

# Athletic Tournament Booking Guidelines

## Facilities That Can Accommodate Athletic Tournaments Include:

<p><b><i>Ann &amp; Chuck Dever Regional Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Football</li> <li><input type="checkbox"/> Flag Football</li> <li><input type="checkbox"/> Lacrosse</li> <li><input type="checkbox"/> Cricket</li> <li><input type="checkbox"/> Tennis</li> <li><input type="checkbox"/> Sand Volleyball</li> </ul>	<p><b><i>Carmalita Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Football</li> <li><input type="checkbox"/> Flag Football</li> <li><input type="checkbox"/> Softball</li> <li><input type="checkbox"/> Lacrosse</li> <li><input type="checkbox"/> Sand Volleyball</li> </ul>	<p><b><i>Charlotte Sports Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baseball</li> </ul>
<p><b><i>Franz Ross</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Football</li> <li><input type="checkbox"/> Flag Football</li> <li><input type="checkbox"/> Lacrosse</li> <li><input type="checkbox"/> Disc Golf</li> <li><input type="checkbox"/> Tennis</li> </ul>	<p><b><i>Harold Avenue Regional Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baseball</li> <li><input type="checkbox"/> Softball</li> <li><input type="checkbox"/> Tennis</li> </ul>	<p><b><i>Maracaibo Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baseball</li> </ul>
<p><b><i>Centennial Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baseball</li> <li><input type="checkbox"/> Soccer</li> <li><input type="checkbox"/> Disc Golf</li> <li><input type="checkbox"/> Sand Volleyball</li> </ul>	<p><b><i>South County Regional Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baseball</li> <li><input type="checkbox"/> Soccer</li> <li><input type="checkbox"/> Disc Golf</li> <li><input type="checkbox"/> Tennis</li> </ul>	<p><b><i>Tringali Park</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inline Hockey</li> <li><input type="checkbox"/> Tennis</li> </ul>

## Rental Procedure for all Athletic Tournaments:

- Tournaments may be booked up to one (1) year in advance, and no later than ten (10) days prior to the first day of facility rental.
- When an organization or individual contacts Community Services and requests field usage, the organizer is sent pricing information, a facility map, Facility Usage Request Form, Insurance Requirement Form, and Tournament Refund Guidelines.
- Upon receipt of the Facility Usage Request Form, Community Services will check Active for availability and inform the organization of availability within ten (10) business days.
- Upon confirmation of rental request, Community Services will create a permit in Active and a deposit of no less than 25% of the total rental must be submitted by the user. This percentage includes a \$100 damage deposit per location.
- Terms of payment: Licensee shall pay 25% of the Rental Total plus any damage deposit(s) on the date of the Agreement and the balance no later than two weeks prior to the term indicated in Date(s) and Time(s) of Use.
- The tournament organizer signs the permit and returns it to Community Services for signature.

## Athletic Tournament Booking Guidelines

- A Commercial General Certificate of Liability Insurance is required naming Charlotte County as an additional insured at the Lessee's expense in an amount of \$2 million aggregate/\$1 million per occurrence, at least ten (10) days prior to the Licensee's use of the County facilities.
- All remaining balances due on any athletic facility rental must be paid ten (10) days prior to the first day of tournament.

### **Athletics Tournament Verbiage is to be Included on Active Permits and are Organized by Tournament Type and Include the following:**

- A Commercial General Certificate of Liability Insurance is required naming Charlotte County as an additional insured at the Lessee's expense in an amount of \$2 aggregate/\$1 million per occurrence, at least ten (10) days prior to the Licensee's use of the County facilities.
- If the tournament organizer will be providing concessions, Charlotte County will receive 15% of gross sales of the concessions. Payment of concession revenue must be made payable to the Board of County Commissioners by cash or check no later than ten (10) days after the last day of the tournament. The concessionaire must also have a properly working ABC fire extinguisher with a current inspection located near the concession area.
- If an outside vendor is to be contracted to provide concessions for this event, a separate permit will be required with the vendor and Charlotte County will receive 15% of gross sales of concessions. The concessionaire must provide a General Commercial Certificate of Liability Insurance naming Charlotte County as additional insured at least ten (10) days prior to the Licensee's use of the premises at the concessionaire's expense in the amount of \$2 aggregate/\$1 million per occurrence. Payment of concession revenue must be made payable to the Board of County Commissioners by cash or check no later than ten (10) days after the last day of the tournament. The concessionaire must also have a properly working ABC fire extinguisher with a current inspection located near the concession area.
- Food and beverage concessions will be handled exclusively by CCCS. If exclusivity is waived at the discretion of the Community Services Director or designee and concessions are handled by an outside vendor or the tournament organizer, Charlotte County will receive 15% of gross sales of concessions and/or Daily / Weekly / Monthly fees as allowed for Mobile Concessions / Food Trucks.
- Fees
- See the Community Services Fee Schedule current vendor fees.
- • The concessionaire must provide a General Commercial Certificate of Liability Insurance naming Charlotte County as additional insured at least ten (10) days prior to the Licensee's use of the premises at the concessionaire's expense in the amount of \$2 million aggregate/\$1 million per occurrence. Payment of concession revenue must be made payable to the Board of County Commissioners by cash or check no later than ten (10) days after the last day of the tournament or in the case of Daily / Weekly / Monthly charges it will be included in the permit.
- • The concessionaire must also have a properly working ABC fire extinguisher with a current inspection located near the concession area.
- In the event lightning or other inclement weather arises that may affect activities and events occurring within, or the use of, County facilities; patrons of County facilities must suspend all activities and are urged to immediately exit the facility and seek appropriate shelter.
- All sports teams or athletic leagues using County facilities must establish and enforce a policy to address lightning or other inclement weather that ensures the safety of all participants during and, for an appropriate period, after lightning or other inclement weather events. Patrons must not

# Athletic Tournament Booking Guidelines

resume activities or events within County facilities until the risk of injury from lightning or other inclement weather has passed.

