



Parks & Recreation of Topeka  
620 SE Madison, 368-3838  
Athletics Office, Central Park, 368-3808

## 2006 Ball Diamond Reservation Policies

Field reservations for invitational tournaments and practices: To reserve a diamond(s) for weekend invitational tournaments or hourly practices, please observe the following:

1. Diamonds reserved on a first-come, first-serve basis **beginning Tuesday, January 3, 2006**, 8am-5pm at Parks and Recreation of Topeka, located at 620 SE Madison.
2. Reservations must be made in person.
3. Reservation fee and deposit must be paid in cash, money order, personal or business check, Visa or MasterCard at time of reservation.
4. Diamonds must be reserved for Tournament **NO LATER THAN WEDNESDAY PRIOR TO A WEEKEND TOURNAMENT**. Reservations after Wednesday will not be accepted without permission from the Facilities Maintenance Staff.
5. Diamond is not reserved until **Ball Diamond Reservation Form** and **Hold Harmless Agreement** are completed and signed by Tournament Director. Fees must be paid prior to the completion of this contract.
6. Tournament Directors who are planning on selling concessions must have approval from Parks & Recreation of Topeka. **Concession Agreement Forms** are available on request.
7. Tournament Directors must receive permission from Parks and Recreation of Topeka to charge an admission fee. Notification of gate fees must be approved before Tournament Directors are allowed to initiate fees.

### Invitational Tournament Policies

Parks and Recreation of Topeka is not responsible for the registration, fee assessment, scheduling or operation of any invitational tournament. Any team participating in any invitational tournament should hold the tournament organizers responsible for any and all activities of the organization and/or play. Parks and Recreation of Topeka have disciplinary authority, when warranted, at invitational tournaments over players, spectators and game officials. Rescheduling of tournaments rained out or cancelled **MUST** be done through the Athletics Office, located at 1534 SW Clay, 368-3808, with approval of the Division Head of Athletics.

### Diamond Rental Fees

Cost per diamond is: (\$20 per hr.)(Non-resident \$25per hr) per field, **RUEGER PARK DIAMONDS ARE NOT AVAILABLE FOR PRACTICE USE**, Tournament rental fee is (\$70.00 per day) (Non-resident \$87.50 per day) per field all fields except Rueger Park. Rueger Park (\$80 per day) (Non-resident \$100 per day) per field. A security deposit of \$50 for equipment reservation is required. The rental fee includes use of field(s) from 7am to 11pm, Saturday and Sunday. The security deposit fee will be refunded after diamond(s) and surrounding park area is free of all litter and equipment is returned **clean and in good condition** to Diamond Maintenance Building. Athletic Facility Maintenance staff will call to set up specific times for picking up and returning all rented equipment.

### Loss of Partial or Total Deposit Will Be Assessed as Follows:

1. Broken dry line marker.
2. Litter/TRASH not picked up
3. Damage to fence and/or lights - assess total cost of repairs
4. Equipment turned in not cleaned
5. Bases missing from field

Fees will be charged to replace any equipment or staff time to repair damaged facilities.

Reservee will be provided with one dry line marker and one hand drag per tournament. Reservee may buy chalk at \$4 per bag, total amount is taken from the security deposit fee. Reservees are totally responsible for care and return of all equipment issued.

Parks and Recreation of Topeka has authority to cancel reserved activities when departmental activities are scheduled and/or inclement weather or circumstances will produce irreparable harm to diamonds and/or adjacent facilities. **Please do not use diamonds when questionable until softball staff have met with tournament director and confirmed that play is allowed.**

If a tournament is canceled due to inclement weather, Softball Program Director will attempt to reschedule the event for another weekend. If this cannot be accomplished, Parks and Recreation will return the reservation fee and deposit in full. (If part of the tournament is completed, the reservation fee will be prorated.) If a tournament is canceled due to any reason other than inclement weather the reservation fee may be kept by Parks and Recreation of Topeka unless a substitute group can be obtained. **(If a reservation is canceled due to any reason other than inclement weather a \$5.00 administrative fee per cancellation will be subtracted from any refund issued.) NEW**

**Note: Motor vehicles are not allowed on diamonds to drag field or any other purpose. Tournament Director will be charged for facility damage.**



## Parks and Recreation of Topeka Weekend Tournament Directors Checklist

In any sports competition, the risk of injury is ever present. As an organizer of an athletic event, you and your fellow participants are responsible for the safety of participants and spectators attending your event. Although accidents may occur from normal causes associated from competition in athletics, be aware that you could be deemed liable for injuries sustained because of improper use of equipment issued to you and/or questionable and improper preparation of site. In order to help you, we ask that you read this list of equipment-use guidelines and notes regarding field preparation. With your attention and concern given to these guidelines, the safety of participants will be enhanced thereby relieving you from some liability concerns.

