

Tournament rental information

The City of Sparks Parks and Recreation Department is now accepting tournament applications for the 2016 calendar year. Tournament Directors who held successful events in the City of Sparks during the previous season will have the first right of refusal for the dates they used last year, unless the City of Sparks has a scheduling conflict.

Tournament applications for previously used dates are due by November 1, 2015, after which, dates will be filled on a first-come, first served basis.

Please note -

- A fee of \$200 per complex per tournament must be submitted along with your application in order to reserve dates. This pre-payment amount will be applied to your total tournament payment due. If cancellation of your tournament or a reduction in required fields is made a minimum of 45 days prior to your tournament, a full refund less a \$25 administrative fee will be given.

All field use fees are due a minimum of 7 days in advance.

All extra fees, including lights, field preps, staffing, concession/vendor fees, etc. are due a maximum of three (3) days after your tournament concludes. Fees not paid by this date may be charged a penalty of \$25 per day, and may affect consideration for future tournament dates.

Your tournament dates will not be reserved until a complete application and \$200 fee is received.

If cancellation is received 44 days or less prior to the event, all fees are forfeited and you will lose the date for the following year.

Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future applications without any stated cause.

To insure quality and consistency for tournaments held in the City of Sparks, please remember to return a Facility Use Application and applicable fees for **each** tournament you are planning by the above deadline so that your weekend(s) can be reserved. The use of facilities will be scheduled by the Sparks Parks and Recreation Department on a first-come, first-served basis.

The City of Sparks reserves the right to refuse any facility request and may exclude any program or activity that is not compatible with maintaining the facility, the safety of the participant or the quality of the activities to be played. The City of Sparks will not be liable, if due to unforeseen circumstances, that it becomes necessary to cancel the use of a field/complex.

Please take the time to read all the information included in your packet and *thank you* for planning your event in the City of Sparks. **If you have any questions please feel free to contact Tony Pehle at (775) 353-7836 or email at tpehle@cityofsparks.us**

CITY OF SPARKS

Parks and Recreation Department

Tournament Field Usage Information

Rules, Regulations and Directives

1. A Facility Use Application must be submitted with as complete and detailed information as possible along with a payment of \$200 per complex for each tournament you are planning. Please do not leave any blank spaces on the form.
2. **ALL** extra fees, including concession/vendor fees, must be paid a maximum of three (3) days after your tournament concludes. Fees not paid by this date will be charged a penalty of \$25 per day.
3. For staff scheduling purposes, a tentative schedule must be submitted to the Recreation Office five (5) days in advance of the tournament. For scheduling purposes you must provide the exact time you want staff to open the gates.
4. The group/organization using the facility must confine their activities to the scheduled area only.
5. Facility use shall not extend outside of the hours of the approved reservation/allocation request. Non-compliance may result in an additional fee (minimum \$100), and a review of future use will occur.
6. The Tournament Director or Co-Director (over the age of 21) must be present at the facility at all times. If the Tournament Director cannot be present for the duration of the tournament a Co-Director shall be named in writing and submitted to the Recreation office.
7. No person shall operate, stop or park any motor vehicle except on facility roads, parking areas or other areas so designated for such use. Driving on the turf and/or warning track is strictly prohibited.
8. An initial field prep at the beginning of each day is included in the field fees. Additional field preps are the responsibility of the tournament director.
9. If a group/organization chooses to perform their own field preparations, The City will be able to provide the basic equipment required including rake, hand drag, chalk, chalker and water. Motorized vehicles of any kind are not permitted on the fields nor will the City provide such vehicle.
10. Cleaning and securing the facilities at the conclusion of the activity is required and is the responsibility of the Tournament Director as indicated on the application. All waste and garbage shall be disposed of in the proper receptacles. If it is necessary for the City of Sparks to provide cleaning services following a reserved activity the permit holder may be charged an additional fee (minimum \$100) and a review of future use will occur.
11. **One (1) 5-gallon water jug filled with ice and water per team will be permitted. Additional coolers and ice chests may not be brought into the Sports Complex by parents, coaches, players, or spectators. It is the Tournament Director's responsibility to ensure that this rule is followed. If this rule is not enforced, a fine of \$150.00 will be assessed and the tournament may be cancelled and future tournaments may be refused.**
12. **Absolutely NO ALCOHOLIC BEVERAGES may be brought into the Golden Eagle Regional Park and/or Shadow Mountain Park.**
13. A food and beverage concession operates at both Sports Complexes; therefore, we will not permit outside food/beverage to be brought into or sold at the Complex.
14. Metal cleats or spikes are not permitted at either sports Complex. Tournament Directors will be held responsible and non-compliance could result in forfeiture of game and tournament. Additionally, a fine of \$300 per field per day will be imposed for non-compliance.
15. The Organization/Tournament Director/Co-Director is responsible for knowing and adhering to all City of Sparks tournament field use rules, regulations and directives. The Organization/Tournament Director/Co-Director shall help enforce all City of Sparks rules and regulations with regards to the fields they are using. The Organization/Tournament Director/Co-Director using a City facility accepts full responsibility for insurance, security, liability, and clean-up of the facility. Any costs incurred by the City of Sparks for damages or clean up to the facility will be assessed against the Organization/responsible person. Violation of, or noncompliance with, these Rules, Regulations and Directives will be cause for revocation of any future use of City of Sparks facilities.
16. Use of sunflower seeds or nuts with shells is prohibited at Golden Eagle Regional Park.
17. Use of sound systems/music is prohibited other than announcements.
18. Violation of any of the above rules may result in immediate removal of the participant from the park. It is the responsibility of the tournament director to enforce all City and park rules.
19. No Gate fees or parking fees are allowed to be charged.
20. No barbequing or drinking of alcohol is allowed in the parking lot.
21. Park hours 8 a.m. – 11:30 p.m. Monday – Saturday, 8 a.m. – 6:00 p.m. Sunday

