



Athletic Field Request Form

STAFF NAME:	_____
#1- DEPOSIT AMOUNT	_____
CASH /CC	\$ _____
DEPOSIT DATE PAID:	_____
RECEIPT #	SQL# _____
Refunded? \$	Date: _____
#2- FIELD COSTS:	\$ _____
DATE PAID:	_____
CASH /CC/ CK#	\$ _____
RECEIPT #	SQL# _____
#3 FIELD CONDITIONER	\$ _____
RECEIPT #	SQL# _____
Refunded? \$	Date: _____

SECTION 1- RESERVATION INFORMATION

Park & Area/Fields Requested: _____
 Requested Reservation Date(s): _____
 Start Time: _____ End Time: _____
 # of Fields: _____

SECTION 2- CONTACT INFORMATION

Name of Group/Business _____
Non-Profit _____ *Government* _____ *Corporation* _____ *Other* _____
 Name of Contact Person: _____ Cell Phone: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Tournament Contact Person(On-Site): _____ Email: _____
 Cell Phone: _____ Additional Phone: _____

SECTION 3- FEES

Payment # 1- Deposit— Date Paid: _____ Date Refunded _____ = \$ _____
\$200 Due Upon Reservation (Credit)
Payment #2 Field Fees (*Due Thursday before reservation*)
 a. Reservation Fee(\$100/field/day) # of Fields: _____ x # of Days _____ x Fee \$ _____ = \$ _____
 b. Special Event Fee (\$50/ event) _____ = \$ _____
 c. Electric # of Fields: _____ x # of Days _____
 (No Electric on Little League Fields)

PAYMENT RECEIVED: _____ **TOTAL FIELD RESERVATION FEES = \$** _____

Payment #3- Field Conditioner (IF NEEDED: Weather Dependent Fee. Refunded if not used)

Date Paid: _____ Date Refunded: _____ (\$15/bag) # of Bags: _____ x \$15 per bag = \$ _____

I AGREE TO FOLLOW ALL RULES AND REGULATIONS SET FORTH IN THIS AGREEMENT

SIGNATURE: _____ **DATE:** _____

<u>FOR OFFICE USE ONLY-</u>			
Date Received: _____	Waiting List # _____	Amount Owed: \$ _____	
Date Approved: _____	Insurance on File: _____	Waivers Signed: _____	
Concessions provided by:	Girls Softball _____	Outside Food Vendor _____	
		Concession Fee for IMP- \$200 _____	
Copy to:	Little League _____	Girls Softball _____	Soccer _____
	City Manager _____	Other: _____	
Date Denied: _____	Reason for Denial: _____		

RICHMOND PARKS AND RECREATION (RPR) **BALLFIELD RENTAL RULES AND REGULATIONS**

Please initial beside each statement confirming you have read and agree to abide by these.

Initials **GENERAL RULES**

- _____ 1. **FEES AND DEPOSIT:** All fees and the \$50 Event Fee will need to be submitted to the Parks and Recreation's main office prior to 12noon the Thursday before the tournament begins. Deposit required upon reservation request approval
- _____ 2. **TRASH:** Trash during the tournament is the responsibility of the tournament host. The trash will be changed prior to the event by the RPR Maintenance Department. The \$200 Deposit will be refunded if the grounds, dugouts, press boxes, restroom and parking lot trash is picked up and no damages are incurred. Trash bags will be provided. Stockpile full trash bags next to the Concession Stand.
- _____ 3. **RESTROOMS:** The RPR Maintenance Staff will clean the restrooms in the morning and check them again before leaving for the day at 2:00pm. Tournament Officials are responsible for checking the restrooms for trash, toilet tissue, and paper towels after 2:00pm. Tournament Officials must provide any additional toilet tissue or paper towels necessary after 2:00pm.
- _____ 4. **FIELD MAINTENANCE: *WEATHER PERMITTING!!!*** RPR will be responsible for dragging and lining the ball fields once per day. **NEW* Field Maintenance Materials can be purchased for \$15 per bag. RPR will attempt to fix the fields if possible if rain occurs prior to event. *Tournament directors are NOT permitted to fix fields. Any attempts to fix fields without RPR approval will result in forfeiture of deposit and possible future tournament reservations.* RPR reserves the right to cancel any tournament due to poor field conditions, weather conditions or any other reason that the Department can justify.
(We will refund your fee only if the whole tournament is cancelled. Used Field material costs are not refundable if tournament cancels)
Rain: RPR will charge full usage fee if fields are completed for a Saturday tournament. If canceled prior to preparation, every effort to move tournament to a rain date will be made.
- _____ 5. **TOURNAMENT DATES/TIMES:** Tournaments will not be allowed to begin before **9:00am** in order to allow Parks Staff adequate time to drag and line the fields. All dates must be approved by RPR. All Tournaments which are not sanctioned by local youth leagues or the state board (ie: District Tournament or State Tournaments) must be scheduled through the Richmond Parks & Recreation Department with ample notice and all fees must be paid as listed in the guidelines below. Youth Leagues take precedence during Spring/Fall.
- _____ 6. **PRESS BOXES/SCORE PANELS/LIGHTS:**
 - A. No access will be given to the Little League Fields or Girls Softball press boxes, score panels and/or lights.
 - B. Adult Softball- RPR will open the score boxes so that the scoreboards and lights (if applicable) may be used for tournament play. *It is the responsibility of the Tournament Host to complete the following:*
 - _____ 1. Lock the Score boxes
 - _____ 2. Turn out the Lights
 - _____ 3. Unplug the scoreboard consoles from the wall (if applicable).
 - _____ 4. If lightning occurs during the tournament, Turn OFF the Scoreboards, and UNPLUG the controllers.
- _____ 7. **ADMISSION FEES:** No parking fees are permitted at Lake Reba Park.
Parking fees are permitted at Irvine McDowell Park with prior approval from Richmond Parks & Rec.
- _____ 8. **ALCOHOL:** No alcohol is permitted on the property of any ballfield complex.
- _____ 9. **CONCESSIONS:**
 - A. The Adult Softball & Little League Complex Concession Stand facilities at Lake Reba are not available for use to any other group other than RPR. No ice is available on site.
 - B. Food Trucks are permitted, but must be registered through the City of Richmond. Authorization from the Parks Department is required to be displayed. Food truck name must be listed on this request form and display proper paperwork from health department or the fire department.
 - C. The Concession Facility at Irvine McDowell Softball fields is available for rent at a cost of \$200.
- _____ 10. **SPECIAL REQUESTS:** Any other special requests will be evaluated on a case by case basis. No discounts available for tournaments due to City labor and materials used.
- _____ 11. **TOURNAMENT FEE: *Fees to be paid by the Thursday before the event.***
 - _____ 1. **\$200 Deposit-** (DUE AT TIME OF APPROVAL) to be returned if above rules and guidelines are followed. Requests for deposit can be made on the 2nd business day after event and should be picked up within 60 days or it will be forfeited.
 - _____ 2. **\$100 per field per day-** Lake Reba Park/Irvine McDowell Park
 - _____ 3. **\$50 Special Event Fee-** This covers business license fees for umpires
- _____ 12. **INSURANCE/WAIVERS:** All tournament hosts need to supply a copy of their insurance with CITY OF RICHMOND listed as additionally insured. All hosts must have participants sign COVID-19 waivers.