

BALLFIELD RENTAL RULES AND REGULATIONS

Initials

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

- _____ 1. A \$100 cash deposit and the \$50 Event Fee will need to be submitted to the Parks and Recreation's main office prior to the Thursday before the tournament begins. The \$100 Cash 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. The \$100 Cash Deposit will not be refunded if these conditions and #2 below are not met. Stockpile full trash bags next to the Concession Stand.
- _____ 2. The Parks & Recreation 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.
- _____ 3. The Parks and Recreation Department will be responsible for dragging and lining the ball fields once per day – ***WEATHER PERMITTING!!!***
- _____ 4. Tournaments will not be allowed to begin before 9:00am in order to allow Parks Staff adequate time to line and drag the fields.
- _____ 5. The Parks and Recreation Department will open the score boxes so that the scoreboards and lights may be used for tournament play. However, it is the responsibility at the end of the tournament for the representative to:
- A. Lock the Score boxes
 - B. Turn out the Lights
 - C. Unplug the scoreboard consoles from the wall.
 - D. If Lighting occurs during the tournament, Turn OFF the Scoreboards, and UNPLUG the Controllers.
- _____ 6. **The Parks and Recreation Department will NOT provide MAINTENANCE OR MATERIALS if the fields incur rainfall before or during the tournament!**
- _____ 7. The Parks and Recreation Department 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.)
- _____ 8. No admission or parking fees are permitted at Lake Reba Park.
- _____ 9. No alcohol is permitted in the softball complex.
- _____ 10. The Softball Complex Concession Stand will not be available for use to any other person other than the City. There will be no availability to obtain ice from the concession stand.
- _____ 11. Any other special requests will be evaluated on a case by case basis.

_____ TOURNAMENT FEE: \$100 per field per day– Lake Reba Park
\$100 per field per day– Irvine McDowell Park
\$50 Event Fee
(Discounts are not available for tournaments due to city labor and materials used)
Fees to be paid by the Thursday before the event.

_____ ELECTRIC/LIGHTS: \$20 per day
\$15 – Tripped circuit breakers from overloading circuits costs \$15 to cover staff time to reset breakers) Fee will be deducted from Deposit.

The Richmond Parks and Recreation Office is located at:
345 Lancaster Aveue
Richmond, KY 40475
859-623-8753

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