TOURNAMENTS:

GUIDELINES, INFORMATION, AND AGREEMENT

- Tournament requests are to include all of the following information in the form of a spreadsheet, email, PDF, Word document (due no later than ten (10) business days prior to the event):
  1. Start Date and Time
  2. Number of fields being requested and location (include make-ups as well as regular games)
  3. Field prep and lights schedule
  4. Anticipated number of teams or players to participate
  5. Anticipated make-up times/contingency plan
  6. Tournament Director contact Information (phone, email, etc.)
  7. Sample Copy of Team or Participant Registration Form
  8. Complete List of Sponsors, Co-sponsors, or others with a vested interest in the event
  9. Tournament Costs and Team Guarantees
  10. Age Group(s) of Teams or Participating Players
  11. Game Schedule to include light usage

- Tournament dates are not reserved until a rental agreement has been signed by all parties and the required deposit has been made.

- A certificate of insurance ($1,000,000 single limit coverage) naming the City of Conroe as additional insured must be provided at the time a permit is issued.

- All tournament requests, changes or additions after the drop date (ten (10) business days prior to the event) will not be considered; including lights. More than one (1) change made to the reservation will result in a $10 fee for each change to the reservation permit. Please be advised this is not negotiable.

- Directors are required to participate in a pre-tournament briefing prior to the tournament, scheduled by Parks and Recreation staff.
Tournament Directors are required to provide their own uniformed TCLEOSE (Texas Commission on Law Enforcement Officers Standards and Education) certified officers for the entire time of the tournament. The number of officers required will be determined by the Parks and Recreation staff.

The Parks and Recreation Department reserves the right to cancel tournament reservations. If this occurs the rental rate will be refunded.

Reservations can be made up to six months in advance, with a signed rental contract and the required deposit.

All games scheduled should not exceed the park closing time. Carl Barton, Jr. Park, Booker T. Washington Park and Kasmiersky Park close at 11pm; games must conclude by 10pm. McDade Park closes at 9pm; games must conclude by 8:30pm.

Staggered start times are required to reduce parking congestion if more than one complex is reserved.

A. Use Regulations

Sports facilities are available for reservation from 8:00 a.m. to 10:00 p.m. Monday through Sunday (lighted facilities). McDade Park until 8:30 p.m.

The Director (21 years of age or older) must be on-site at all times when the tournament is being conducted. If the Director is not scheduled for the site, he or she must appoint a Co-Director and this information must be on file with the City of Conroe Parks and Recreation Department.

Any organization requesting usage of a City facility for the purpose of running a tournament or any other special event is responsible for providing a copy of all marketing/promotional materials or information regarding their activity. Use of the City’s Logo and/or other materials may not be used without express written consent of the City.

The Director is responsible for keeping the facility in a clean, neat condition at all times. If it is necessary for the City to provide cleaning services following the tournament, the Director will forfeit the Deposit Fees, may be charged an additional fee for cleaning services, and the City will review whether to permit future use.

No apparatus or equipment (i.e. generators) may be located on park grounds unless the use and location of equipment has received prior approval and the facility permit contains that approval.

Field Configurations – All field configurations are as is. Fields will not be custom configured to the individual user’s preference (i.e. building pitching mounds, custom lining soccer fields, etc.). Temporary pitching rubbers are allowed on designated fields, so long as the integrity of the mound is not disturbed and approved by the Parks Superintendent or designee. Please refer to the Baseball/Softball Field Dimensions matrix (attached) for specific details.

Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways or emergency zones at any time; this includes equipment. Only parking lots may be used for loading and unloading. All equipment must be approved by the Parks Superintendent or designee.

