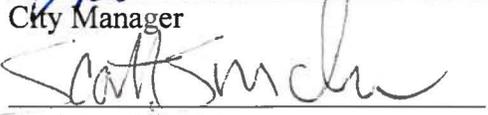


**City of Lubbock, TX  
Parks and Recreation**

**Administrative Policies and Procedures**

**Subject:** Athletic Facility Reservation Policy      **Effective Date:** 10/31/08  
**Revision Date:** 1/19/11

**Approved by:**       2/1/12  
City Manager      5/1/13

  
Assistant City Manager

**Applies to:** Individuals, groups or organizations reserving an athletic facility.

**Policy:** The Parks and Recreation Department accepts reservations for athletic facilities.

**Roles and Responsibilities:** *Administrative Assistant or Assistant Recreation Coordinator*

- Checks availability;
- Books facility;
- Collects forms and fees; and
- Communicates with the person reserving the facility about any concerns.

**Procedures:**

1. Athletic facilities are available for rental pending availability.
2. Reservation approval will be contingent upon field conditions, repairs/renovations, routine maintenance, turf recovery, competing events and other facility considerations.
3. The City of Lubbock Parks and Recreation Department and/or its designated user shall have priority over athletic facilities and reserves the right to:
  - Deny a reservation request;
  - Not rent a particular facility;
  - Close or terminate an ongoing event for contract violation, violation of City Ordinance, inclement weather, public intoxication, or breach of peace; and
  - Alter or amend the Tournament/League Field Rental Policy.
4. Rules and regulations regarding the reservation of a specific athletic facility are found in the corresponding reservation forms/policy.

**Checks and Balances:**

The Assistant Recreation Coordinator confirms tournament and league facility reservations. The Administrative Assistant confirms practice and gymnasium reservations.

**Forms and Required Documents:**

Tournament/League Field Rental Policy  
Tournament/League Reservation Request Form  
Vendor Request Form  
Practice Reservations Rules and Regulations  
Athletic Facility Practice Reservation Form



Parks and Recreation  
*Tournament/League Field Rental Policy*  
 (Softball, Baseball and Kick Ball)

Fields Available for Rental: Berl Huffman Athletic Complex  
 Dirk West Complex  
 User Group Complex(s)  
 All other fields will be considered on an individual basis

Rental Fees/Deposits:	Field Rental	Please see table below
	Light Key (If Applicable)	\$100 refundable deposit
	Litter (per field)	\$100 refundable deposit
	Bases (Dirk West/Berl Huffman)	\$300 refundable deposit
	Facility Deposit	\$1,000 refundable deposit
	Security Deposit (per quad/site)	\$150 non-refundable deposit

<b>Berl Huffman Athletic Complex</b>	
Tournament (each day)	\$150 per field, per day for tournaments
Non User Group League	N/A
Light Usage Fee	\$10 per hour, per field
<b>User Group Complex(s)</b>	
Tournament (each day)	\$150 per field, per day for tournaments
Non User Group League	\$25 per game for league play
Light Usage Fee	\$10 per hour, per field
<b>Dirk West Complex</b>	
Tournament (each day)	\$100 per field, per day for tournaments
Non User Group League	\$20 per game for league play
Light Usage Fee	\$10 per hour, per field
<b>Professional Services</b>	
Site Supervisor	\$25 per hour
Call Back (if needed)	\$50 per two hours (two hour minimum)
Initial Tournament Field Prep	\$50 per field
Post Tournament Field Prep	\$50 per field
<b>Optional Services and Miscellaneous Fees</b>	
Event Coordinator Utilizes City of Lubbock Staff	City/Maintenance Staff (as available): \$25 per hour, per person (two person minimum)
Equipment/Materials	Equipment Fee: \$100 per day Materials: market price
Berl Huffman Athletic Complex	Temporary Fence Installation (as available): \$100 per field

The fields may be reserved, pending availability. Approval will be contingent upon field conditions, repair/renovations, routine maintenance, turf recovery, competing events and other facility considerations. The City of Lubbock Parks and Recreation Department and/or its designated user groups shall have the authority to approve the above-mentioned fields.

