CITY OF TALLAHASSEE
BALLFIELD RENTAL FEE SCHEDULE

(October 1, 2009)

Field Type	Rental Fee	
Small Baseball Field	54.00 (up to 3 hours)	108.00 daily
Junior Baseball Field	54.00 (up to 3 hours)	108.00 daily
Senior Baseball Field	54.00 (up to 3 hours)	108.00 daily
Softball Field	54.00 (up to 3 hours)	108.00 daily

Levy Park Baseball complex $215.00/day

Field	Light Fee First Hour	Additional Hours
Small Baseball Field	$21.50	$11.00
Junior Baseball Field	$43.25	$21.50
Senior Baseball Field		
Tom Brown Park	$139.75	$43.25
Messer Park	$54.00	$21.50
Springsax Park	$54.00	$21.50
Softball Field	$32.50	$11.00

Maintenance	Fees
Field Supervisor	$13.50 per hour
Workers	$32.50 per hour per man

Softball Tournament Fees – See Softball Tournament Guidelines

Temporary Fences -	Fees
Delivered and installed by City	$268.50 Per field
Delivered by City, installed by Sponsor	$161.25 Per Field
Picked up and dropped off by Sponsor	$ 80.75 Per Field

Taxes: All fees to be paid to the City are exclusive of applicable taxes, and any such taxes shall be paid to the City at the same time as the fees to which they apply. A copy of The Consumer's Certificate of Exemption from the Florida Department of Revenue must be on file with the Tallahassee Parks, Recreation and Neighborhood Affairs Department to avoid Sales Tax being added to all fees.

TALLAHASSEE PARKS, RECREATION & NEIGHBORHOOD AFFAIRS DEPARTMENT
NON-TOURNAMENT
BALLFIELD RENTAL INFORMATION

These regulations shall apply to the rental and reservation of City of Tallahassee ball fields by any individual, group, organization, institution, business or corporation (USER). Any permit issued for such use may be revoked or canceled by the City of Tallahassee should the User (including any of its officers, officials, employees, or volunteers), any spectator, or any participant violate any of these regulations or other terms or conditions of the permit.

RESERVATION AND DEPOSIT

A facility use application must be completed and submitted to the Tallahassee Parks, Recreation and Neighborhood Affairs Department Administrative Office at least 15 working days in advance of the date requested. A **$100** deposit must be submitted within 10 days of tentative approval. If it is determined later that the date(s) requested in the application conflicts with a Tallahassee Parks, Recreation & Neighborhood Affairs Department sponsored event, the $100.00 deposit will be refunded to the applicant. This deposit will be applied to the rental fees.

Field Preparation: The City will prepare the fields daily (weekdays only, excluding holidays). Preparation includes dragging the field, lining the outfield foul lines (if needed), and lining the infield foul lines. Additional maintenance services are available for an additional fee. The User will be permitted to mark the lines and batter's box, but no other field maintenance will be permitted unless approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department. A line marker, if available, may be checked out from the Tallahassee Parks, Recreation & Neighborhood Affairs Department; however, the User must furnish marble dust for field marking.

Lighting: If lights are available, there will be an additional charge.

Clean Up: The User shall ensure that all trash is picked up and placed in the trash receptacles at the conclusion of the event. The User is responsible for cost associated with clean up of the facility. If, after inspection of the facility, it is determined that trash and debris remain on the grounds and/or that the facility has been damaged as a result of its use for the event (including, without limitation, damage to the gate, fences, fields, buildings, other structures, windows, or restroom), the User shall pay to the City all costs incurred in cleaning the facility and/or repairing such damage.

Insurance: Prior to the event, the User shall provide proof that a policy providing Commercial General Liability Insurance coverage for the event and all event activities has been obtained. This policy must be reviewed and approved by the City's Risk Management office. Such coverage must be placed with a Florida-admitted insurer rated B+*X* or better by A.M. Best's rating service, must include limits acceptable to the City (which shall be based on the type, size and location of the event, but shall never be less than $500,000 per occurrence for bodily injury and property damage), must list the City as an additional insured, and must be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced (in scope of coverage or in limits) except after ten (10) days prior written notice to Athletic Superintendent, Tallahassee Parks, Recreation & Neighborhood Affairs Department , 912 Myers Park Drive, Tallahassee, FL 32301.

