



City of Cleveland, TX
Municipal Park Operations

Administrative Policies and Procedures

Subject: Athletic Facility Reservation Policy

Approved By: City Council September 9, 2014 Revised March 22, 2016

Applies To: Individuals, groups or organizations reserving an athletic facility.

Policy: The Municipal Park Coordinator accepts reservations for athletic facilities.

Roles and Responsibilities: Municipal Park Coordinator or designated staff

- Oversees the facility
- Communicates with the person reserving the facility about any concerns

Procedures:

1. Athletic facilities are available for rental pending availability.
2. Reservation approval will be contingent upon field conditions, repairs/renovations, routine maintenance, turf recovery, competing events and other facility considerations.
3. The Coordinator and/or its designated staff shall have priority over athletic facilities and reserves the right to:
 - Deny a reservation request due to the failure to meet minimum qualifications for use of the facilities, or inability to comply with the Rental Policies and Procedures
 - Close or terminate an ongoing event for contract violation, violation of City Ordinance, inclement weather, public intoxication, or breach of peace.
4. Any person requesting use of the facilities that has been denied the use of such facilities shall have the right to appeal the decision of the Coordinator to the City Council
5. Rules and regulations regarding the reservation of a specific athletic facility are found in the corresponding reservation forms/policy.

Forms and Required Documents: Tournament/League Field Rental Policy
Tournament/League Reservation Request Form
Vendor Request Form
Practice Reservations Rules and Regulations
Athletic Facility Practice Reservation Form



Cleveland Municipal Park
Field Rental Policy
(Softball, Baseball)

Field Usage

Deposit - \$1,000

- This fee is refundable, should facilities be brought back to original conditions and all terms of agreement are adhered to.

Tournaments

- \$250 per field/per day
- \$50 per field/per game for 501c3 Organizations

Practice

- \$25 per field (4 hour maximum)

Options

Lights

- \$10 per hour (2 hour minimum)

Materials

- Additional material requests will be billed at market value

Ice

- \$1.75 per bag

*All Refundable Deposits that are eligible for a refund after the completion of the event shall be reimbursed to the requesting party.

The fields may be reserved, pending availability. Approval will be contingent upon field conditions, repair/renovations, routine maintenance, turf recovery, competing events and other facility considerations. The Coordinator and/or its designated staff shall have the authority to approve the above-mentioned fields.

Rental Policies and Procedures:

1. All requests must be received a minimum of two weeks in advance, unless authorized by the Cleveland Municipal Park Coordinator. A completed Tournament/League Reservation form must be submitted along with designated fees for usage.
2. A non-refundable deposit of \$150 per field is due upon reservation. If payment is not received within the allotted time period of 72 hours after booking the event, reservation will be canceled. The non-refundable deposit will be applied toward the \$1,000 security deposit if reservation is upheld.
3. A designated Municipal Park employee shall be available on a as needed bases at all times during the rental. The staff member will verify that policies and procedures are being adhered to, as well as monitoring field maintenance, litter barrels, restrooms, vendors, parking and weather. All issues relayed to the event coordinator by the site supervisor shall be addressed immediately.
4. All applicable fees/deposits are due no later than 72 hours prior to the tournament/league start date. If the fees/deposits are not received by the required date, the reservation will be subject to appropriate late fees or cancellation fees. A field usage chart along with light schedule must be submitted one week in advance. To facilitate any/all light schedule changes, a request must be made 1hr prior to the original requested schedule.
5. Refunds, due to inclement weather, will be considered upon request.
6. A copy of the insurance certificate from the reserving party is required 24 hours prior to the event, using the following criteria:
 - Reserving party will procure and carry, at its sole cost and expense through the life of this event, insurance protection as hereinafter specified, in form and substance satisfactory to the City, carried with an insurance company authorized to transact business in the State of Texas, covering all foreseeable aspects, operations in connection with this event.
 - Reserving party shall have comprehensive general liability insurance, with limits of \$1,000,000.00 combined single limit in the aggregate and per occurrence. Said policy shall specifically include coverage for sporting and athletic events: provided, however, if the requesting party cannot comply with the provision, such applicant may have the option, at the discretion of the Coordinator, to execute a hold harmless and indemnification, in accordance with Section 19 of this Policy, on behalf of the participating team and/or individuals.
 - City of Cleveland shall be named as an additional insured in such policy.
 - All insurance requirements shall be provided to and verified by the Coordinator.
7. The reserving party hosting tournaments/games will have access to scoreboards unless otherwise disapproved by the Coordinator. Practices will not have access to scoreboards.
8. It is the reserving party's responsibility to inspect the facility prior to the tournament and report any issues to the Municipal Park operations staff.
9. The City of Cleveland concession stands are available for use. The reserving party may offer mobile or outside concessions upon approval by the Coordinator. Any proposed concessions must be submitted on the Vendor Request form and returned with the Tournament/League Reservation Request form. City of Cleveland retains 10% of all concession sales during tournaments, except for 501c3 organizations.