Groups wishing to rent fields must rent a minimum of two fields with the exception of the Dirk West Complex. Groups in good standing with a State/National Governing Body (i.e. Texas Amateur Athletic Federation (TAAF), University Interscholastic League (UIL), United States Specialty Sports Association (USSSA), American Softball Association (ASA), Protect Our Nation’s Youth (PONY), Texas Association of Private and Parochial Schools (TAPPS), etc.) will receive rental priority over private individual rental requests. Service requests are subject to availability, with the exception of the following holidays: Memorial Day and 4<sup>th</sup> of July, when there will be no City of Lubbock staff available.

**Rental Policies and Procedures**

1. All requests must be received a minimum of three weeks in advance. A completed Tournament/League Reservation Request form must be submitted for approval at the time of request. Parks and Recreation will begin accepting requests on February 1<sup>st</sup> each year.
2. A non-refundable security deposit of \$150 per quad/site is due no later than 72 hours after reservation approval. If payment is not received within the allotted time period, reservation will be canceled. The security deposit will be applied toward the facility rental cost.
3. A Parks and Recreation employee shall serve as site supervisor at all times during the rental. The site supervisor will verify that policies and procedures are being adhered to, as well as monitoring field maintenance, litter barrels, restrooms, vendors, parking and weather. All issues relayed to the event coordinator by the site supervisor shall be addressed immediately.
4. All applicable fees/deposits are due no later than 24 hours prior to the tournament/league start date. If the fees/deposits are not received by the required date, the reservation will be subject to appropriate late fees or cancellation. A field usage chart along with light schedule must be submitted based on the time table below. The Parks and Recreation Department reserves the right to deny any reservation request.

<b>Tournament Start Day</b>	<b>Field Usage Chart/Light Schedule Due</b>
Monday	Thursday – 12 noon
Tuesday	Friday – 12 noon
Wednesday	Monday – 12 noon
Thursday	Tuesday – 12 noon
Friday, Saturday, Sunday	Wednesday – 12 noon

5. All requests for city and/or maintenance staff must be received a minimum of 3 business days prior to tournament start time.
6. Refunds, due to inclement weather, will be considered upon request.

7. A copy of the insurance certificate from the reserving party is required 24 hours prior to the event, using the following criteria:
  - Reserving party will procure and carry, at its sole cost and expense through the life of this event, insurance protection as hereinafter specified, in form and substance satisfactory to the City, carried with an insurance company authorized to transact business in the State of Texas, covering all foreseeable aspects, operations in connection with this event.
  - Reserving party shall have comprehensive general liability insurance, with limits of \$1,000,000.00 combined single limit in the aggregate and per occurrence. Said policy shall specifically include coverage for sporting and athletic events.
  - City of Lubbock shall be named as an additional insured in such policy.
8. All applicable light fees will be due no later than the five business days following the completion of the tournament/league. Payment for light usage for user group complexes must be made payable to the applicable user group.

**Non – MUSCO Lighted Facilities**

The deposits for bases, litter and light key (if applicable) are due 24 hours prior to the event. The bases and light key will be given to the reserving party at this time. (Dirk West Complex only) Bases and light key are due back to the Parks and Recreation Department the first business day following the tournament. If the bases and light key are not returned by 5 p.m. the first business day following the tournament, the City of Lubbock will withhold a prorated amount of the deposit from the reserving party. The deposit will be prorated at a rate of \$100/day. No deposit will be returned to the reserving party after the fourth business day. For Berl Huffman, the Parks and Recreation Department will have an on-site representative issue bases and turn on/off lights.

**MUSCO Lighted Facilities**

The deposits for bases and litter are due 24 hours prior to the event. Lights will be scheduled by a Parks and Recreation Department representative. Appropriate time of usage is crucial in scheduling lights to avoid additional light charges.