Tournament Director must enforce all rules.

INSURANCE REQUIREMENTS:

The organization/tournament director agrees to obtain and maintain a policy of General Liability Insurance (Occurrence form) in the amount of two million dollars (\$2,000,000) or as may be required by the City Risk Manager. Said policy shall be endorsed to include the City of Sparks as an insured with respect to liability arising out of said activities pursuant to this application. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide thirty (30) days notice of cancellation to the City of Sparks.

TOURNAMENT/EVENT REQUIREMENTS:

All tournament directors will fulfill the following requirements in order to run a tournament on any City of Sparks sports complex.

- 1) Group/organization name, address and phone number must be submitted.
- 2) Tournament Director's name, address and phone number must be submitted.
- 3) City of Sparks Business license must be obtained by the person/group responsible for the tournament/event.

CONCESSION, SHIRTS, AND SOUVENIR REQUIREMENTS:

A food and beverage concession operates at the City of Sparks Sports Complexes; therefore, we will not permit outside food/beverage to be brought into or sold at the City of Sparks Sports Complexes. Souvenirs or other types of vendor sales may be sold at the complexes provided written approval is secured from the City of Sparks. The City will receive \$100.00 per day per vendor for any approved vendor operations. It is up to the tournament director to ensure that all appropriate permits, business licenses and appropriate fees/taxes are paid in order to offer items for sale.

FACILITIES AVAILABLE:

Golden Eagle Regional Park

6400 Vista Blvd.

Six (6) lighted adult softball fields with scoreboards *

Three (3) lighted multi-purpose soccer/football fields with scoreboards

Four (4) lighted youth baseball/softball fields with scoreboards *

Two (2) lighted teen baseball fields with scoreboards

Full service concession

Full service restaurant

Available for slowpitch and fastpitch softball play

All field turf infield and outfield

Shadow Mountain Sports Complex

3300 Sparks Blvd.

Four (4) lighted fields with scoreboards *

Fence distance – 285'

Full service concession

Available for both slowpitch and fastpitch softball play

Grass outfield and skinned infield

FIELD AND TOURNAMENT FEE SCHEDULE:

SYNTHETIC BASEBALL/SOFTBALL FIELDS:

\$100 per day /per field (\$15 per hr/per field for lights)

SYNTHETIC FOOTBALL/SOCCER FIELDS:

\$20 per hr/per field (\$15 per hr/per field for lights)

GRASS BASEBALL/SOFTBALL FIELDS:

\$80 per day/per field (\$15 per hr/per field for lights)

GRASS FOOTBALL/SOFTBALL FIELDS:

\$15 per hr/per field (\$15 per hr/per field for lights)

RESERVATION FEE:

\$200 (non refundable, will be applied towards usage fees)

CLEANING/SECURITY DEPOSIT:

\$400 for synthetic field usage

\$250 for grass field usage

FACILITY COORDINATOR:

\$15 per hr/per staff member (note: tournaments of 20 or more teams will require a minimum of two coordinators)

SURCHARGE:

\$5.00 per team for Adult tournaments

\$10.00 per team for Youth tournaments (payable to Sparks Youth Sports Foundation)

TEMPORARY FENCING:

\$100.00 per field per day for Golden Eagle Regional Park

\$75.00 per field per day for Shadow Mountain Sports Complex

PORTABLE PITCHING MOUNDS:

\$50.00 per field per day

ADMIN. FEE:

\$25.00 per application

ADVERTISING, DISPLAYS, RETAIL:

Costs vary by event size – contact Parks and Recreation Staff for details and restrictions

Please complete and return this page.