In case of inclement weather, the City of Conroe Parks and Recreation Department staff maintains sole responsibility for the decision as to whether a field is too wet to be played on (see attached field closure procedures).
- Parks and Recreation staff is responsible for turning sports field lights on and off, unless a Skylogix Personal Identification Number (PIN) has been issued.
- Throwing, hitting, tossing balls (soft toss), or any object against any fence or building is strictly prohibited.
- No warm up practice of any kind shall take place while maintenance crews are preparing the fields.
- Users agree to indemnify, defend, and hold harmless the City, its agents, and employees from and against any accident, injury, including death, and/or loss of property or damage to neighboring property.
- The Director is responsible for all items brought into the facility and for conducting all activities including, but not limited to, money-handling, equipment storage, facility supervision, and customer service to event participants.
- Directors are responsible for the conduct of Tournament staff, participants, spectators within the facility, the adjoining area, and the adjacent neighborhoods and streets. Directors are responsible for all management and administration prior to, during, and after the Tournament.
- The Parks and Recreation Department must approve the location of all tents, awnings, canopies and other equipment.
- Directors are responsible for supplying their own tools to include rakes, hoses, etc.
- Any damage to the park will be at the expense of the Director.
- The Parks and Recreation Department reserves the right to schedule more than one tournament at a time, subject to field availability.
- The Director agrees to abide by and enforce all park rules.
- Notices - No person shall deface or destroy any notice, sign posted, or landscape within the parks or open space areas by authority of the Parks and Recreation Department. Nor shall any person post any notice or placard at any place within the parks other than by authority of the Parks and Recreation Department.
- Sound Equipment - No person shall use any sound amplification equipment in the parks except by special permission from the Parks and Recreation Department.
- Explosives and Fireworks - No person shall have in his/her possession or ignite any fireworks within the parks.
- Rental groups may not hold raffles, contests, bingos, and other games of chance involving cash prize give-a-way's.
- Failure to comply with park regulations may result in the cancellation of the reservation, forfeiture of all fees/deposits, and forfeiture of the right to use City facilities in the future. Permits are revocable at any time for violation of rules, ordinances, or state laws.
- If attendance is expected to exceed the capacity of on-site comfort facilities, the permit holder must provide portable, temporary toilets with sufficient capacity to accommodate anticipated attendance.
- Any and all decisions rendered by Parks and Recreation Staff will be final.
B. Inclement Weather Policy

The Director will schedule adequate time to allow for unforeseen weather conditions. Tournament Directors not allowing adequate time and therefore needing to infringe upon other users times in order to finish their tournament may incur additional rental fees.

The City reserves the right to postpone, cancel or delay any activity on City parkland. The decision on whether to start or continue a program rests with the Parks and Recreation staff on site.

C. Modification

All policies of the Facility Use Permit Program are subject to the discretion of the City of Conroe Parks and Recreation Department. The Department reserves the right to modify or waive any policy as it deems necessary and in the best interest of the City.

D. Fees

Tournament Fees:
- Residents: $200.00 per day per field
- Non-Residents: $250.00 per day per field
  *For Baseball/ Softball, this includes 1 field prep per day
  **For Soccer/ Football/ Flag Football, field prep is an additional fee

E. Additional Fees

- Field Deposits: $100/per field
  - Deposits will be due at the time of the reservation to secure requested fields. In the event that the fields are not used (i.e. event cancelled, fields dropped etc.), the City will retain the deposit.
- Late Fee: $25/ per field
  - All fee balances must be paid no less than five (5) business days prior to the event. If the payment is not received on the 5th business day prior, the Tournament Director will be charged an additional $25 late fee per field. If all fees are not paid by the 3rd business day prior to the event, then the tournament will be cancelled at 3pm and the deposit(s) will be retained by the City.
  - Returned checks will result in $25.00 fee and the possible cancellation of tournament if not paid in full within one business day of written / verbal notification of the returned check.
- Lights: $25/ hour per field
- Baseball/ Softball Field Preparation = $55/per field (includes field dragging and base alignment)
  - Soccer Field Preparation = $90.00/ field
  - Tackle Football = $180.00/ field
  - Flag Football = $90.00/ field


E. Cancellation/Refunds

The Director must cancel the reservation in writing no less than five (5) business days prior to the reserved date in order to receive a refund of fees (rental fee only). All cancellations must be in writing and in possession of the Parks and Recreation Department to meet the aforementioned deadlines.

F. Other Charges

- **Security** – The City requires the Tournament Director to provide security to monitor the parking and common areas during tournaments. Arrangements can be made with the Conroe Police Department to provide services at the rate of $45/hr. If security is not arranged and/or not visible (in uniform), the Director will forfeit the field deposit fees, additional fees could be assessed and the tournament could be cancelled.

- **On Site Staff** – The City requires Parks and Recreation staff to be present during tournaments. Staff will be responsible for monitoring park operations to ensure users have a safe and enjoyable experience. The Director will be assessed $25/hour per staff and the City will determine the number of staff required.

