



Chickasha

117 North 4th Street
Chickasha, Oklahoma 73018

Parks and Recreation Division

Sports Tournament Fees/Requirements

Applicable to all tournaments not sponsored by the City of Chickasha.

FEES AND DEPOSITS:

1. Field Rental: **\$125 a day/per for 1–4 field rentals** **\$75 a day/per for 5–15 field rentals**
2. Lights, if applicable: additional **\$20.00 per field per day**
3. Cancellation of a Tournament: More than **90 days** before the tournament, a full refund will be returned, **60 day** before the tournament half refund will be returned, **30 days** before the tournament there will not be a refund of your deposit.
4. No sub-renting of fields is allowed at any time.
5. A \$200.00 deposit for the reservation of the sports tournament.
6. There will be a fee of **\$20.00 a bag for quick-dry if used on the field.**
7. Food and drink concessions shall be provided and operated exclusively by the City of Chickasha.

INCLEMENT WEATHER:

1. The City reserves the right to cancel any tournament as deemed necessary for the safety of all participants and in the best interest of the sports facility or the City. If the tournament is cancelled after it is started due to inclement weather, it will be rescheduled or refunded. The refund will be pro-rated, based on the amount of time and number of games played.
2. If the City cancels the entire tournament due to the weather or field conditions, it will be rescheduled at no additional cost. The City will work with the tournament director for an alternate date.

SERVICES INCLUDED IN THE RESERVATION OF SPORTS FIELDS:

1. Facility will be cleaned and ready for tournament.
2. Initial field prep is included in the rental which consists of dragging, watering, and lining of fields bases installed and ready for play.
3. Facility will be lighted if the event is scheduled for night use and the appropriate fees have been paid.
4. Use of Scoreboards should be requested on the tournament application. The Tournament Director shall provide personnel to operate the scoreboard controller. Should a scoreboard fail to work properly no refund will be given.
5. All fields will be maintained by city staff during the tournament. This includes raking, watering, quick-dry, etc.
6. City employee will be there to unlock the facility, they then will do a walk through with tournament official. He/She will then sign off if everything is set up correctly. Once the fields have been signed off, the City employee will leave and then come back to close facility and prepare fields for the next day if needed.
7. Tournament officials oversee picking up trash around dugouts, stands, and common areas. City employees will take care of trash cans at the end of day and tournament.

RESERVATION PROCEDURES:

1. Fill out application and submit to the Parks and Recreation Department. Upon acceptance, complete and sign application; pay the **\$200.00 deposit** in person at Chickasha Sports Complex 900 E. Grand Chickasha, OK 73018.
2. At least **15 days** prior to the event, the applicant must submit event flyer and/or copies of invitational letter sent to participating teams indicating the amount of the entry fees to be charged.
3. At least **ten (10) days** prior to the event, the applicant must submit tournament bracket schedule, and number of fields covering the entire length of the reservation period. Failure to supply the above requirements in the time indicated will cause the reservation to be canceled.
4. The City of Chickasha Parks and Recreation Department reviews applications on a yearly basis. Applications are not automatically renewed from year to year. Tournaments may be given consideration for booking out multiple years.

REQUIREMENTS:

1. Sport Complex fields may be reserved **12 months** in advance and no less than **15 business days** Application documents must be signed and submitted by someone at least 21 years of age. After July 1st, reservations will be booked 10 months in advance and on a first come, first serve basis.
2. Rental application must include signature of responsible party for the tournament and current contact information.
3. Insurance: Certificate of Liability
4. Deposit.
5. Fees as determined by how many fields are needed, and size of over-all event.
6. Copy of tournament bracket, including team names, game times, and entry fees.
7. Requests for scoreboards, portable fencing, etc., must be included in the application.

INSURANCE*:

The policy shall name the City of Chickasha as additional insured and hold harmless the City from all and any claims, demands, causes of action, which may be asserted, maintained, or established against the City and/or any of its officers, agents, or employees, for death, personal injury, with limits of not less than one million (\$1,000,000) dollars occurrence. Also, an Additional Insured Endorsement is mandatory. Insurance is due 15 days prior to the tournament.

