

**Pine Level Parks and Recreation Department
TOURNAMENT FACILITY RENTAL AGREEMENT**

DEPOSIT A deposit of \$500 per tournament is required to reserve ball fields. The deposit must be paid before a tournament is "officially" scheduled. Field reservations will be accepted up to twelve (12) months in advance of a scheduled tournament.

DURATION A tournament will consist of any number of consecutive days, not including more than one (1) weekend period (Friday, Saturday, and Sunday), with a maximum of seven (7) days. Any variation must be approved by the Pine Level Parks and Recreation Coordinator prior to the tournament.

HOURS OF OPERATION Games may begin at 8:00 a.m. and must be concluded by 11:30 p.m. on Friday/Saturday and by 10:00 p.m. on Sunday through Thursday. Request for a time extension must be submitted in writing prior to a tournament and may be granted by the Pine Level Parks and Recreation Coordinator.

CANCELLATION The Pine Level Parks and Recreation Department reserves the right to cancel or re-schedule any tournaments, with at least ten (10) days advance notice. The Parks and Recreation Department also reserves the right to schedule additional fields at the sports complex if they are not part of the requested tournament.

FEES \$125.00 per field per day of use
\$25.00 per hour per field if lights are to be used, with a two-hour minimum (\$50) paid upfront

All fees are due by 5:00 p.m. on the day prior to the start date of the tournament.

REFUNDS Tournament deposit and fees are fully refundable if tournament is cancelled prior to the start of tournament, due to inclement weather or unsafe playing conditions. If tournament is cancelled after the scheduled start of tournament, absolutely NO fees will be refunded. Deposits will be returned 10-14 business days after the scheduled tournament, if applicable.

INCLEMENT WEATHER Pine Level Parks and Recreation personnel will evaluate field conditions and will make a decision by 4:00 p.m. the day prior to the tournament, as to the facility status. If field and/or weather conditions are such that it is the recommendation of Parks and Recreation personnel to cancel the tournament, a mandatory meeting with the tournament director or his/her representative and the Parks and Recreation Coordinator is required at the facility prior to 6:00 p.m. of the same day. Such meeting will be arranged by the Parks and Recreation Coordinator. At that time, a course of action will be determined by Parks and Recreation personnel with input from the tournament director. If the tournament director or representative cannot attend the mandatory meeting, then the Parks and Recreation Coordinator will make the decision to cancel at that time. All cancellation or modifications once the tournament has begun will be up to the discretion of the tournament director and/or representative.

TRASH/ BATHROOMS The renting organization is responsible for leaving the sports complex in the same condition as the beginning of the event. All fields MUST be free of litter and trash MUST be disposed of properly at the conclusion of each day in the bins provided by the Town. Trash bins will be emptied by the Town during the tournament. The tournament director will be responsible for seeing that bathroom facilities are cleaned out and stocked at the start of each day and touched up and/or restocked mid-afternoon. Except for occurrences of malfunction, all other needs for clean up of bathroom facilities are the responsibility of the renting organization. If the renting organization fails to leave the sports complex/facilities as they find at the start of the tournament, the renting organization will forfeit their \$500 deposit. The deposit will be forfeited if Parks and Recreation personnel must spend more than fifteen (15) minutes of time picking up trash from the park grounds.

If the tournament utilizes all four fields, the renting organization MUST provide at least two (2) port-a-potties to be used on the two small ball fields.

SECURITY Renting organization is responsible for providing at least one full-time security guard (police officer) for the entirety of the event. Renting organization is responsible for all expenditures incurred for security. Proof of security hired must be provided to the Town by 5:00 p.m. on the day prior to the start of the tournament.

CONCESSIONS The contract concessionaire appointed by the Town will provide food and beverage concessions. No food and beverage concessions by private contractors may be sold at the tournaments. All other items must be approved for sale by the Town prior to the tournament.

PARK GUIDELINES The Park Guidelines on the next page will be strictly enforced by the Town. It will be the responsibility of the renting organization to see that the guidelines are followed. Failure to do so may result in forfeiture of the tournament deposit.

<hr/> Tournament dates requested	<hr/> Total # of fields requested	DEPOSIT PAID: Y N Date _____
<hr/> Signature of Tournament Director	<hr/> Contact number	<hr/> Date
<hr/> Pine Level Parks and Recreation Coordinator	<hr/> Contact number	<hr/> Date