



# 2019 Athletic Complexes and Facilities Rental Guide

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*Bob Maguinez Field*



*Multipurpose Field at S.E.R.A.*



*S.E.R.A. Athletic Complex*

Metro Parks Tacoma

4702 S 19<sup>th</sup> St, Tacoma, WA 98405

253-305-1022

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## Rental Check List:

- Identify dates and location to rent.
- Athletic Facility Request Form filled out and sent to [courtneym@tacomaparks.com](mailto:courtneym@tacomaparks.com)
- Correct rental deposit taken and payment plan set up for rental.
- Reservation booked and confirmation email sent.
- Have a great time playing at the fields!



# Rental Rates

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## S.E.R.A.

	<u>Fee</u>	<u>Light Fee</u>
1-6 Fields, Tournament	\$1800	Included
1-6 Fields, Friday as a tournament extension	\$950	Included
1-2 Baseball Fields, with mounds	\$700	Included
Individual Softball/Baseball Game	\$25 per hour	\$25
Soccer practice (No lines/goals)	\$25 per hour	\$25

## Multipurpose Field at S.E.R.A

	<u>Hourly Fee</u>	<u>Light Fee</u>
Youth	\$30	\$25
Adult	\$35	\$25

## Peck Fields

	<u>Fee</u>	<u>Light Fee</u>
1-4 Fields, Tournament	\$1400	Included
Softball/Baseball Game	\$100	\$25
Softball/Baseball Practice	\$25 per hour	\$25
Soccer Practice (No lines/goals)	\$25 per hour	\$25

## Heidelberg Park

	<u>Fee</u>	<u>Light Fee</u>
1-2 Fields, Tournament	\$700	Included
Softball/Baseball Game	\$100	\$25
Maginuez Field Single Game	\$300	\$50
Maginuez Field Double Header	\$475	\$50

## Outlying Sports Fields or Open Field Space

	<u>Hourly Fee</u>	<u>Drag/Line Fee</u>
Baltimore Park	\$20	\$60
Franklin Field	\$20	\$60
Jane Clark Softball/Baseball	\$20	\$60
Jefferson Softball/Baseball	\$20	\$60
Jefferson Grass Field	\$20	\$60
Optimist Park	\$20	\$60
Portland Avenue	\$20	\$100
Stewart Heights Baseball	\$20	\$100
Stewart Heights Field	\$20	\$100
Vassault Softball/Baseball	\$20	\$100
Vassault Grass Field	\$20	\$100

# Facility Requests

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Metro Parks Tacoma facilities may be rented to outside individuals/businesses/organizations on a space available basis. For any rentals an **Athletic Facility Request Form** shall be submitted with the appropriate deposit amount to reserve and/or hold your field request.

## **Priority in scheduling:**

1<sup>st</sup>-Metro Parks Tacoma, 2<sup>nd</sup>-Tacoma Public Schools, 3<sup>rd</sup> –Returning Renters, 4<sup>th</sup> – New Renters

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/or change rental dates and times, and will notify each group involved as soon as possible. *(All parks close at dusk)*

## **Previous Rentals**

As space allows, returning renters will receive reservation priority for coinciding dates the following year, provided the request and deposit requirements are met below. An **Athletic Facility Request Form** and deposit are due to the athletics office by **January 1<sup>st</sup>** for returning renters. If requests and deposits are not received by **March 1<sup>st</sup>**, dates will remain open to the first paid request.

## **New Rentals**

New facility rental requests and deposits will be accepted after **March 1<sup>st</sup>** for the upcoming season. Facility renters must submit an **Athletic Facility Request Form** and deposit prior to start rental date. Dates and space will remain open until the first paid request.

# Rental Confirmation

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Once the **Athletic Facility Request Form** and deposit have been submitted a Rental Confirmation will be sent to the renter via email or maybe picked up at Metro Parks Headquarters (4702 S. 19<sup>th</sup> Street Tacoma, WA 98405). This will include the requested date(s), location(s), and time(s) that can be kept for records. It will include the balance of rental or payment plan agreed upon prior to start date of rental. Rental must be paid in full prior to completion of all recurring or consecutive rentals. Park rules will be included in the Rental Confirmation and will be expected to be upheld. Failure to uphold rules will result in forfeiture of the deposit and loss of priority status in the future.



- ◇ A minimum of 30 days' notice is required for any cancellation for any funds to be returned. Failure to give notice will result in the loss of priority status in the future.