- **Drying Agents** – These are available at a rate of $11.00 per bag, based on the recommended use of the Parks Superintendent. No outside drying agents (baseball) may be used without the approval of the Parks Superintendent or on-site Parks and Recreation staff. Only calcined clay products will be approved. No “kitty litter” or oil dry. Sand for the soccer fields should be supplied by the tournament organizer, at the Park Superintendent’s approval. If approval for drying agents was not obtained or the drying agent type is not consistent with policy, the Director will forfeit the field deposit and additional fees could be assessed based on damage.

- **Gate Admission** - Charging of admission to any event or activity conducted on athletic fields and facilities shall have the prior approval of the Parks and Recreation Department. If approved, a $100 fee will be assessed per event. If approval for gate admission was not obtained, the Director will forfeit the field deposit fees. Failure to abide by this rule will result in Police/Parks and Recreation staff stopping all sales and forfeiture of all deposits, fees and remaining games.

G. Concessions

Concessionaires must pay the following fees to use the on-site concession buildings:

- Deposit = $100 per building
- Residents = $150/ day per building
- Non-Residents = $175/ day per building

The City has food and beverage concessionaires who have the right of refusal to provide this service for all tournament dates. In the case that concessionaires are not available, field users may sell food and drink items with the following stipulations.

- Tournament Director is responsible for securing the required food handling permits.
• Tournament Director will sell food and beverage items only (alcohol is not permitted).

• Tournament Director will participate in a pre and post concession stand walk through with City staff within 48 hours prior to and conclusion of tournament.

• Tournament Director will be responsible for removing all trash generated by concession sales (storage boxes, cardboard boxes, large wrappers etc.) and placed in proper trash dumpster receptacles away from the ball field area.

• Concessionaire other than Tournament Director must have same insurance coverage as the Director.

H. Vendors

Vendors (Non-Food & Beverage) – All requests for vendors must be made to the Parks and Recreation Department. The Conroe Parks and Recreation Department reserves the right, on an individual basis, to refuse products or services that are deemed inappropriate to the park or event. All vendors must obtain a certificate of insurance ($1,000,000 single limit coverage) naming the City of Conroe as additional insured.

Fees:

Resident Vendors = $150/ day per facility or complex
Non-Resident Vendors = $175/ day per facility or complex

I. Facility Deposit

All Tournament Directors are responsible for cleanup of the facility upon completion of their tournament. The Director is responsible for cleanup of the facility including all trash pickup in and around the field, dugouts, bleachers, parking areas, restrooms and concession stand for the duration of the tournament. Security deposits (where applicable) are fully refunded except in the case of the following:

• If, solely, in the opinion of the Park and Recreation Department there has been any damage or misuse of the City property.

• If the facility was used for a purpose other than that specified on the permit, the responsible party or group will be assessed for the cost of repairs (as determined by the Parks and Recreation Department) and the loss of the use of any City facilities for one full year from the date of the permitted use.

• The financial liability is not limited by the amount of the security deposit.

J. Security Guidelines & Expectations for Tournaments

• Arrive in uniform and check-in with the Tournament Director.

• Remain visible to participants at all times, circulate in and around facility and parking lot, and interact with participants when possible.

• Know park rules and enforce rules for the entire park.
**K. Park Rules**

The following are **prohibited:**

- Alcohol
- Excessive noise
- Swimming in Ponds
- Fireworks
- Fires except in barbeque grills
- Harming wildlife
- Charging Fees
- Apparatuses or equipment on field
- Soliciting
- Horses
- Glass containers
- Selling goods/services
- Abandoned vehicles
- Smoking
- Solicitation of Donations
- Weapons
- Camping
- Dumping
- Unleashed pets
- Vehicles off of pavement
- Destruction of vegetation

**L. Conroe Convention & Visitors Bureau**

All Tournament/Camp Directors should contact the **Conroe Convention & Visitors Bureau; Mr. Harold Hutcheson at (936) 522-3501** for event marketing, information on local hotels, and restaurant packages.

Signature: I have read and received a copy of the City of Conroe Procedures for Tournaments and agree to abide by its provisions. Lessee agrees to indemnify and hold the City of Conroe, its officers, agents, employees, and staff harmless from any and all costs, fees, and claims of liability, loss, or damage, which may arise out of the use, and/or occupancy of City of Conroe property and premises by the Lessee, its agents, guests, or invitees.