Taxes: All fees to be paid to the City are exclusive of applicable taxes, and any such taxes shall be paid to the City at the same time as the fees to which they apply. A copy of The Consumer's Certificate of Exemption from the Florida Department of Revenue must be on file with the Tallahassee Parks, Recreation & Neighborhood Affairs Department to avoid Sales Tax being added to all fees.

CANCELLATIONS: Any cancellation must be in writing. Cancellation less than thirty (30) days of scheduled event will result in forfeiture of deposit. EXCEPTION: If the dates of the event are determined to be in conflict with a Tallahassee Parks, Recreation & Neighborhood Affairs Department sponsored activity or event scheduled or held on the same date (whether or not it is to be held at the same complex or facility) or if inclement weather causes the tournament to be canceled in its entirety, the permit issued to a User may be canceled or revoked. Any fees paid to the City will be refunded to the User, or if the User applies for an alternate date or location, will be credited to another application filed by the User.

PAYMENT OF FEES: Fees must me paid 10 days prior to the event. If fees are not received by this date, the User will be billed through the City's Accounts Receivable billing process.

TALLAHASSEE PARKS & RECREATION DEPARTMENT
SOFTBALL COMPLEX USE REGULATIONS

These regulations shall apply to the use of City of Tallahassee softball complexes by any individual, group, organization, institution, business or corporation (the "Sponsor"), for the purpose of conducting a softball tournament either for profit or to benefit a charity. Any permit issued for such use may be revoked or canceled by the City of Tallahassee should the Sponsor (including any of its officers, officials, employees, or volunteers), any spectator, or any tournament participant violate any of these regulations or other terms or conditions of the permit.

LETTER OF REQUEST

A letter of request from the Sponsor must be received before any request is considered. This letter must include the following information: Date requested, Park requested, Type of Tournament (Men, Women, etc.) and Name, address and at least two phone numbers for the Contact person for the event.

RESERVATION AND DEPOSIT

If the application is tentatively approved, the Sponsor must fill out a Permit application and return it to the Tallahassee Parks, Recreation and Neighborhood Affairs Department within ten (10) days of tentative approval. A **$100** deposit must accompany each application. If it is determined later that the date(s) requested in the application conflict with a Tallahassee Parks, Recreation and Neighborhood Affairs Department sponsored event, the $100.00 deposit will be refunded to the applicant. This deposit will be applied to the rental fees.

FEES FOR USE AND SERVICES

Field Use: The Sponsor shall pay a fee for use of the designated facility in accordance with the following rate schedule:

Daily* rate of **$108** per field.

Available Sites:

Tom Brown Softball Complex	Fields 1, 2, 3, 4, 5
James Messer Softball Complex South	Fields 7, 8, 9, 10
James Messer Softball Complex North	Fields 1, 2, 3, 4
Springsax Park	Fields 1, 2

* Daily is defined as 8:00 a.m. till 12:00 a.m.

Field Preparation: The City will prepare the fields once prior to commencement of the tournament at a cost of **$195.00** per complex. Preparation includes dragging the field, lining the outfield foul lines (if needed), lining the batter's box, and lining the infield foul lines. Additional maintenance services are available and may be required at the rate of **$32.50** per hour per man. The Sponsor will be permitted to mark the lines and batter's box, but no other field maintenance will be permitted unless approved by the Field Supervisor. A line marker, if available, may be checked out from the Tallahassee, Parks, Recreation and Neighborhood Affairs Department prior to the tournament date; however, the Sponsor must furnish marble dust for field marking.

Lighting: The cost of lighting is **$32.50** for the first hour, or portion thereof, and **$11.00** for each additional hour, or portion thereof, per field.

Field Supervisor: The City will designate a Field Supervisor who will be on site at the complex throughout the tournament. The Field Supervisor will open and close the park or complex, will have authority to suspend or cancel games due to inclement weather or other conditions, will have authority (after consultation with the Tournament Director) to set times for resuming suspended games, will coordinate field preparation with maintenance crews, will provide assistance in emergency situations, and will provide field lighting as requested by the Sponsor or Tournament Director. The Sponsor will pay a Field Supervisor fee of **$13.50** per hour, or portion thereof. The Field Supervisor fee starts 30 minutes prior to the first game and ends 30 minutes after the final game of the day.

