



## Outlying Sports Field Rental Policies

Thank you for considering Metro Parks Tacoma as a site for your game or tournament. Below you will find information regarding Metro Parks' outlying sports fields and rental guidelines. To secure field space for your game, tournament, or league please review this information carefully, and submit the attached rental request form to the Athletics office. All requests will be reviewed to ensure the rental request can be accommodated.

**NOTE: Field requests for large groups or game(s) in conjunction with a picnic, barbeque or other type event must be scheduled through the Metro Parks Permits Office. (Example: Company or church picnic with softball game(s) Permits office: (253) 305-1006.**

### SPORTS FIELDS AVAILABILITY

Priority field use is based first on Metro Parks' programming needs and secondly by the needs of the Tacoma School District sports program. After these two user groups needs have been met, remaining fields may be requested for use.

Priority in scheduling: 1<sup>st</sup> – MPT, 2<sup>nd</sup> – Tacoma Schools, 3<sup>rd</sup> – Previous Renters, 4<sup>th</sup> – New Renters.

#### **Baseball / Softball Fields**

Franklin Field, Harmon Baseball, Harmon Softball, Jane Clark Baseball, Jane Clark Softball, Jefferson Baseball, Jefferson Softball, Stewart Heights Baseball, Vassault Baseball, Vassault Softball.

#### **Soccer / Football / Ultimate Fields (or Open Field Space)**

Franklin Field, Harmon Field, Jane Clark Field, Upper Jefferson, Lower Jefferson, Upper Portland Avenue, Lower Portland Ave, Stewart Heights Field, Vassault 1-East, Vassault 2-Mid, Vassault 3-West.

Parks classified as Neighborhood Parks (i.e. Optimist Park, Lincoln Eldridge,) are not available for sports field rental. These parks are open to the public on a first come first serve basis provided there are no prior programs or events scheduled.

### FACILITY REQUESTS

An ***Athletic Facility Request Form*** shall be submitted with the appropriate deposit amount to reserve and/or hold your field request. Deposits will be returned in full if the fields are unavailable.

#### **Single Games – Softball / Baseball**

Requests for game fields may be submitted April 1<sup>st</sup> through September 1<sup>st</sup> for weeknight or weekend use. Fields may only be reserved May 1<sup>st</sup> through the last week of September. Single game rentals include a 3 hour maximum time period for the specified field. Some fields may not be available due to Metro Park District league play, team practices, school district use, weather related issues, work projects, or other pre-scheduled events.

#### **Weekend Tournament Rentals – All Sports**

Requests for weekend tournament game fields may be submitted at any time. Tournament rentals include all day use of the specified field. Some fields may not be available due to Metro Park District league play, team practices, school district use, weather related issues, work projects, or other pre-scheduled events.

#### **Softball – Rental for Private Leagues**

Requests for private league game fields may be submitted April 1<sup>st</sup> through August 1<sup>st</sup>. Fields may be reserved Memorial Day Weekend through one week prior to Labor Day. Some fields may not be available due to Metro Park District league play, team practices, school district use, weather related issues, work projects, or other pre-scheduled events.



**Open Field Space – Rental for Private Leagues or Single Games** (Soccer / Ultimate Frisbee / Football / Rugby /etc)

Requests for private league game fields or single game fields may be submitted at any time. Single game rentals include a 3 hour maximum time period for the specified field. Some fields may not be available due to Metro Park District league play, team practices, school district use, weather related issues, work projects, field rehabilitation or other pre-scheduled events. Some fields may be scheduled for multiple activities, requiring shared use by different user groups. Metro Parks reserves the right to coordinate and change rental dates and times, and will notify each group involved as soon as possible. (All parks close at dusk)

For scheduled private leagues Metro Parks will configure the field and paint lines initially when requested. Rental groups will be responsible for maintaining lines through the remainder of their season.

A lined field option will not be available for single game rentals.

Field repairs or lining are not allowed by private groups without prior written approval of the maintenance division of Metro Parks. Requests to do so must be submitted through the athletics office.