9. The reserving party will not have access to the press box located at each field, including the scoreboard and the public address system, unless otherwise approved by the Parks and Recreation Department.
10. It is the reserving party's responsibility to inspect the facility prior to the tournament and report any issues to the Parks and Recreation staff.
11. The City of Lubbock concession stands are not available for use. In-season user groups have the option to provide concessions on the premises. Off-season concessions may be provided by the reserving party via mobile units. The reserving party may offer mobile or outside concessions upon approval by the Parks and Recreation Department. Any proposed concessions must be submitted on the Vendor Request form and returned with the Tournament/League Reservation Request form. Concession and non-food sales are subject to the appropriate per day, per quad flat fee. These fees are due no later than 24 hours prior

to the tournament/event start date. A receipt showing proof of a health permit for prepared foods must be submitted to the Parks and Recreation Department 24 hours prior to the event. All concession facilities and their operations must meet applicable federal, state and local laws, ordinances, statutes and rules. Failure to comply with applicable federal, state and local laws, ordinances, statutes and rules may result in sanctions to be determined by the City of Lubbock up to and including the termination of the event.

12. The collection of on-premise individual gate admissions are subject to a \$15 per team flat fee. All on-premise individual gate admissions for each team are due no later than five business days following the completion of the tournament/event. If the fees are not received by the required date, the reservation will be subject to appropriate late fees or cancellation.
13. Payment must be received within ten business days. If payment is not made, the service provider will no longer be permitted to operate on City property until all fees are paid in full.
14. Possession or consumption of alcoholic beverages on City of Lubbock Parks and Recreation property is prohibited, The Code of Ordinances, City of Lubbock, Texas.
15. Smoking is prohibited inside any City facility and within twenty (20) feet of an entrance into a facility, The Code of Ordinances, City of Lubbock, Texas.
16. The reserving party must be at least 21 years of age.
17. The Parks and Recreation Department reserves the right to terminate the event at any time.
18. Driving on park property is prohibited at all times, The Code of Ordinances, City of Lubbock, Texas.
19. Youth leagues must submit a copy of the league schedule to the Parks and Recreation Department 24 hours prior to the league start date. Requests from a non-user group will be based on field availability, user group (in season) and Parks and Recreation Department approval. Non-user group leagues are defined as any league that currently does not have an Athletic Facility License Agreement on file with the Parks and Recreation Department.
20. A City representative will inspect the fields, common areas, bleachers, restrooms, parking lot and surrounding area, upon completion of the tournament, to verify trash has been picked up and placed in proper receptacles, there is no property damage, and the facilities are in the same condition as when the tournament began. Reserving party must reimburse City of Lubbock for all expenses incurred due to misuse of city facilities. Failure to abide by the above will result in forfeiture of applicable deposits or future use. Normal wear and tear on the fields is expected. Any property damage may result in criminal charges against the reserving party.
21. The relationship between the City of Lubbock and reserving party is at all times solely that of a licensor and a licensee, and may not be deemed, in any event, a partnership or a joint venture.