## **Deposits, Refunds & Payments**

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### **Rental Deposits**

A damage deposit is due with each single game, tournament, camp, or field request to hold your reservation. Dates will not be reserved without full deposit.

- ◇ \$100 deposit is required for each single game, double header, or one-day special event request.
- ◇ \$500 deposit is required for a series of game requests, or multiple day events.

Refund of 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.

### **Payment Options**

Payment for single field rentals must be paid at the time of booking in their entirety.

Payment options are available for consecutive or recurring rentals. Please work with the Metro Parks Staff to figure out the best payment option for your needs.

- ◇ Pay in full
- ◇ Monthly payments
- ◇ Quarterly payments

All payments will be made to Metro Parks Tacoma. Payments can either be paid with credit or debit card, cash or a written check. Checks need to be addressed to Metro Parks Tacoma 4702 S 19th St, Tacoma, WA 98405.

### **Rental Request Withdrawal**

- ◇ Withdrawals made more than **90** days in advance of rental will receive a full refund.
- ◇ Withdrawals made within **60** days in advance of rental will receive a 50% refund.
- ◇ Withdrawals made within **30** days in advance of rental will receive 0% refund.
- ◇ Any tournament or game series withdrawal with less than 2 weeks' notice will result in forfeiture of the deposit in full, and loss of priority status in the following year.

A minimum of 30 days' notice is required for any cancellation for any funds to be returned. Failure to give notice will result in the loss of priority status in the future.



### Cancellations

Game cancellations by MPT due to inclement weather and/or unsafe playing conditions will receive a full refund. The MPT staff and/or umpires shall determine the safety of field conditions. Partial rainout refunds will be determined by the number of games played verse the number of games scheduled.

A minimum of 30 days' notice is required for any cancellation for any funds to be returned. Failure to give notice will result in the loss of priority status in the future.

### Gate Admissions

A gate admission shall be charged for tournaments. Metro Parks will receive \$75 per day, or 50% of the gate receipts, whichever is greater. Metro Parks will provide daily tickets, however, if weekend passes are to be used, the facility renter must provide them. (*Weekend passes must be imprinted with a monetary amount and in numerical sequence.*)

At *Bob Maguinez Stadium*, the renter may request a gate admission charge for single/double header events. Metro Parks shall receive \$50 per day, or 50% of the gate receipts, whichever is greater. Metro Parks will provide daily tickets, however, if a pass is to be used, the facility renter must provide them. (*Passes must be imprinted with a monetary amount and in numerical sequence.*)

Gate admission prices, if different from MPT's base amounts, must be noted on the facility request from when submitted. The following prices are the **base** amount to be charged. If no prior request is made aware to the Recreation Coordinator or Supervisor, the standard tournament fees shall be charged:

- ◇ Adults (18 & over) \$3.00
- ◇ Seniors (65+) / Youth (11-17) \$1.00
- ◇ Youth (10 and under) Free

### Tournament Souvenir Sales or Promotions

Tournament renters may be allowed to sell souvenirs during their tournament with prior approval from MPT. Sales are limited to items specific to the current tournament being played (i.e. T-shirts, hats, sweatshirts, etc.) to supplement tournament revenue. A written request for souvenir sales must be submitted to the Adult Athletics Coordinator or Sports Supervisor with the **Athletics Rental Request Form**, listing specific items to be sold.

- ◇ Adult Athletics Coordinator at [courtneym@tacomaparks.com](mailto:courtneym@tacomaparks.com)
- ◇ Sports Supervisor at [leife@tacomparks.com](mailto:leife@tacomparks.com)

Private commercial vendors are not allowed to promote, sell or offer to sell any merchandise, food, beverages, or goods on any park property, including the Athletic Complex grounds and parking lots.

Food and beverage concessionaire on site is contracted by MPT to provide service for leagues, tournaments and other events in the complex. **Absolutely no food or beverages** may be sold by anyone else in the complex, including the parking lot without express written agreement by the contractor to MPT.

# Insurance

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## Liability Insurance

All facility 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 aggregate coverage and one million per incident. The certificate is due when the balance of the rental fee is paid, and no later than noon on Wednesday prior to the tournament. Failure to comply will result in tournament being canceled by Metro Parks Tacoma.

# Schedules

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Event schedules are due to the athletics office no later than noon on the Wednesday prior to the event. This must include all games with complete field and time schedule.

