



BALL FIELD TOURNAMENT RENTALS

NAME OF TEAM: _____

RESPONSIBLE PARTY:

NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE (HOME) _____ (CELL) _____

E-MAIL _____

FACILITIES NEEDED (circle one)

High Park Tanglewood Garrett Park Decarsky

FIELDS NEEDED (circle)

High Park 1 2 3 4

Tanglewood 1 2

Garrett Park 1 2 3

Decarsky 1 2 3 4

TOURNAMENT (circle one) Fastpitch Baseball Adult Softball

DATE(S) REQUIRED _____

TIMES REQUIRED (circle one)

Full Day 7am-11pm Half Day 7am-2:30pm Half Day 3:30pm-11pm

The holder of this permit has priority use of the above facilities on the days and times listed.

IT IS UNDERSTOOD that the user maybe pre-empted by the Derby Recreation Commission if scheduling needs arise. A \$500 non-refundable deposit is required and shall be retained by the DRC upon cancellation.

Category: 1 2 3 Fees Total: _____

Staff _____ Date _____ Rental FA- _____

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Guidelines for Tournaments

Fees: Renter must pay deposit at least 14 days in advance to reserve the fields. A \$500 deposit and a credit card on file will book the fields. The remaining balance will be charged to the credit card on file 48 hours before the tournament start date. If fees are under \$500, they must be paid upon booking.

Keys: Keys for High Park, Garrett Park or Riley can be picked up at the Derby Recreation Center, 801 E. Market on the day before your rental. These keys will provide you access to the lights, maintenance closet and gate. Keys will need to be returned to the DRC on the Monday following your tournament rental. No keys needed for Decarsky, supervisor will be present during rental.

Lock Up: The renter is responsible for securing the facility. Making sure all areas of the facility are locked, equipment is put away. Renters are responsible for lost or damaged maintenance equipment, score board controllers, etc.

Field Maintenance: The DRC field maintenance crew will prepare the fields to start each day of the rental contract. This includes field work, setting the bases and pitching distances, chalking, cleaning of the facility and emptying the trash cans. Fields are generally prepared immediately after games are over each day. Minor field maintenance is allowed during rental. We provide supplies including rakes, chalk, chalker, tamp down pitching plates, measuring tape, batter's box template and tamp. *Use of machines, water, rapid dry or conditioner on fields is prohibited.*

Weather: In case of wet field conditions, the DRC field maintenance staff will have the final say whether the fields are playable. The DRC field maintenance staff and tournament representative will collaborate and make the appropriate decision(s) regarding any cancellation, postponement, or any other related arrangement. Under no circumstances will a tournament be conducted on field(s) deemed unplayable by the DRC staff. It will be the responsibility of the tournament director or user group(s) scheduled to inform participants and their staff of any decision(s) made.

Extra Fees: Renters will be charged an additional fee for extra maintenance necessary on wet fields including the use of rapid dry. Any damages will be assessed, and Renter will be responsible for repairs.

Clean Up: Renter is responsible for daily and nightly cleanup of all fields and facilities used. This includes score booths, dugouts, restrooms, grandstands, warm-up areas, parking lots, and the fields themselves. Failure to thoroughly clean any one of these areas will result in forfeit of deposit.

Refunds: A \$500 non-refundable deposit. Weather or Administrative cancellations will receive a full refund.

Requirements: Renter must email a list of teams and location of each team to Jaimie at Jaimie@derbyrec.com 48 hours prior to start of the tournament.

Questions/Concerns: If you have any problems with field maintenance, restrooms or score boards please contact the DRC Outdoor Maintenance crew, Keven Pappan, 316-200-0529 or Clayton Roberts, 316-747-2018.