



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 _____ = \$ _____
\$100 Due Upon Reservation (Cash/Credit)

Payment #2 Field Fees (*Due Thursday before reservation*)

- a. Reservation Fee(\$150/field/day) # of Fields: _____ x # of Days _____ x Fee \$ _____ = \$ _____
- b. Special Event Fee (\$50/ event) _____ = \$ _____
- c. Electric (\$20/field/day) # of Fields: _____ x # of Days _____ x Fee \$ _____ = \$ _____
 (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:** _____

FOR OFFICE USE ONLY-

Date Received: _____ Waiting List # _____ Amount Owed: \$ _____

Date Approved: _____ Insurance on File: _____ Waivers Signed: _____

Concessions provided by: Little League _____ 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.*
- _____ **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 \$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. 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.* 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)*
- _____ **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 Complex Concession Stand at Lake Reba will not be available for use to any other group other than RPR. No ice is available on site. 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.
 - B. Little League has first priority to sell concessions from their concession stands if their fields are reserved to an outside tournament. No food trucks or other food items will be allowed to be sold during the event. If the league declines selling concessions, the tournament host may sell or contract food trucks, but no access to concession facilities will be available.
 - 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. \$100 Cash Deposit-** (DUE AT TIME OF APPROVAL) to be returned if above rules and guidelines are followed. Deposit available for pick up on 2nd business day after event and should be picked up within 60 days or it will be forfeited.
 - 2a. \$150 per field per day-** Lake Reba Park/Irvine McDowell Park
 - 2b. \$50 Special Event Fee-** This covers business license fees for umpires
 - 3. Electric/Lights** \$20 per day/ per field (No staff onsite during event)
\$15 – Tripped circuit breakers from overloading circuits
(15 to cover staff time to reset breakers). Fee will be deducted from Deposit.
- _____ **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.