

**City of Paris
Parks and Recreation**

Softball Tournament Reservation Policies

1. The Wise Field Complex and the Sports Complex may be reserved for tournament use, once the league schedule has been confirmed.
2. The tournament sponsor must hire a minimum of one (1) Amateur Softball Association Umpire **per game per field** for the duration of the tournament. **NO EXCEPTIONS!**
3. Tournament sponsor **must** provide a copy of the umpires' certification cards for umpires calling said tournament. Copies of certifications, umpire schedule and game schedule (bracket) must be turned into the PARD prior to the first game.

If tournament is held at the Sports Complex, these documents can be turned into the concession stand.

If tournament is held at Wise Field, these documents must be turned into the Public Works Office, office hours are Monday – Friday 8:00 – 5:00.

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4. No games will begin after 11 o'clock p.m. at Wise Field. City curfew in this park is 12 midnight. Game schedules for both facilities must be approved by the City of Paris Tournament Coordinator prior to the first game.
5. All reservations will be approved by PARD.
6. All vehicles must be parked in the parking lot at all times. Vehicles parked in grass, handicapped or reserved parking will be towed at owner's expense.
7. All trash and litter must be picked up and deposited in trash containers. If there is not enough space in the containers to hold all the trash, it is your responsibility to put excess trash in **trash bags that you provide**.
8. The Tournament Sponsor must pick up keys to open/close the facility from the PARD office the workday before tournament and return it the workday after the tournament. **(This is for the Wise Fields only.)**
9. If there is an on-site admission gate fee, PARD may charge the Tournament Director a percentage of 20% of the gate fees/and or other related fees.
10. The City of Paris Sports Complex is a tobacco-free / alcohol-free facility. The use of any tobacco product and/or alcohol will be strictly prohibited.

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10. No outside food or drinks will be allowed at the Sports Complex fields. No coolers, please. Glass is prohibited within any park or recreational facility of property owned or controlled by PARD. It is a long walk back to the parking lot so don't try to sneak in food and/or drinks. It is the tournament sponsor's responsibility to inform your spectators of this.

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11. The tournament sponsor will not have any fund raisers at the fields without prior approval.

12. Fees:

Wise Field -	\$ 65.00 per field, per day Resident
	\$ 90.00 per field, per day Non-resident fee
	\$125.00 per field, per day security deposit
Sports Complex -	\$ 85.00 per field, per day
	\$ 135.00 per field, per day Non-resident fee
	\$150.00 per field, per day security deposit

The field use fee and the non-resident fee (if applicable) must be paid to PARD office at least **3 days prior to the tournament by 3:00 pm**. The security deposit must be paid when **reservation is made**. Failure to comply with PARD rules and regulations may result in the cancellation of the reservation(s), forfeiture of all fees/deposits, and forfeiture of the right to use the athletic fields in the future.

13. **Refunds:** If your tournament does not make due to any reason other than inclement weather and you do not cancel by 4:00 pm on Friday, **one week before your tournament**, you will **not** receive your security deposit back.

In the event of inclement weather, the City of Paris Tournament Coordinator will make the decision to cancel a tournament. This decision will be made by 12:00 noon on the Friday of your tournament. The City will refund your user fee, non-resident fee and your security deposit with verification that the tournament did not take place. All cancellations must be made through the PARD office.

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14. **Alcoholic beverages are strictly prohibited** in the City parks. It is the responsibility of the individual(s) reserving the fields to monitor and control this situation. If the City of Paris Tournament Coordinator has reason to think this is a problem or will become a problem, a police officer will be called and paid for from your security deposit.

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15. Ballfield Maintenance:

The Parks and Recreation Department is responsible for dragging and marking the fields prior to the start of each tournament. If you want the fields to be reconditioned between games, there is a \$35.00 fee for each recondition per field. Absolutely no burning of dirt infields is permitted.

16. Bases:

(Wise Field)

Bases will be kept in the men's restroom for the south field and in the locked box under the score-keeper's stand for the north field. At the end of each day's games, put the bases back in the men's restroom located in the concession building. If bases are lost, the cost will be \$120.00. If you do not cancel your tournament by 4:00 on Friday, and the fields are prepared for your tournament, you are responsible for the bases. If the bases are missing, we will keep your user fee and/or your security deposit for the cost of the bases.

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(Sports Complex)

Bases will be returned to the equipment shed located west of the fields, by the pavilion. There is a slot on the side of the building to put the bases through. The score board control box must be returned to the concession stand.

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17. Concession Stand:

The concession stand at **Wise Field** is available for use during tournaments at Wise Filed. A \$100.00 refundable deposit and a \$50.00 usage fee per day will be required to use the concession stand.

The City of Paris reserves the exclusive right to all food and drink concession and vending at the **Sports Complex**. ***Tournament sponsors may not sell concessions of any kind or provided donated items for a fundraiser.*** NO EXCEPTIONS!

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18. Banned Bat List:

You will be given a banned bat list. You must not use a bat on this list. ASA umpires will also be aware of this list.

19. Damaged Property:

The reserving individual or group shall be responsible for reimbursing the PARD for any damage to property incurred by their event. PARD will provide an invoice for labor, equipment use, supplies and, if necessary, reimbursement fees to any other reserving individual or group displaced due to damage.

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20. Inclement Weather

1. No game shall begin if lighting or thunder is observed. If a game has begun and thunder or lighting is observed, the athletic field or facility must be vacated away from metal objects immediately for 15 minutes. With each observation of lighting or thunder, a new 15 minute will begin

2. Once a game has begun, it is the responsibility of the umpire to determine field playability. If in his/her judgment, the field or play conditions represent a risk of injury to players, the game should be suspended.

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21. Insurance

Any athletic field or other facility reservation request by a league or for a tournaments will require general liability insurance policy. This insurance is required before the reservations will be considered. Insurance may be obtained through a specific sport sanctioning body that provide the required insurance. The insurance policy must meet or exceed the following requirements.

1. A General Liability insurance policy must be provided and kept in force for the duration of the season or tournament.
2. No games may be played until an acceptable proof of insurance has been received by the PARD and reviewed for adequacy by PARD.
3. **Insurance must include:**
 - a. The City of Paris must be listed as “additionally insured” and must include:
 - b. A minimum of \$5,000 per person for bodily injury
 - c. A \$500,000 per occurrence for general liability
 - d. A \$100,000 for property damage
 - e. The coverage should contain no special limitations on the range of protection given City of Paris

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SPECIAL NOTES:

Soft toss, pepper, or hitting any type of balls directly into fences or backstops is prohibited. Batting practice or pitching machines without catchers or portable nets or backstops are prohibited.

Only PARD staff are permitted to remove anchored pitching rubbers.

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