



**City of Casa Grande Parks and Recreation Division
TOURNAMENT APPLICATION**

ORGANIZATION INFORMATION

Facility Requested (Please Check Box):

Gated Facilities:

<input type="checkbox"/> O'Neil Park (2 Fields)	<input type="checkbox"/> Carr McNatt (3 Fields)	<input type="checkbox"/> Paul Mason Sportsplex (4 Fields)
<input type="checkbox"/> Kiwanis Baseball Field	<input type="checkbox"/> Basketball / Tennis / Pickleball	<input type="checkbox"/> Little League Complex (5 Fields)
<input type="checkbox"/> Dave White Open Space	<input type="checkbox"/>	<input type="checkbox"/> CG Performance Inst. (8 Fields)

TOURNAMENT DIRECTOR INFORMATION:

Name: _____ DOB: _____ Phone: _____

Address: _____

E-mail Address: _____

Organization Name: _____

Alternate Contact: _____ Phone: _____ Relation: _____

Tournament Dates: _____ Type of Tournament: _____

Tournament Format: _____ Number of Fields: _____

Tournament Division(s): _____

Expected Number of Teams: _____ Entry Fee: \$ _____

Does your organization intend to be selling merchandise, products, or anything that will provide monetary gain for your organization? No _____ Yes _____ (Please describe in detail)

Additional Requests: _____

*** Tournament Directors are required to purchase a temporary City business license if you are selling anything ***

Tournament Fees are as Follows: (separate fees are available for recognized non-profits upon request)

Reservation/Cancellation Fee: \$250	Cleaning/Security/Damage Deposit: \$250
Field Fee (Per hour per field): \$30 – Adult Sports	Staff Person Fee: \$12 per hour
\$20 – Youth Sports	Additional Maintenance Fee: \$50 (Min. 2 hour)
Portable Fencing (Paul Mason): \$100 per field	Concession Fee: \$12 (Per hour)

***RESERVATION/CANCELLATION FEE AND SECURITY DEPOSIT ARE DUE WITH*
*RESERVATION SUBMISSION***

I have read and understand the Casa Grande Community Services Department Tournament Use Policy. The information provided on this Pre-Reservation Questionnaire is accurate and correct.

Print Name of Tournament Director

Signature of Tournament Director

Date

For Office Use Only:

_____ Approved

_____ Denied

\$250 Cleaning/Security/Damage Deposit

Due Date:_____ Date Paid_____

\$250 Reservation/Cancellation Fee

Due Date:_____ Date Paid_____

Additional Maintenance: _____

Field Fee, per hour per field (circle one): \$30 \$20 Staff Fee, per hour: \$12 # of hours:_____

Portable Fencing Used (\$100) ? Y N # of Fields:_____

Concession Fee, per game : \$12 # of Games:_____

Additional Maintenance fee: \$50 (2 hour Min.)

Final Payment Amount:_____ Due Date:_____ Date Paid:_____

Copy of Business License

Copy of Insurance

Special Instructions: _____

Contact Tournament Coordinator: _____

Name

Phone

Authorized By: _____



**CITY OF CASA GRANDE
COMMUNITY SERVICES DEPARTMENT
TOURNAMENT USE POLICIES**

City of Casa Grande sports facilities are available for city sponsored, governmental, school, private, and non-profit organizations.

Tournament Application

Requests must be submitted at least fourteen (14) days prior to your requested dates. A refundable cleaning/security/damage deposit of \$250 and a \$250 nonrefundable reservation/cancellation fee is required along with your Tournament Application to secure your reservation upon approval. \$50 of the reservation fee is applied towards administration costs and the remaining \$200 will be applied towards the final bill after conclusion of the tournament. You will be notified within 5 working days regarding the status of your facility reservation request. **The Tournament Director who has signed as the responsible party on the pre-reservation questionnaire must be present throughout the entire time of the activity.**

Qualifications

The Tournament Director who has signed as the responsible party on the Tournament Application must be present throughout the entire time of the activity. All activities must be under competent, adult supervision with the organization using the facility assuming full responsibility for any damage to the facility or the equipment. The use of facilities and special equipment shall be issued by the Parks and Recreation employee on duty through the contacts listed on the Pre-Reservation Questionnaire.

The City does not allow any activity or event which may result in damage or disturbance to the facility. All activities, events or entertainment at the City recreational facilities must be appropriate for the facility and be approved in advance by the City of Casa Grande. At all times, the City of Casa Grande programs and activities have priority for facility use. The City also reserves the sole right to determine appropriate uses. The City will also require proof of liability insurance.

Fees:

*Cleaning/Security/Damage Deposit	\$250
*Reservation/Cancellation Fee	\$250

*** The deposit must consist of two separate checks in the event the tournament is cancelled.** This amount can be applied to your balance following your tournament. If your tournament is cancelled, the Reservation/Cancellation Fee is non-refundable. These deposits are required for each Reservation request. Sports field fees include field maintenance one time per day (line, drag and water fields), plus use of bases and restrooms. For services beyond this, the Additional Maintenance fee would apply.