TOURNAMENT ADMINISTRATION

The tournament must be sanctioned by the ASA (or other recognized and approved governing body) utilizing ASA Rules and the Tallahassee Parks, Recreation and Neighborhood Affairs Department the Tallahassee, Parks, Recreation and Neighborhood Affairs Department Ground Rules. The applicant shall submit a sanction fee of **$50.00** payable to the North Florida Amateur Softball Association (North Florida ASA). All officials, with the exception of scorekeepers, must be ASA certified. All teams must be sanctioned with ASA.

The Sponsor shall determine the type of tournament, number of teams, team fees, type of softballs used, method of furnishing softballs, uniform rules, pickup rules, home run rules, run rules, rule interpretations, protest committees and protest fees. The Sponsor also shall be responsible for the tournament draw or seeding and for furnishing and scheduling umpires and scorekeepers.

OTHER SPONSOR RESPONSIBILITIES

Tournament Director: The Sponsor shall designate, in writing, a Tournament Director who will be responsible for administration of the tournament and compliance with the terms of the Permit. The Tournament Director, in consultation with the Field Supervisor, will be responsible for determining the length of game delays, suspension of scheduled rounds, and notification of participants.

Concessions: The Sponsor may operate a concession stand, in which event Sponsor shall be responsible for compliance with all applicable laws, statutes, ordinances, rules, and regulations (including, without limitation, health or sanitation requirements, and collection and remittance of taxes). The Tallahassee, Parks, Recreation and Neighborhood Affairs Department will not offer concession facilities to be utilized by the Lessee. **NO ALCOHOLIC BEVERAGES ARE ALLOWED WITHIN THE COMPLEX.**

Clean Up: The Sponsor shall ensure that all trash is picked up and placed in the trash receptacles at the conclusion of the tournament. The Sponsor is responsible for cost associated with clean-up of the facility. If, after inspection of the facility, it is determined that trash and debris remain on the grounds and/or that the facility has been damaged as a result of its use for the tournament (including, without limitation, damage to the gate, fences, fields, buildings, other structures, windows, or restroom), the Sponsor shall pay to the City all costs incurred in cleaning the facility and/or repairing such damage.

Insurance: Prior to the Tournament, the Sponsor shall provide proof that a policy providing Commercial General Liability Insurance coverage for the tournament and all tournament activities has been obtained. Such coverage must be placed with a Florida-admitted insurer rated B+*X* or better by A.M. Best's rating service, must include limits acceptable to the City (which shall be based on the type, size and location of the tournament, but in no event shall be less than $500,000 per occurrence for bodily injury and property damage), must list the City as an additional insured, and must be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced (in scope of coverage or in limits) except after ten (10) days prior written notice to Athletic Superintendent, TPRD, 912 Myers Park Drive, Tallahassee, FL 32301. The Amateur Softball Association (ASA) offers tournament liability insurance and may be purchased through the Tallahassee Parks, Recreation and Neighborhood Affairs Department at least one day prior to the tournament.

TAXES: All fees to be paid to the City are exclusive of applicable taxes, and any such taxes shall be paid to the City at the same time as the fees to which they apply. A copy of The Consumer's Certificate of Exemption from the Florida Department of Revenue must be on file with the Tallahassee Parks, Recreation and Neighborhood Affairs Department to avoid Sales Tax being added to all fees.

CANCELLATIONS: Any cancellation must be in writing. Cancellation less than thirty (30) days of scheduled event will result in forfeiture of deposit. EXCEPTION: If the dates of the tournament are determined to be in conflict with a Tallahassee Parks, Recreation and Neighborhood Affairs Department-sponsored tournament or event scheduled or held on the same date (whether or not it is to be held at the same complex or facility) or if inclement weather causes the tournament to be canceled in its entirety, the permit issued to a Sponsor may be canceled or revoked. Any fees paid to the City will be refunded to the Sponsor, or if the Sponsor applies for an alternate date or location, will be credited to another application filed by the Sponsor. Fees paid to North Florida ASA or the Insurance fees are NON-REFUNDABLE.

PAYMENT OF FEES: One day prior to the start of the tournament, the Tournament sanction fee and the Insurance fee must be paid. All other fees are due within 72 hours of the conclusion of the event.