22. The City of Lubbock disclaims any responsibility for the operations of the activities of the reserving party. The City's involvement is limited solely to those specific tasks identified in this agreement. Any internal complaint between participants, spectators, or officials, or between teams of the event, shall be resolved internally without recourse to the City of Lubbock Parks and Recreation Department.
23. The reserving party shall hold harmless, defend, release and indemnify the City against any suits, liabilities, claims, demands or damages, including, but not limited to, personal injuries and attorney's fees, arising from reserving party's use of the Property and exercise of the license under this Agreement. The indemnity and release provided herein shall survive the termination or voidance of this agreement.
24. Non-User Group Tournaments
- Parks and Recreation Maintenance Department will:
- Drag and mark all reserved fields prior to the first game;
  - Put out bases prior to the first game;
  - Clean and stock restrooms prior to the first game;
  - Empty litter barrels prior to the first game; and
  - Drag all fields at the conclusion of the tournament.
- Parks and Recreation Maintenance Department will not:
- Set or prepare portable mounds; and
  - Prepare facilities or fields for league play rentals.
- Reserving party's responsibilities:
- Pick up litter on and around the premises;
  - Empty litter barrels and replace trash bags;
  - Supply and restock paper goods;
  - Drag and mark fields after the first game;
  - Put out bases after the first day of use; and
  - Pick up bases and secure them after the last game each day of the rental.
25. Installation of additional base anchors and pitching rubbers is at the discretion of the Parks and Recreation Department. Parks and Recreation will provide a set of bases, per field for non-user group tournaments. In the event a different type of base is required, it will be the responsibility of the renting party to provide. Bases must be compatible with existing base anchors.
26. Once restroom and concession facilities have been winterized, they will be unavailable for use. It will be the sole responsibility of the reserving party to provide the same number of portable chemical toilets equal to the number of permanent fixtures at each quad/site, including at least one ADA accessible toilet. The reserving party must ensure that the chemical toilets are adequately serviced. Additionally, a hand sanitizing station must be provided at each quad/site.
27. The reserving party may not add any infield material without approval from the Parks and Recreation Department.

28. A user group is a legitimate non-profit organization that has entered into an Athletic Facility License Agreement (AFLA) with the City of Lubbock. User groups will be allowed a maximum of three fund raiser tournament requests during the AFLA period on the specific user group's designated facilities. Applicable fees will be waived and no site supervisor will be required. Professional services are not required but available at the specified rates. If additional facilities are required other than the designated facilities outlined in the AFLA, all non-user group fees and procedures will be implemented.

29. User Group Tournament Responsibilities:

- Drag and mark all reserved fields prior to the first game, during and at the conclusion of the tournament;
- Supply and put out bases prior to the first game and throughout the tournament;
- Clean and stock restrooms prior to the first game and throughout the tournament;
- Pick up litter on and around the premises;
- Empty litter barrels and replace trash bags;
- Set or prepare portable mounds; and
- All vendors must complete the Vendor Request Form and provide health permits. Outside vendors must pay applicable fees.

**The Parks and Recreation Department reserves the right(s) to:**

- Deny any reservation request;
- Not rent or reserve a particular facility;
- Close or terminate an ongoing event for event contract violation, violation of city ordinance, inclement weather, public intoxication or breach of peace; and
- Alter or amend the Tournament/League Field Rental Policy.

**City of Lubbock  
Parks and Recreation  
Tournament/League Reservation Request**

Requested Tournament/League Dates Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Requested Location(s) \_\_\_\_\_

Reserving Party/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Event Name \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Will this event be sanctioned? Yes No If yes, please indicate which organization \_\_\_\_\_

Will concessions be sold? Yes No (vendor request form must be attached)

Will a gate fee be charged? Yes No If yes, list fees (attach additional sheet if necessary) \_\_\_\_\_

Will souvenirs or other items be sold? Yes No If yes, please specify \_\_\_\_\_

Temporary fences requested (Berl Huffman Only)? Yes No Distance? \_\_\_\_\_

What type of bases will you be using? \_\_\_\_\_

Please specify what distances you need for pitching rubbers and base anchors, indicate what distances you need by each field

Indemnity: Lessee, to the fullest extent permitted by law, shall Indemnify, defend and hold City, its officers, agents, employees and elected officials free and harmless from and against any and all claims, losses, and/or liabilities which arise directly, or are related to, in any way, manner or form, the activities contemplated by this Lease and/or the Lessee, Lessee's agents, employees, invites, patrons, licensees, guests and/or independent contractors use and possession of the Premises, including, but not limited to, claims, losses, and/or liabilities relating to the injury to or death of any person, including, but not limited to Lessee, damage to the Premises, or from the act or omission of any person or persons, including Lessee, in or about the Premises. Such indemnification includes but is not limited to liability resulting from unintentional interruptions of utility service.