Printed Name

________________________________________

Signature

________________________________________

Date

________________________________________

*Tournament Date(s):*

________________________________________
The purpose of these procedures is to reduce the chance of personal injury and to protect the integrity of the sports fields. Neither games nor practices shall be held if field conditions are such that usage may increase the risk of injury to users or may cause damage to the field. Field closure procedures mainly address field usage during or after adverse weather. However, the Parks and Recreation Department may close a field or fields at any time it is deemed unsafe for users. The City of Conroe will make every effort to allow the rescheduling of practices or games to prevent delays to an organization’s schedule.

A field use permit must be obtained before any organized sport/activity can take place on any City of Conroe sports field. To obtain a field use permit please contact the Parks and Recreation Administrative office at 936.522.3842.

Fields shall be considered open and usable unless otherwise indicated by the Parks and Recreation Department. Field usage during wet or saturated conditions may cause personal injury or extensive field damage resulting in field closure and costly renovations. If the condition of a field is marginal at best, it’s always better to reschedule your game or practice rather than risk damaging the field and having it taken out of use. When the soil dries it will create ridges and permanent standing water will start to appear at the next rainfall. Deciding to play in wet areas has long lasting negative effects for weeks or months which may cause delays to the season.

Field Closure Process

Weekdays

- A decision on field closure will be made by the Parks & Recreation staff no later than 2:00 P.M. using the field closure criteria.
- If adverse weather affects the field conditions prior to or after a game has begun, a coach, umpire, or field official may close a field temporarily or for the remainder of the day. However, a coach, umpire, field official, or organization designee cannot open a field that has been designated closed by the Parks and Recreation Department.
- If fields are determined to be closed, field maintenance staff shall post signs designating fields are closed and contact Parks Superintendent regarding field closures.
- If the fields are deemed closed, all adjacent turf areas shall be deemed closed as well.
• The City of Conroe will make a reasonable effort to make fields playable for scheduled games if it is determined that fields can be made playable prior to scheduled start time.
• Coaches may check the field status hotline by calling 936.522.3920. However, field signage shall take precedence.
• Parks Superintendent or his designee shall inspect fields the following day for condition change, possible damage, and necessary repairs and post signage accordingly.

Weekends

• A decision to open or close a field shall be made by Parks & Recreation Department staff by 7:00 A.M.
• Parks Superintendent or his designee shall inspect fields the following day for condition change, possible damage, and necessary repairs, post signage, and update field status hotline, if necessary.

Field Closure Criteria

• Fields shall not be used if one or more of the following conditions exist:
  o There is standing water present in the turf areas.
  o There is standing water present in the infield mix areas that cannot be removed without causing damage to field.
  o There are muddy conditions present that will not dry by the start of the game.
  o While walking on the field, water can be seen or a “squish” sound can be heard with any footsteps.
  o While walking in the turf areas, any impression of your footprint is left in the soil surface.
  o While walking on the infield mix, an impression of more than ¼” deep is left by a footstep.
  o Remember: Standing water occurs because the ground is saturated. Removing standing water does not eliminate the saturation. It is the saturation that can cause personal injury or damage to the sports field.
  o In turf areas, the use of materials to dry water or mud, such as “Turface,” “kitty-litter,” lime, etc. are not permitted.
• If substantial rain (anything more that a light drizzle on a dry field) occurs all fields will be closed.
• If a field is deemed closed at a park that includes more than one field (i.e. Carl Barton Jr. Park Soccer), all fields will be considered closed at that facility.
• Additional field closures may occur if one or more of the following conditions exist, but not limited to:
  o Field repairs
  o Field renovations
- Irrigation system malfunctions
- Drought contingencies
- Turf stress caused by drought
- Turf management practices
- Insect or fungus problem and/or the treatment of such

**Loss of Field Use Privileges**

Field users are asked to adhere to the signs indicating fields are closed. Failure to abide by the procedures may result in the forfeiture of field deposit and/or loss of field use. If an organization or individual group is found to be playing on a field that is closed or should be closed, based on field closure criteria, they will be asked to leave immediately, if appropriate. Possible suspension of field permit and reimbursement for damages may apply. A history of violations may result in denial of future field use permit requests.

**Emergencies**

If there is an emergency at the rental site please contact the Police Department dispatch at 936-522-3203. For non-emergency related problems, contact the Park Ambassador at 936-522-8508 or the Park Foreman at 936-522-3822.

