

Douglas-Coffee County Parks & Recreation Department
Athletic Facility Rules & Regulations

(3-19-2020)

1. No person attending a general function will be allowed to possess any firearms, knives, or other weapon while present on the property. The only exception is that if the nature of the event is for consumer trade, sell, and collectible show or sporting event related to weapons. Events of this nature can only be held in City of Douglas facilities if the adequate security is required and that weapons are properly secured prior to entering event.
2. User is responsible for trash pickup during field usage. All trash, garbage, and other debris will be cleaned from dugouts, bathrooms, concession stands, paved parking lots and ballfield, and other areas used for permitted events. All trash, garbage, and debris will be deposited in appropriate trash cans or dumpsters. If no extra trash bags are made available, it will be the lessee's responsibility to obtain additional trash bags for the trash pickup. Failure to do this will result in forfeit of deposit, and possibly an additional cleanup fee.
3. **ALL ENTRANCE GATES/PEDESTRIAN GATES OR HANDICAP ENTRANCES, MUST BE OPEN TO THE PUBLIC.** Any damage to fields, dugouts, equipment, grounds, equipment or structural damage to the facility, used by lessee, will be charged to person or persons responsible for permitted usage.
4. **A Deposit of \$100 must be paid upon making the reservation. Rental fees must be paid in full one (1) week prior to contracted date for all Baseball/Softball Tournaments. If not paid in full, fields will not be lined and deposit will be forfeited.** Deposit will be considered to be returned only after satisfactory inspection of facility is completed by the Field Supervisor, Facility Coordinator or Director of Parks and Recreation.
5. Athletic facility use for any political rally or other political purposes shall require full disclosure of activity and must be in compliance with other City ordinances governing political events.
6. Religious programs and performing arts of religious nature may be allowed upon written request and description of event, 30 days in advance, to Douglas-Coffee County Parks & Recreation Director. If request is denied, a full refund will be issued.
7. No **MOTORIZED** vehicles may be parked in ball field areas. No bicycles, skateboards, skates, rollerblade, scooters, etc. All parking for vehicles will be in parking lot or on side of roads. Vehicles delivering concession materials may be driven to the concession building and parked. These vehicles may only be used to deliver items to the concession area or to transport handicap persons to main parking lot.
8. No titanium or double walled bats will be allowed on Douglas Coffee County Parks and Recreation Facilities for sanction or non-sanction tournaments (such as ASA, USSSA, or GRPA) without the approval of the Parks and Recreation Director.

9. For any long term, self-insured or other private groups wanting to lease a facility for an extended period or multiple dates, etc., fees shall be negotiated with Douglas-Coffee County Parks & Recreation Director. These fees shall include maintenance of facility, utility cost, supervision and preparation of facility for games, practice or other.

10. DCCPRD RESERVES THE RIGHT TO ALL CONCESSION SALES, however, if lessee wishes to run their own concessions, DCCPRD must be notified in advance and lessee will have to run concessions outside of the concession stands. Lessee must have a business license and liability insurance naming DCCPRD/City of Douglas as an additional insured before the contract will be finalized. A copy of the business license and liability insurance must be attached to the contract. Only COCA COLA Bottling Company products may be sold at DCCPRD fields regardless who runs the concession stand.

11. The Lessee will be responsible for compensating a Field Supervisor, approved by the Recreation Director, for overseeing the facility. The fee for the Field Supervisor will be **\$15.00 per hour** and shall be paid, accordingly, at the end of the tournament by the Lessee.

12. During the tournament, facility & restrooms must be kept clean or deposit will be forfeited. It is the responsibility of the tournament contact person to provide necessary items needed to ensure the facility and restrooms will be clean.

13. All scoreboards should be operated by the lessee. It is the lessee's responsibility to contract and pay scorekeepers, umpires, and any other costs associated with running the tournament. Any exceptions must be approved by Douglas Coffee County Parks and Recreation Director or designee

14. **PAYMENT** - User agrees to pay for the use of the Athletic Fields, no later than two weeks prior to event, as stated in the fee schedule attached. **Deposit must be paid before Facility is booked.** If booking date and event date are within a two week period, payment is due in cash on the date the facility is reserved. However, the facility must be canceled within 72hrs or you will forfeit your deposit. If you cancel the day of your event you will lose your Deposit and half of your Rental Fee.