**As tournament/league organizer; I have read, understand and will adhere to all rules set forth in the Tournament/League Field Rental Policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Person taking reservation request _____		Date _____
Rental Amount _____	Date Paid _____	Cash/Check/Credit Card
Deposit Amount _____	Date Paid _____	Cash/Check/Credit Card
Vendor Request Attached? Yes No	Bases and Key Issue Date _____	Field Usage Chart Submitted? Yes No Date _____
Light Use _____ hours (\$10/hour/field)	Amount paid _____	Cash/Check/Credit Card
Completed Bracket Submitted? Yes No		
Bases, Light Key returned? Yes No Date _____		Deposits returned? Yes No Date _____

**For Office Use Only**

**City of Lubbock  
Parks and Recreation  
Vendor Request**

Requested Tournament/League Dates      Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Requested Location(s) \_\_\_\_\_

Reserving Party/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Event Name \_\_\_\_\_ Benefitting Organization \_\_\_\_\_

Please describe all proposed vendor items that will be sold \_\_\_\_\_

Please read and initial the following:

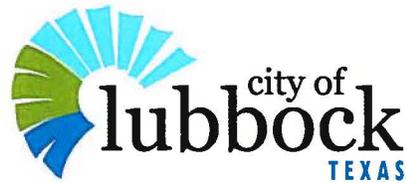
- \_\_\_\_\_ 1. I understand that I must meet and comply with applicable federal, state and local laws, ordinances, statutes and rules. Failure to comply may result in sanctions to be determined by the City of Lubbock including termination of this agreement.
- \_\_\_\_\_ 2. I understand that the concession and non-food sales fees are due no later than 24 hours prior to the tournament/event. The per team fee for collection of on-premise individual gate admissions is due no later than five business days following the completion of the tournament/event. A late fee of \$30 will be assessed if fee is not received by the due date. If payment is not received within ten business days the service provider will no longer be permitted to operate on City property until all fees are paid in full.
- \_\_\_\_\_ 3. I understand that proof of proper health permit(s) is due to the Parks and Recreation Office before the agreement is considered effective. Proof of all required permits is due no later than 24 hours prior to the tournament/event start date.
- \_\_\_\_\_ 4. I understand that failure to comply with stated regulations will result in disqualification of consideration of future requests.
- \_\_\_\_\_ 5. Indemnity: Lessee, to the fullest extent permitted by law, shall indemnify, defend and hold City, its officers, agents, employees and elected officials free and harmless from and against any and all claims, losses, and/or liabilities which arise directly or indirectly, or are related to, in any way, manner or form, the activities contemplated by this Lease and/or the Lessee's agents, employees, invitees, patrons, licensees, guests and/or independent contractors use and possession of the Premises, including, but not limited to Lessee, damage to the Premises, or from the act or omission of any person or persons, including Lessee, in or about the Premises. Such indemnification includes but is not limited to liability resulting from the unintentional interruption of utility services.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

Date Received _____	Person Taking Vendor Request _____
Approved    Yes    No	Proof of Health Permit    Yes    No
Fees Paid    Yes    No	Date _____
Amount _____	Receipt # _____