I hereby agree to abide by the rules, regulations, and directives of the City of Sparks Parks and Recreation Department regarding the administration and conduct of sports tournaments. I have read said rules and am familiar with them. I understand that if I fail to comply with said rules, that my right to complete a tournament will be suspended and that my right to conduct any further tournaments on dates which have been assigned to me will be revoked. I agree to pay all fees associated with this rental, per this Sports Tournament Application.

_____/_____/_____
Tournament Director Signature Date

PLEASE READ THE ENTIRE CONTENTS OF THIS AGREEMENT BEFORE SIGNING, AS IT HAS A SIGNIFICANT EFFECT ON YOUR LEGAL RIGHTS. THIS AGREEMENT IS INTENDED TO PROTECT THE CITY FROM ALL LIABILITY RELATED TO USE OF A CITY OF SPARKS FACILITY.

In consideration of the City of Sparks and its respective employees, officers, and affiliates (hereafter "City") allowing the use of its equipment and facilities ("City Facility"), the undersigned on behalf of myself, entity, group, and organization and their related invitees, guests, volunteers, heirs, assigns and representatives (hereafter collectively "Users") agree that:

1. Users shall abide by all applicable laws and the City of Sparks Tournament Field Usage Information Rules, Regulations and Directives. Failure of any of the Users to comply with this provision may, in addition to other penalties or remedies provided by law, result in revocation of the right to use the City Facility and/or an order to vacate the facility, along with FORFEITURE of any and all fees and deposits.
2. Users assume all risks which may be associated with and/or result from use of a City Facility and agrees to hold harmless, release, defend, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs arising out of or related to any loss, damage or injury, including death, associated with and/or resulting from the use of a City Facility.
3. Users agree to forever discharge and release City from any legal liability and agree not to sue City for such injuries or property damage caused by and/or resulting from use of a City Facility. Users agree to reimburse City for any and all damages done to its property by any of the Users and related activities conducted at a City Facility except those directly and proximately caused as a result of an intentional or grossly negligent act of City.
4. Users agree to give City prompt and timely notice of any claims made or suite instituted which may directly or indirectly affect City.
5. Users agree that any and all disputes between Users and City arising from use of a City Facility and/or pertaining to this agreement, including any claims for personal injury or death, will be governed by the laws of the State of Nevada, and exclusive jurisdiction thereof will be in the State Court of the County of Washoe, State of Nevada.
6. In the event that any portion of this agreement is found to be unenforceable, that remaining terms and conditions shall be fully enforceable and shall be binding to the fullest extent permitted by law.
7. User agrees to pay all fees associated with this rental, per this Sports Tournament Application. Any additional fees billed to the User that are unpaid will result in legal actions to collect fees and will disqualify the User from any future facility reservations.

The undersigned certifies that he/she has authority to enter into this agreement on behalf of Users and is executing this agreement on Users' behalf.

DATED this ___ day of, 20_____

Authorized Signature Name of Organization/Group



**Welcome to the City of Sparks
Please respect our Sports facilities and its rules.**

- **Sunflower seeds** and nuts with shells are **not** allowed at Golden Eagle Regional Park
- No ice chests within the Sports Complexes
- No glass
- No alcohol
- No gum
- No animals (leashed dogs on Regional trails only)
- No metal cleats
- No barbeques
- No overnight parking
- No skateboards, scooters, bicycles, or rollerblades
- No hitting golf balls
- No staking of signs, banners, tents, shade, or umbrellas into the turf

VIOLATORS WILL BE REMOVED FROM THE FACILITY

Park in designated spots only.

Thank you for your cooperation.

Containers designed to carry water that are acceptable to bring into the City of Sparks Sports Complexes.



Containers designed to carry bottles or cans are not acceptable to bring into the City of Sparks Sports Complexes.