### Do's

1. Check all fences for any loose sections or holes.
2. Check all home plates and pitchers mounds for exposed edges.
3. Check all base anchors so base slides on and off base anchors freely and sits evenly on ground.
4. Hand rake the diamond if too wet for dragging.
5. Clean all equipment daily.
6. Pick up all trash around facility, bleachers, parking lot and dugouts.
7. **Trucks and cars are not allowed on the diamonds!**
8. Please utilize the *NO DIG OUT RULE* for batters box areas.

### DON'TS

1. Climb over fences; be sure to use dugouts and proper entrances to fields.
2. Allow kids to climb on fences.
3. Force base onto base anchors by stomping or pounding with feet, this will damage base anchor.
4. Tamper with or dig-up sprinkler heads.
5. Leave diamonds full of holes after tournament. Level batters box and sliding areas. Holes will hold water if not maintained properly.
6. Get on diamond when questionable until PRT staff member checks diamond.
7. Drag infields with vehicles, this packs dirt and makes infield surface harder.

A word of caution: Misuse of equipment and/or improper field preparation could make you subject to a liability lawsuit; for your own sake, do not take these guidelines lightly and pay attention to these matters throughout the weekend. Thanks for choosing to play your tournament with Parks and Recreation of Topeka.



# Parks & Recreation of Topeka 2006 Ball Diamond Reservation Form

Team/Organization Sponsoring Tournament \_\_\_\_\_

Tournament Director \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (h) \_\_\_\_\_ Phone (w) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Diamond(s) Requested 1) \_\_\_\_\_ 2) \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Time \_\_\_\_\_

Tournament cost per team \_\_\_\_\_ Will concessions be sold? \_\_\_\_\_

Reason for request \_\_\_\_\_

Types of teams desired (Example: Men's Open, Women's, Youth, and Company) \_\_\_\_\_

Deposit and reservation fee must be paid at time diamond(s) is reserved. Fee must be paid in cash, money order, personal check, business check, Visa or MasterCard.

\_\_\_\_\_  
**Signature - Tournament Director**

\_\_\_\_\_  
**Signature – Supervisor of Athletics**

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

Refund of Deposit payable to \_\_\_\_\_

Reservation Fee Paid	\$	(\$140 resident) (\$175 Non-resident) per diamond per weekend
Code: 1-64-001-44		Rueger Park (\$160 resident) (\$200 Non-resident) per diamond per weekend
_____		(\$70 resident) (\$87.50 Non-resident) per diamond per day,
Deposit Fee Paid	\$	Rueger Park (\$80 resident) (\$100 Non-resident) per diamond per day
Code: 1-62-001-41		(\$20 resident) (\$25 Non-resident) per diamond per hour, Rueger Park
		<u>NOT</u> available for Practices
		Security Deposit Fee \$50
		<u>If a reservation is canceled due to any reason other than inclement weather a \$5.00 administrative fee per cancellation will be subtracted from any refund issued.</u>

Paid by:                    **CASH**                    **CHECK**                    **CHARGE**                    **Receipt Number** \_\_\_\_\_

## Office Use Only

	CHECK OUT	DATE	CHECK IN	DATE
Bases	_____	_____	_____	_____
Liner	_____	_____	_____	_____
Drag	_____	_____	_____	_____

# of Bags of Chalk used \_\_\_\_\_ x \$4.00 per bag = \_\_\_\_\_ (deduct from deposit)

Additional Comments \_\_\_\_\_

\_\_\_\_\_ to be refunded \$ \_\_\_\_\_



# HOLD HARMLESS AGREEMENT

**THIS AGREEMENT** made and entered into this day signed by the Director, by and between the City of Topeka, Kansas, hereinafter referred to as "City" and \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Name, Address, City, St, Zip Code of Tournament Director)

hereinafter referred to as "Tournament Director".

**WHEREAS**, Tournament Director has requested permission to rent City's \_\_\_\_\_  
Softball Field(s) for a softball tournament, on \_\_\_\_\_, 2006.

**WHEREAS**, the City agrees to permit the Tournament Director to hold said softball tournament, subject to terms and conditions of this agreement.

WITNESSETH:

**NOW, THEREFORE, IT IS AGREED** by and between the parties hereto as follows:

1. That the City shall grant Tournament Director permission to hold softball tournament at City's \_\_\_\_\_ Softball fields.  
(Name of Fields)
2. That in consideration of the City's agreement to permit said softball tournament, Tournament Director hereby agrees to save, exculpate, identify and hold the City harmless for any and all liability of the City, which may arise, as a result of conduct relative to said softball tournament.
3. That said softball tournament shall be subject to all other requirements and restrictions required of such by the statutes of the United States, the State of Kansas and with the ordinance of the City of Topeka.

\_\_\_\_\_  
Tournament Directors signature  
CITY OF TOPEKA, KANSAS

\_\_\_\_\_  
Director  
Parks & Recreation of Topeka