**Rental Request Deadlines for Returning Renters**

Previous field renters who meet the Returning Request Deadline will receive priority in reserving fields. Returning renters' requests and deposits are due no later than April 1<sup>st</sup> for May through August rentals. Deadline for September through February rentals is August 1<sup>st</sup>. Early requests are suggested. **Requests submitted after the returning group deadline or without deposit will not receive priority status.**

**New Rental Requests**

New field rental requests may be made at any time during the sports season, but must be submitted a minimum of one week prior for a small single game type event. Requests for tournaments or larger sports events must be submitted a minimum of three weeks prior to the event.

**MAINTENANCE SERVICES**

*(If services are paid for)*

Softball /baseball fields will be prepared once either on the day of play, during the week, or on the Friday prior for weekend play. Fields will be dragged and lined and chalk marks will be made where bases should be placed. **Facility renter is responsible for providing bases.**

MPT maintenance personnel will make the decision regarding the playability of softball/baseball fields. If the infield has not been dragged and lined due to inclement weather, the fields are considered unplayable at that time. Playability at game time becomes the decision of the Renter. When games are in progress, the umpire shall make the decision to continue or stop play. (Summer week day renters may get updated field information on the Metro Parks league rainout line at 253 305-1075 or on the MPT website. This may assist you in making 'the call' on your field.)

**Restrooms**

Outlying fields' restrooms, where available, will be opened and closed by Metro Parks Maintenance Staff. Restrooms are winterized on an annual basis and may be closed in the late fall/winter due to weather conditions. Portable toilets may be substituted at MPT's discretion. Costs for additional portable toilets required for large numbers of people will be the responsibility of the renter.



## FEES AND INSURANCE REQUIREMENTS

### Rental Fees

Base Rental Fees per Field\*

#### Tournament: (all day)

Softball/Baseball – per field	\$100 per day dragged & lined / \$50 no maint. services
Soccer/Rugby/Football – per field	\$175 1st day lined / \$50 2 <sup>nd</sup> day (no maint. 2 <sup>nd</sup> day)

#### Single Game:

Softball/Baseball – per field (3 hours)	\$75 dragged & lined / \$30 no maintenance services
Soccer/Rugby/Football – per field (3 hours)	Unlined / \$30 no maintenance services

Seasonal League Fees: \$300 per field / per month (limited maintenance services)  
*Includes one reserved game day (all day) per week + initial field lining.  
Renter is to maintain lines for remainder of season.*

\* Depending location of your game / tournament, if you have 100 or more people, additional portable toilets and or trash receptacles may be required. Renter shall be responsible for those costs and they will be added to the rental fee. Metro Parks will make arrangements for these services as needed.  
(Portable toilets – approx \$125 Trash totes – approx. \$75)

### Damage Deposit

**\$50** deposit is due with each tournament or single game field request to hold your reservation.  
Fields/Dates will not be reserved without full deposit.

**\$100** deposit is due with each seasonal league request submitted to hold your reservation.  
Fields/Dates will not be reserved without full deposit.

Provided the rental fees have been paid in full, the damage deposit will be refunded upon a site inspection confirming no damage has occurred, and/or there is no need for excessive garbage removal.

### Balance of Fees

**The balance of the rental fee is due a minimum of one week prior to the rental start date.** If attendance exceeds renter's expectations, additional fees over and above the damage deposit may be assessed as needed for trash collection and/or clean up following the event.

### Liability Insurance – Required for Tournament and League Rentals

All league and tournament rentals are required to provide a liability insurance certificate, naming the Metropolitan Park District of Tacoma as additional insured. The policy must be for a minimum of two million dollars (\$2,000,000) liability coverage. This certificate of insurance is due when the balance of the rental fee is paid, (one week prior to the rental start date.) Failure to comply may result in the event being canceled.