15. **SECURITY** - User will agree to pay for a Police or Security Officer(s) at **\$25.00 per hour per security officer**, if the City of Douglas deems necessary. The City of Douglas reserves the right to increase security if deemed necessary. User consents to allowing Security Officer or Police Officers or Building Supervisor to patrol the parking lot and building during any function. User understands and agrees that if any approved City Official observes inappropriate activities that they have the authority to remove any or all of the user's party from the premises and secure the facility and grounds. User will ask any unwanted persons at function to leave immediately, and should they fail to do so, user will call the City of Douglas Police Department at 911 and request assistance. Large group activities must have one (1) security officer per 50 people. Any exceptions must be approved in advance by the Facility Supervisor or the Parks & Recreation Director. At private events, where alcohol is being served, user must have one (1) security officer per fifty (50) people. All fees for the security officer are the responsibility of the lessee and must be paid in advance.

18. TICKETED/SALES EVENTS – Any person or business selling tickets, charging entry fees, admissions or selling merchandise in a City of Douglas Facility must have a business license and liability insurance naming the City of Douglas as an additional insured before the contract can be finalized. A copy of the business license and liability insurance must be attached to the facility contract.

16. Reservations must be made by an adult (age 18 or older) with proper picture I.D.

DURING THE TOURNAMENT, SCOREBOARDS MUST BE USED, FACILITY/RESTROOMS MUST BE KEPT CLEAN, AND ALL ENTRANCE GATES/PEDESTRIAN GATES OR HANDICAP ENTRANCES MUST BE OPEN TO THE PUBLIC OR DEPOSIT WILL BE FORFEITED.

<u>ATHLETIC FACILITY</u>	FEES ARE BASED ON "PER EVENT"
<i>HUCKABY SOFTBALL COMPLEX MIDDLE SCHOOL COMPLEX</i>	
Deposit	\$100.00
First Field Rental	\$75.00
Second Field Rental	\$75.00
Additional Field Rental	\$75.00
Lights Per Hour/Per Field	\$15.00
<i>TENNIS COURTS</i>	
Deposit	\$100.00
Court Rental	\$75.00
Lights per Hour	\$15.00
<i>DAVIS WADE & UNITY BASEBALL FIELDS (LIMITED USAGE ALLOWED)</i>	
Deposit	\$100.00
Field Rental	\$75.00
Lights per Hour/Per Field	\$15.00
<i>SOCCER FIELD (LIMITED USAGE ALLOWED)</i>	
Deposit	\$100.00
Field Rental	\$ 75.00
Lights per Hour	\$ 15.00
*Line off Fields (Paint Soccer Field)	\$40.00 PER FIELD
*Line off Fields (Chalk Baseball/Softball Fields)	\$10.00 PER FIELD

FIELD WILL ONLY BE LINED ONCE BEFORE GAMES BEGIN.

DURING THE TOURNAMENT, SCOREBOARDS MUST BE USED, FACILITY/RESTROOMS MUST BE KEPT CLEAN, AND ALL ENTRANCE GATES/PEDESTRIAN GATES OR HANDICAP ENTRANCES MUST BE OPEN TO THE PUBLIC OR DEPOSIT WILL BE FORFEITED.

DCCPRD ATHLETIC FACILITY AGREEMENT

Contract Date _____ Event Date _____

Name _____ Organization _____

Address _____ City: _____ State: _____ Zip: _____

Work/Cell Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Setup Time: _____ Beginning Time: _____ Ending Time: _____

<input type="checkbox"/> Huckaby Softball Complex ___Fields <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Middle School Complex ___ Fields <input type="checkbox"/> Soccer Field <input type="checkbox"/> Field Supervisor (\$15 per hour) <input type="checkbox"/> Security Required (\$25 per hour)	<input type="checkbox"/> Unity Exchange Baseball Field <input type="checkbox"/> Unity Jaycee Baseball Field <input type="checkbox"/> Unity Elks Baseball Field <input type="checkbox"/> Davis Wade Baseball Field <input type="checkbox"/> Lights: ___#Fields X ___ Hours \$15 per field per hour
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DEPOSIT \$ _____ Date Paid: _____

RENTAL \$ _____ Date Paid: _____

LIGHTS \$ _____ Date Paid: _____

OTHER CHARGES: _____ \$ _____ Date Paid: _____

CONTRACT TOTAL \$ _____

USER SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

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DEPOSIT REFUNDED: _____ Approved by: _____

LESSEE SIGNATURE: _____ Date: _____