RULES & REGULATIONS:

1. The applicant may not offer food items for sale and/or distribution without prior written consent from the City.
2. Applicant may not offer any items for sell or provide such items for a donation or have any other concessions without written consent from the City.
3. **Alcohol beverages are not allowed to be brought into the Sports Complex or its parking lot.**
4. No vehicles may be driven or parked in undesignated areas. Violator's vehicles will be towed away at the owner's expense.
5. Advertising materials, flyers, or other promotional material are limited to City-sponsored events only. No item can be posted or left without the Department's approval.
6. The City of Chickasha is not responsible for lost or missing items.
7. The renter is responsible and liable for all broken, damaged, missing, or stolen city owned equipment, and/or property.
8. The following are **NOT** permitted:
 - a. Glass containers
 - b. Dogs on leash (Owners are responsible for proper disposal of their pet's waste.) Large and/or aggressive acting dogs will not be allowed on the property.
 - c. Storage of any property
 - d. Overnight RV parking
 - e. Spectators in dugouts or playing fields during event play
 - f. No grilling will be allowed on the Sports Complex property.
 - g. RV's and vehicles with trailers shall only be parked in the grass overflow parking area.
9. Misuse of field, equipment, or facility shall be reason to terminate event permit and order prompt exit of participants. If this occurs, there will be no refund of fees paid.
10. No activity will be permitted which is in violation of local, state, and federal statutes. Applicants must adhere to all City of Chickasha, Chickasha Police, and Chickasha Fire codes during the use of facility. Any participants violating any of these rules may be asked to vacate premises.
11. The renter is responsible for any contractors (photographer, sports equipment, airbrush artist, etc.) hired. It is the renter's responsibility to insure their contractors and vendors comply with all facility policies and regulations. All items needed for the event must be delivered and removed from the facility during the hours designated on the contract.
12. The Tournament Director at their own expense may provide one (1) golf cart for use to haul materials and equipment as well as move around the Complex during the tournament. Every effort shall be made to keep the cart on paved surfaces. All operators must be at least 16 years of age.



City of
Chickasha

117 North 4th Street
Chickasha, Oklahoma 73018

Parks and Recreation Division

First date of event: _____ Start time: _____ End time: _____
Last date of event: _____ Start time: _____ End time: _____
Type of tournament: _____ Number of teams: _____
Number of fields needed: Baseball _____ Softball _____
Pitcher's mound distance (ft.): _____ Base location distance (ft.): _____
Goal distance: _____ Field width: _____

Applicant: _____
(Please Print Clearly)

Address: _____
(Number and Street - No P.O. Boxes) (City - State) (Zip Code)

Phone Number _____
(Home Phone) (Work Phone) (Cell Phone)

Company/ Organization:

Add additional pages to describe the tournament, including vendors to be at the facility, tents to be used, golf cart to be used by Tournament Director, special needs, etc.

IN CONSIDERATION of my being permitted to use a city facility, the risks of which are apparent to me, applicant for himself/herself, for the above organization, and all members thereof, hereby waives, releases and discharge s the CITY, its Mayor, council, officers, agents, employees, or designated volunteers, from any and all claims for damage for personal injury, death or property damage which may occur to me as a result of my participation in this event This release is intended to discharge in advance the foregoing parties from any and all liability arising out of, or in any way connected with, said acceptance and receipt even though liability may arise out of the negligence or carelessness on the part of the persons or entities mentioned herein.

IT IS FURTHER UNDERSTOOD AND AGREED that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and hold free and harmless the foregoing parties from any loss, liability, damage, cost or expense which may incur as a result of any death, injuries, maintenance or property damage that may be sustained.

ALL POLICIES required of the RESERVEE shall be primary insurance as to the CITY, its Mayor, council, officers, agents, employees, or designated volunteers and the CITY's insurance shall not contribute to it the general liability policy of the RESERVEE must contain an additional insured endorsement in favor of the CITY, its Mayor, council, officers, agents, employees and volunteers.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Applicant, for himself/herself or the organization and all members thereof, agree to abide by the rules and regulations as set forth in the City of Chickasha Municipal Code.

Cancellation of Tournament:

- More than **90 days** before the tournament, a full refund will be returned, **60 day** before the tournament half refund will be returned, **30 days** before the tournament there will not be a refund of your deposit.

Applicant's Signature

Date

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Date