## RENTAL CONFIRMATIONS

***Approval of your rental request may be postponed until all Metro Park District activities have been scheduled.***

Renters will receive a copy of the **'Athletic Facility Request Form'** and/or receipt confirming their rental status. Rentals will not be confirmed until the following minimum requirements have been met.

Requirements include:

1. Completed rental form
2. Deposit
3. Liability Insurance Certificate (*see details above*)

### **League / Tournament Schedules**

Complete league schedules must be submitted to the athletics office a minimum of two weeks prior to the first day of play listing dates, game times, and specific fields.

Tournament schedules must be submitted to the athletics office a minimum of one week prior to the first day of play listing dates, game times, and specific fields.

## REFUNDS

### **Rental Request Withdrawn**

Facility rentals withdrawing their request two weeks prior to their event will receive a refund, subject to a \$15 administrative service charge. Any withdrawals within two weeks of the rental will result in forfeiture of the deposit in full.

### **Game / Tournament Cancellations Due to Weather**

Game / Tournaments canceled due to inclement weather and unsafe playing conditions will receive a refund. The refunded amount will be based on the following:

100% refund if the game / tournament is canceled prior to games being played.

% based on number of games played vs total number of games scheduled.

## MPT GENERAL PARK POLICIES

Alcohol consumption is not allowed in Metro Parks' athletic fields or parks. Please inform your participants and spectators.

Smoking, use of tobacco products, or any illegal substances are not allowed in Metro Parks' facilities.

Excessive garbage is the responsibility of the renter to remove. Failure to do so will result in forfeiture of part or all of the damage deposit.

Sale of food, beverages, merchandise, or charging admission is not allowed on MPT property at any time.

Vehicles must be parked in designated parking areas only. Vehicles are not allowed in the park, on the turf, or on the athletic fields.



# Athletic Facility Rental Request

Athletics Division 4702 S 19<sup>th</sup> St

Tacoma WA 98405

(253) 305-1015 Fax: (253) 305-1005



Date Submitted: \_\_\_\_\_

Person in charge: \_\_\_\_\_ E Mail \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Organization / Team Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Activity Information:** *Please complete and/or check all items that apply*

**Location:** \_\_\_\_\_ **Specify Field or Area:** \_\_\_\_\_

**Purpose of Activity:**  Tournament  League Game  Special Event  Other \_\_\_\_\_

**Activity For:**  Men  Women  Coed  Youth  Other \_\_\_\_\_

**Sport to be played:**  Slowpitch  Fastpitch  Baseball  Soccer  
 Rugby  Football  Other \_\_\_\_\_

**Number of participants and spectators expected:** \_\_\_\_\_

*(Softball/Baseball Only)*

**Affiliation:**  USSSA  ASA  NSA  Other \_\_\_\_\_

**LIST ALL DATES TO BE USED PER MONTH**

Month \_\_\_\_\_ Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Month \_\_\_\_\_ Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Month \_\_\_\_\_ Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Month \_\_\_\_\_ Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Facility Rental Policies** *(Please see complete list of Outlying Field Rental Policies)*

1. Provide Metro Parks Tacoma, a liability insurance policy, naming Metro Parks Tacoma as an additional insured, in the amount of \$2,000,000 no later than 7 days prior to the first date the facility will be utilized, or the activity is subject to cancellation.
2. Provide the Athletics Division of Metro Parks Tacoma, a schedule of events no later than 5 days prior to the first date the facility will be utilized. Include estimated participant / spectator attendance.
3. Balance (over and above the deposit) of the rental fee must be paid no later than 5 days prior to the first date the facility will be utilized.
4. Alcoholic beverages of any kind are not allowed in any open park space of Metro Parks Tacoma.
5. Sale of food, beverages, merchandise, or charging admission is not allowed in the parks.
6. Failure to comply with any of the above requirements will result in cancellation of the permit and the use of the facility and forfeiture of any deposits paid. See complete copy of field rental policies available at Metro Parks.

**Office Use Only**

Rental Fee: \$ \_\_\_\_\_

Deposit Due: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_