\_\_ • **Group leaders / coaches are required to remain with the group at all times and are responsible for the group's conduct and compliance with all rules.**
- \_\_\_\_\_ • **No food or drink on the field - only water.**
- \_\_\_\_\_ • **No spiking/anchoring of pitching rubbers to field.**
- \_\_\_\_\_ • **No marking of the field with paint.**
- \_\_\_\_\_ • **Notables or chairs allowed on turf unless mat is placed under equipment.**
- \_\_\_\_\_ • **No pets allowed on the turf.**
- \_\_\_\_\_ • **No field use when lightning is evident.**
- \_\_\_\_\_ • **No front toss or practice hitting into hurricane fencing.**
- \_\_\_\_\_ • **Please use temp turf for batting practice if available.**
- \_\_\_\_\_ • **Motorized vehicles are prohibited on the turf field.**
- \_\_\_\_\_ • **Users of the turf field are responsible for communicating these guidelines to all players, coaches, officials and spectators.**
- \_\_\_\_\_ • **Report any damages immediately to Melissa Smith Rec. director.**

### **USER'S RESPONSIBILITIES:**

- **Keep the Turf Clean and Damage-Free**
- **Users are Responsible for their Players as well as their Spectators**

### **CLEAN UP:**

- **You are responsible to leave the field as clean as you found it. Because the turf is not regenerated like natural grass, anything left on the turf remains there, posing health and safety hazards as well as general degradation of the turf.**
- **When you are finished, you must police the field and remove anything left behind by your players and spectators (i.e., all trash, athletic tape, equipment, etc.)**
- **Please pitch in and help us keep this park BEAUTIFUL.**

**Formal practice or games requires a field reservation.**