Concession and non-food sales are subject to the appropriate per day, per quad flat fee. These fees are due no later than 24 hours prior to the tournament/event start date. A receipt showing proof of a County health permit for prepared foods must be submitted to the Coordinator 24 hours prior to the event. All concession facilities and their operations must meet applicable federal, state and local laws, ordinances, statutes and rules. Failure to comply with applicable federal, state and local laws, ordinances, statutes and rules may result in sanctions to be determined by the City of Cleveland up to and including the termination of the event.

10. Possession or consumption of alcoholic beverages on City of Cleveland Municipal Park property is prohibited, unless otherwise approved by the Coordinator. In no event should the possession or consumption of alcohol beverages be permitted at any event where minors are participating in such event.
11. Smoking is prohibited inside any City facility and within twenty (20) feet of an entrance into a facility.
12. The reserving party must be at least 21 years of age.
13. The Coordinator reserves the right to terminate the event at any time.
14. Driving on park property is prohibited at all times, except in designated areas.
15. Youth leagues must submit a copy of the league schedule to the Coordinator 5 days prior to the league start date. Requests will be based on field availability and Coordinator approval.
16. A City representative will inspect the fields, common areas, bleachers, restrooms, parking lot and surrounding area, upon completion of the tournament, to verify trash has been picked up and placed in proper receptacles, and that there is no property damage. The facilities must be left in the same condition as when the tournament began. Reserving party must reimburse City of Cleveland for all expenses incurred due to misuse of city facilities. Failure to abide by the above will result in forfeiture of applicable deposits or future use. Normal wear and tear on the fields is expected. Any property damage may result in criminal charges against the reserving party.
17. The relationship between the City of Cleveland and reserving party is at all times solely that of a licensor and a licensee, and may not be deemed, in any event, a partnership or a joint venture.
18. The City of Cleveland disclaims any responsibility for the operations of the activities of the reserving party. The City's involvement is limited solely to those specific tasks identified in this agreement. Any internal complaint between participants, spectators, or officials, or between teams of the event, shall be resolved internally without recourse to the City of Cleveland Municipal Park.
19. The reserving party shall hold harmless, defend, release and indemnify the City of Cleveland against any suits, liabilities, claims, demands or damages, including, but not limited to, personal injuries and attorney's fees, arising from reserving party's use of the Property and exercise of the license under this Agreement. The indemnity and release provided herein shall survive the termination or voidance of this agreement.
20. Reserving party's responsibilities:
 - Pick up litter on and around the premises;
 - Empty litter barrels and replace trash bags; and
 - Drag and mark fields after the first game (if necessary);
21. Installation of additional base anchors and pitching rubbers is at the discretion of the Coordinator. Municipal Park Employees will provide a set of bases, per field for tournaments. In the event a different type of base is required, it will be the responsibility of the renting party to provide. Bases must be compatible with existing base anchors.
22. The reserving party may not add any infield material without approval from the Coordinator.



City of Cleveland, TX
Cleveland Municipal Park
Practice Reservation Rules and Regulations

1. Regulations and Requirements

- Fields are available for rental pending availability
- The City of Cleveland Municipal Park Coordinator or its designated user shall have priority over the fields.
- Contracts must be secured and fees must be paid prior to taking possession of any fields.
- Reservations not secured will be canceled with no notice given to the reserving party.
- All payments must be made at the Cleveland Civic Center. No contracts are to be delivered to the field site and no money is to be paid at the field site under any circumstances.
- To facilitate any/all light schedule changes, it must be made 1hr prior to the original requested schedule.
- Lights must be scheduled with the Cleveland Civic Center Administration during business hours. Office hours are Monday-Friday 8:00am-5:00pm.
- Rental fees are not waived under any circumstances.