Please email schedules to:

- ◇ [courtneym@tacomaparks.com](mailto:courtneym@tacomaparks.com) or [leife@tacomaparks.com](mailto:leife@tacomaparks.com)

## Daily Schedule

Gates will be open **1 hour** prior to first scheduled games for players, coaches and spectators. Games may start no earlier than 8am and must be completed by 11pm.

Failure to comply with 11pm curfew shall result in the following:

- ◇ Staff is empowered to stop all games and clear the premises for the night.
- ◇ The renter will be charged additional fees to offset the costs incurred in keeping the facility open. Established rate is \$50 per field, per hour.
- ◇ The renewal of the rental for the following year may be in jeopardy.

## Sunday Schedules

Gates will be open **1 hour** prior to first scheduled games for players, coaches and spectators. Games may start no earlier than 8am and must be completed by times specified below.

Due to Metro Parks Tacoma league play on Sundays at SERA, tournament games must be started by:

- ◇ **Green** – 12:00 pm
- ◇ **Gold** – 12:00 pm
- ◇ **Blue** – 12:00 pm
- ◇ **Red** – 12:00 pm



# Park Rules

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## Park Rules

Facility rules are posted at each complex. Please inform your participants that the following are prohibited on MPT property: **smoking, alcohol, drugs, animals, ice chests/coolers, motorized and foot powered scooters, drones, skateboards, skates and bicycles.** (Exception: Ice chests / coolers will be allowed for youth tournaments only. Motorized scooters for disabled and/or service animals will be allowed.)

**Note:** Alcohol consumption by anyone inside the complex is not allowed. The rule, as set by the Park Board Commissioners, prohibits the consumption of alcohol at any Athletic Complex Facility.

Field Supervisors have been instructed by the Athletics Staff to undergo the following steps to remove alcohol from the complex:

1. Inform the Event Director as to when and where the alcohol is being consumed. **(The Event Director / TD must dispose, confiscate, and/or remove it from the complex immediately.)**
2. Failure to comply will result in games being stopped by Metro Parks' staff. The person(s) in question will be instructed to leave the complex immediately. If a spectator is found with alcohol they will be asked to dispose of it, or leave the complex immediately.

Failure by tournament or rental directors to comply with this policy may jeopardize future rentals and imply an immediate cancellation of tournament or game.

All Metro Parks Tacoma facilities are **NO SMOKING** areas including buildings, parks and athletic complexes. Spectators may smoke outside of the park or complex gate and dispose of their trash. (Includes e-cigarettes)

## Parking

Depending on the facility or complex parking will differ. Parking will either be at the specific complex paved parking lot or renters will have to utilize street parking. Metro Parks will not be held liable for incidents that occur in the parking lot or street parking.

- ◇ S.E.R.A. rental users will need to park in paved parking lot or find street parking. **No grass parking is allowed!** If rental users park in grass they may be towed.
- ◇ Motorhomes or trailers are allowed for overnight parking at S.E.R.A.
  - S.E.R.A main gate will be locked by staff at the end of the game schedule. Those who are within complex boundaries will be locked in and will not be able to exit. Please make arrangements prior regarding this fact.





### Private Vehicles

Private vehicles will only be allowed in and out of the complex prior to the opening of admissions gate for players, coaches and spectators. Once the admissions gate is open, (*approx. 1 hour prior to first game*) no vehicles other than Metro Parks field crew, or 911 emergency vehicles will be allowed access in or out.

## Additional Information

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### Field Prep and Maintenance

Complex fields will be maintained throughout the tournament to the best of our field crew's ability based on the tournament schedule. *Due to limited staffing, maintenance may not occur after 6pm.*

Outlying softball or baseball fields will be prepared once, either on the day of play, 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.

Maintenance staff and/or the field supervisor will make the final decision regarding safe field conditions and playability. After games are in progress, the umpire and field crew shall make the decision to continue a game or stop play. Failure to comply may result in that rental not being renewed the following year.

**No maintenance or field prep may be performed by anyone other than Metro Parks' personnel.**

### Restrooms

Restrooms, where available, will be opened and closed by Metro Parks 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 Metro Parks Tacoma discretion.

- ◇ Depending on location of your camp / game / tournament, if you have 100 or more people, additional portable toilets or trash receptacles may be required. Renter shall be responsible for those costs and they will be added to the rental fee.