- All soccer, football, flag football, hockey, or other tournaments that do not require field preparation in the morning, prior to tournament activities, will be available for an 8:00 a.m. start time.
- Tournaments utilizing baseball and softball fields will have two (2) game fields available for an 8:30 a.m. start time. All other games will start no earlier than 9:00 a.m.
  - This guideline does not apply at the Charlotte Sports Park.
- More than 2 fields rented per location will require an extra staffing charge as follows per location:
  - 3-4 fields utilized = 2 staff members x 8 hours @ \$20 per hour per person
  - 5+ fields utilized = 2-3 staff members (depending on location) x 8 hours @ \$20 per hour per person
- The extra staffing charge is required so that the county may have the opportunity to maintain the parks and the ballfields to a safe standard. The scope of the work performed by staff on site is at the discretion of the Parks Supervisor. The initial prep of the fields is included in the daily field charge. For an additional fee of \$10 per prep per field, tournaments utilizing baseball and softball fields will have the field preparation option of a 30-minute full prep (which includes a full sweep of the fields; re-marking the lines for the pitcher's mound, batter's box and foul lines; and rebuilding the pitcher's mound, if necessary). To allow for proper and safe field preparations between games, staff will need 30 minutes between games with no one on the fields each time a full prep is requested. Games will have to be staggered in a manner that allow the staff time to get to the fields requested. If extra preps are requested that would require staff to work longer than an 8-hour day overtime charges will be charged at the fee schedule rate.
  - This guideline does not apply at the Charlotte Sports Park.
- All tournament rental permits include a \$100 damage deposit per location. The damage deposit may be increased to \$250 per location for events utilizing more than 2 fields per location and/or exceeding 500 people in daily attendance.
- Baseball and softball tournament organizers are responsible for cleaning the dugouts after each of their games. All other tournament organizers must have the facility cleaned prior to departure at the end of each day. If, after any tournament, it is determined any organization has violated this policy, the organization will be subject to partial or full loss of their damage deposit. A tournament representative is required at each park location named on the permit. The name and phone number of the tournament personnel must be provided to Community Services prior to the first day of the tournament. The contact person for each park location must remain on site and be available for the entirety of the tournament.
- Restrooms are serviced once per day as part of normal operations. Additional restroom cleanings may be purchased for \$100 per day per restroom building (includes restocking of supplies). Tournaments utilizing more than 4 fields at a location and/or exceeding 1,000 people in daily attendance at that location will be required to purchase the additional cleaning.
- Tournaments utilizing four (4) or more baseball and/or softball fields during the winter months of November – February will be charged a light fee, which is necessary to properly prep the fields prior to a 9:00 am start time.
  - This guideline does not apply at the Charlotte Sports Park.
- In the event of water buildup on baseball or softball fields due to rain, tournament organizers may use Pro's Choice Infield Conditioner or Lesco's Turface to soak up excess water. No other products can be used. If it is determined any tournament organization has violated this policy, the tournament organization will be subject to partial or full loss of deposit.

## Athletic Tournament Booking Guidelines

- This guideline does not apply at the Charlotte Sports Park.
- In the event of inclement weather when quick dry products and/or materials are available and need to be utilized by the grounds crew to restore the fields to safe playing conditions, a fee of \$15 per bag will be charged to the organizing group.
  - At the Charlotte Sports Park this fee should be paid directly to the Tampa Bay Rays.
- Teams showing up before the start of the first game will not have access to the fields while they are being prepped.

### Specific Considerations When Booking the Charlotte Sports Park:

- Fields are unavailable from December 1 through April 1 each year.
- Fields are subject to league schedules and field maintenance from April 1 through November 30 each year.
- All rentals are in accordance with availability based upon the existing contractual agreements with the Tampa Bay Rays.
- Field rentals at the Charlotte Sports Park are for field usage only (no field equipment including, but not limited to L-screens, turtles, pitching mounds and batting cages).
- Umpires will have the use of the lower lobby area and restroom in Building A.
- The Tampa Bay Rays grounds crew is responsible for all field maintenance. No other individuals are permitted to work on the fields.
- The tournament organizer must designate someone from their organization or a volunteer to be stationed at the gate to the entrance of the Clubhouse Parking Lot to ensure that no tournament vehicles park in this area.
  - This location will need to be staffed from 30 minutes prior to the first game until the final game ends. An additional staff fee of \$160.00 per day will be incurred if the organization does not abide by this requirement.
- No tournament participants are permitted on the upper level of the Observation Tower in the practice fields.
- Community Services employees will be on-site for all events that occur at the Charlotte Sports Park.
- The authorizing signature on a tournament permit will indicate the main point of contact for the facility rental. Should any questions or issues arise, County staff will communicate directly with this individual.
  - If this individual is unable to be on the premises on the day of the facility rental, a secondary name and contact number MUST be communicated via email prior to the start of the tournament as the designated person responsible for the event.