For all other emergencies or medical emergencies call 9-1-1.
## BASEBALL / SOFTBALL

### TYPICAL FIELD DIMENSIONS

*Indicates throw down pitching rubbers are allowed and bases are adjustable.

<table>
<thead>
<tr>
<th>PARK</th>
<th>FIELD</th>
<th>PITCHER’S RUBBER</th>
<th>BASES</th>
<th>OUTFIELD FENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lewis Park</td>
<td>60’6”</td>
<td>90’</td>
<td>300’</td>
<td></td>
</tr>
<tr>
<td>Barton Zak Kahn</td>
<td>Blue</td>
<td>60’6”</td>
<td>90’</td>
<td>300’</td>
</tr>
<tr>
<td>Barton Zak Kahn</td>
<td>Red</td>
<td>60’6”</td>
<td>90’</td>
<td>300’</td>
</tr>
<tr>
<td>Barton Zak Kahn</td>
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<td>54’</td>
<td>65’, 70’, 80’</td>
<td>250’</td>
</tr>
<tr>
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<td>54’</td>
<td>65’, 70’, 80’</td>
<td>250’</td>
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<tr>
<td>Barton 5-Plex</td>
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<td>46’</td>
<td>60’</td>
<td>210’</td>
</tr>
<tr>
<td>Barton 5-Plex</td>
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<td>46’</td>
<td>60’</td>
<td>210’</td>
</tr>
<tr>
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<td>46’</td>
<td>60’</td>
<td>210’</td>
</tr>
<tr>
<td>Barton 5-Plex</td>
<td>Green*</td>
<td>50’</td>
<td>70’</td>
<td>210’</td>
</tr>
<tr>
<td>Barton 5-Plex</td>
<td>Black*</td>
<td>50’</td>
<td>70’</td>
<td>210’</td>
</tr>
<tr>
<td>Barton Softball</td>
<td>White</td>
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<td>65’</td>
<td>315’</td>
</tr>
<tr>
<td>Barton Softball</td>
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<td>65’</td>
<td>315’</td>
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</table>

### MULTI-USE

#### TYPICAL FIELD DIMENSIONS

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<tr>
<th>PARK</th>
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<th>WIDTH</th>
<th>LENGTH</th>
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<tbody>
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</tr>
<tr>
<td></td>
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<tr>
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<td>3</td>
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<tr>
<td>Booker T. Washington Park</td>
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<td>160ft</td>
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</tr>
<tr>
<td>Kasmiersky Park</td>
<td>1</td>
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<td>300 ft</td>
</tr>
</tbody>
</table>
REQUEST FOR TOURNAMENT FIELD USE

NAME (organization, group, company, or individual(s)): ____________________________

TYPE OF FUNCTION: ____________________________

DATE(S) REQUESTED: ______________________ TIME(S): ______________________

FIELD(S) REQUESTED: ____________________________

ESTIMATED NUMBER OF TEAMS: ________________________

INTEREST IN LEASING CONCESSION, IF AVAILABLE (circle one)? 
Yes  No

**THERE WILL BE NO ALCOHOLIC BEVERAGES OR SMOKING PERMITTED ON THE PREMISES! **

FOR OFFICE USE ONLY: Date Request Received ____________________

| Total Amount Due: $_________ |
| Field Deposit ___________ | Field Rental ___________ |
| Concession Deposit ___________ | Concession Rental ___________ | Vendor Fees ___________ |
| Security/PD Fees ___________ | On-Site Staff ___________ |
| Lights ___________ | Field Prep ___________ |

RESERVATION DEPOSIT: $ ______ DATE: ___________ Refund Details: $ ______

BAL: $ ______ DUE DATE: ___________ Reason for Refund: ___________

BAL. PAID: $ ______ DATE: ___________ ________________________

AMT. REFUND: $ ______ DATE: ___________

Lessee agrees to indemnify and hold the City of Conroe, its officers, agents, employees, and staff harmless from any and all costs, fees, and claims of liability, loss, or damage, which may arise out of the use, and/or occupancy of City of Conroe property and premises by the Lessee, its agents, guests, or invitees.

Name: ____________________________

Address: ____________________________ City: ___________ Zip: ______

Phone: (C) ____________________________ (B) ____________________________ (H) ____________________________

Signature: ____________________________

ALL RESERVATIONS MUST BE APPROVED BY PARKS & RECREATION SUPERINTENDENT

Approval: ____________________________ Date: ____________________________