Field use fees:

Sports Field (Adult)	\$30 per hour/per field
Sports Field (Youth)	\$20 per hour/per field

Additional Fees:

Concession Fee	\$12 per hour
Additional Maintenance	\$50 per hour (2 hour minimum)

Fees can be paid by cash, money order, or check made payable to the City of Casa Grande. Any outstanding balances following the conclusion of the event must be paid in full within five (5) business days. The total deposit (\$250) will be refunded or applied to the balance by the City of Casa Grande, provided all terms of this Tournament Application have been met. Allow approximately four weeks for refund check to be processed.

Tournament Use Policies

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Reservation Changes/Cancellations

The City of Casa Grande should be notified immediately if cancellation of a reservation becomes necessary. **In all cancellations, the \$250 cancellation fee will be retained by the City.** Allow approximately four weeks for a refund check to be processed. Any changes or cancellations of reservations must be made by the Tournament Director.

Insurance

An insurance certificate and endorsement for periods of City facility use, naming the City of Casa Grande as additional insured for a minimum of \$1 million liability per occurrence, \$2 million aggregate.

Activities Prohibited

The following activities are prohibited:

- Smoking within 20 feet of buildings
- Hitting/Throwing of balls into fencing or buildings
- Charcoal grilling
- Alcohol on premises without an alcohol permit

Alcohol

Any tournament wishing to allow alcohol consumption onsite must have all participants sign a waiver of liability which can be supplied upon request from the Parks and Recreation Department.

Hours of Operation

The City sports facilities are typically open from dawn to 11:00 p.m. Reservations may be taken during normal business hours (8:00 a.m. – 5:00 p.m.) and any reservation cannot conflict with regular on going activities. Activities using facilities later than 11:00 pm require a permit.

Staff Responsibilities

The Parks and Recreation Department employee on duty shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it is the responsibility of the Parks and Recreation employee to report it to the Parks and Recreation Department. A staff member is available to answer questions, give directions, but not to clean, move tables, chairs or any other equipment.

Verification of Facility Use

Verification of reserved facility is contingent upon final approval from the Parks and Recreation Department. Nothing is finalized until you or your organization receives a copy of the Facility Use Permit signed by a designee of the Parks and Recreation Department (and your organization has included deposits, reservation/cancellation fees). Do not advertise your meeting or event until this time.

Facility Set-up/Clean-up

Set-up and clean up of the contracted area will be the responsibility of the user. All facilities are to be left in good order. **Requested time should allow for set-up and clean-up of the facility.** It is up to the responsible party to assure that the requested time limits are adhered to. A clean-up/damage security deposit and a reservation/cancellation fee are required along with your Pre-Reservation Questionnaire. Any outstanding balances following the conclusion of the event must be paid in full within five (5) business days. Refund of the full deposit is dependent upon the condition of the facility remaining the same as at the time of rental. If not, your deposit will be forfeited.

Liability

The user, its guests, agents, performers or employees agrees to keep and hold the City of Casa Grande harmless from any and all liability, damages, costs and expenses in connection with any and all claims, actions or causes of action for injury, death, personal or property damage arising from or out of the use and occupancy of the facility. It will be the responsibility of the user to follow all applicable local, state and federal safety rules and regulations and maintain safe conditions for workers, activity patrons, guests, and the public. The user will be held financially responsible for any breakage or other damage caused to the interior or exterior or the contents of the City of Casa Grande facility(ies) during the period for which the user contracts the facility

Tournament Use Policies

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User Guidelines:

The individual contracting to rent a City sports facility will provide the Coordinator with all advertising materials, tournament bracket, liability insurance policy, etc. All Tournament Directors must obtain a valid City business license at least seven days prior to the requested tournament date(s).

Person(s) making tournament reservations must be at least 21 years of age. The person who makes the reservation will be designated as Tournament Director.

The tournament fee will include use of field(s), equipment, and supplies for field maintenance. The tournament fee also includes a grounds keeper who will prepare the field(s) and clean the restrooms, a minimum of one time per day. Any additional requests must be paid for through the personnel maintenance fee.

All Tournament brackets must be submitted to the Parks and Recreation office at least 2 business days to the first tournament date.

The City does not provide any storage space for events. All materials needed for an event must be brought at the time of set up and removed immediately after the event. The City shall not be held liable for any loss or damage to items left in their facilities.

No vehicles are allowed inside of the facility for any reason, unless specified or allowed by City staff.

User will be responsible for conduct of guests and the City staff person has the right to ask disorderly individuals to leave the premises. User must fully understand that use of the premises may be terminated by a staff member at any time if the guidelines are violated. Should termination be deemed appropriate, the entire reservation fee will not be refunded.

All printed material (invitations, announcements, news releases, etc.) relating to the event must be submitted to the City for review **before** final printing.