**For Office Use Only**



**City of Lubbock, TX  
Parks and Recreation  
Practice Reservation Rules and Regulations**

**I. Regulations and Requirements**

- Fields/sand courts are available for rental pending availability beginning February 1 and ending October 31.
- The City of Lubbock Parks and Recreation Department or its designated user shall have priority over the fields/sand courts.
- Contracts must be secured and fee must be paid by 1 pm on the day of the rental. Reservations not secured will be canceled with no notice given to the reserving party.
- Same day rentals made after 1 pm may be approved administratively.
- Rentals for a 7 pm - 9 pm time slot may be approved after 1 pm the day of the rental if there is no other rental on the field/sand court. The rental rate for a 7 pm - 9 pm rental is the same as the 8 pm - 10 pm rental.
- All payments must be made at the Parks and Recreation Department Administration Office. No contracts are to be delivered to the field/sand court site and no money is to be paid at the field/sand court site under any circumstances.
- There is a \$25 refundable key deposit for all rentals requiring lights (light key). The light key must be returned by 1 pm to the Parks and Recreation Department Administration Office on the next business day. Lights are not included in weekend rentals.
- Rental fees are not waived under any circumstances.
- Fields/sand courts may be used on a first come, first served basis unless a renting party presents an approved Athletic Facility Practice Reservation Form.
- Additional regulations can be found on the Athletic Facility Practice Reservation Form.

**II. Rental Times and Rates**

Weekday	6 pm – 8 pm and/or 8 pm – 10 pm		
	Prior to Daylight Savings Time	6 pm – 8 pm (1 hour lights)	\$45.00*
		8 pm – 10 pm (2 hours lights)	55.00*
	During Daylight Savings Time	6 pm – 8 pm (no lights)	35.00
		8 pm – 10 pm (1 hour lights)	45.00*
Weekend	8 am – 8 pm	Each two hour period	35.00

\*Require light key deposit

**III. Approved Facilities**

- Dale Chapman (Mackenzie No. 5)
- Roy and Anita Bass (Mackenzie No. 6)
- Ray and Lou Diekemper (Mackenzie No. 7)
- Thomas Bragg (North Field in Mose Hood Park)
- Delwin Jones (South Field in Mose Hood Park)
- Connie Mack Baseball Field (Mackenzie Park)
- East Sand Volleyball Court (Mahon Park)
- West Sand Volleyball Court (Mahon Park)

**City of Lubbock, Texas  
Parks and Recreation Department  
Athletic Facility Practice Reservation Form**

The City of Lubbock Parks and Recreation Department has issued this reservation to

The renting party is entitled to the exclusive use of the athletic practice facility on the date and time listed below

\_\_\_\_\_  
Field/Sand Court

\_\_\_\_\_  
Authorized By

\_\_\_\_\_  
Reservation Date

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Time

\_\_\_\_\_  
Receipt Number

**Regulations**

1. The above athletic field/sand court will be surrendered on the date and time listed by any and all persons upon the request of the holder of this reservation.
- \_\_\_\_ 2. The renting party is allowed another available date at no additional charge, if inclement weather prevents the scheduled reservation. **High winds, blowing dust or low temperatures are not considered inclement weather.** There are no refunds due to high winds, blowing dust, or low temperatures.
- \_\_\_\_ 3. Reservations are for the field/sand court only. Bases, press box, playing equipment, and scoreboards are not provided. Lights will be provided with an additional charge and a light key deposit.
4. The Supervisor of Athletics reserves the right to refuse reservations to a person, team or organization due to previous misconduct or misuse of a City facility.
5. Such misconduct during the term of this reservation may affect eligibility in City League and Tournament Competition.
6. The Supervisor of Athletics reserves the right to discontinue field/sand court reservations at his/her sole discretion. If such rights are exercised, all reservations will be void and refunds will be issued to the renting party.
- \_\_\_\_ 7. Use of alcoholic beverages and illegal substances are prohibited on City of Lubbock property.
8. The holder of this reservation cannot charge admission to the field/sand court.
9. This reservation is nontransferable.
- \_\_\_\_ 10. Indemnity: Lessee, to the fullest extent permitted by law, shall indemnify, defend and hold City, its officers, agents, employees and elected officials free and harmless from and against any and all claims, losses, and/or liabilities which arise directly or indirectly, or are related to, in any way, manner or form, the activities contemplated by this Lease and/or the Lessee's agents, employees, invitees, patrons, licensees, guests and/or independent contractors use and possession of the Premises, including, but not limited to Lessee, damage to the Premises, or from the act or omission of any person or persons, including Lessee, in or about the Premises. Such indemnification includes but is not limited to liability resulting from the unintentional interruption of utility service