

# RACCOON RIVER PARK SOFTBALL COMPLEX

## “Agreement For Use” Guidelines

### Fees

- Rental fees are established by the Park Board and the City Council and are subject to periodic review. User is subject to all current fees as adopted by WDM City Council on the date(s) of utilization. Taxes included in all fees unless noted otherwise.
- The fee is a compensation for use of facilities to help recoup additional operating costs incurred as a direct result of the use. Operating costs covered by this service generally include: Initial field/base set up, initial grooming and lining of fields prior to Tourney start (unless otherwise agreed upon by both renter and City), trash removal, restroom access, restroom cleaning and supplies, Complex Attendant, Concession access.
- Fees in addition to rental fees may include: security/damage/cleaning deposit, scoreboard deposit, field light usage, field maintenance charges, field equipment rental, temporary fence install/tear down, merchandise sales commission (10% of gross), additional diamond drying agent, additional chalk, replacement or repair for damage or theft, replacement or repair of overly damaged turf, or admission percentage if this is part of agreement.

### Raccoon River Park Softball Complex Guidelines for Use

- **No outside FOOD, BEVERAGES, COOLERS AND WATER JUGS ALLOWED BROUGHT INSIDE SB COMPLEX.** Drinking fountains are located on outside of every dugout. No beer/alcohol allowed carried in or out of Complex. No glass bottles of any kind allowed at Raccoon River Park Softball Complex. **It is renters’ responsibility to communicate and help enforce these Complex Rules with Tourney participants.**
- Users and their participants must abide by the Iowa Smoke Free Air Act. Smoking is prohibited inside the entire Raccoon River Park Softball Complex. This includes all areas and buildings inside the fences of the Softball Complex.
- Metal cleats are not allowed inside Softball Complex without prior approval of Recreation Program/Facility Supervisor.
- All animals must be licensed and under control by owner by a leash not more than 10' in length. Owner must remove any droppings by the animal on the property. Pets are not allowed onto designated fields of play.
- The sale of anything by the user or participants requires prior approval of the Recreation Program/Facility Supervisor or his/her designee and The City shall get 10% of any gross sales.
- The concession stand will be opened for service during all scheduled tournaments guaranteeing minimum of 8 teams.
- Excessive clean up or turf damage by the user may require any process needed to return the facility or equipment to its original condition. Clean up and deposit into trash receptacles all excessive refuse created by your event from fields inside of fences, dugouts, plaza area and surrounding areas.
- No motorized vehicles allowed inside Complex area without prior approval.
- Department will be responsible for prepping all fields to your specifications prior to the start of the 1<sup>st</sup> games of the weekend rental. Renter will be responsible for all other field prep throughout the rental. Any field drying agent needed to adequately prepare fields for play during rental will be charged back to renter at \$11 per bag and chalk at \$5 per bag. Any field drying method used by renter must be preapproved by Department staff or be subject to loss of Security/Damage/Cleaning Deposit.
- Ticket sales or seating assignments shall not be initiated by the user unless written consent is given by the Department.
- All flyers, announcements, advertisers and/or ads to be posted in Park Facilities or used and/or promoted for your event will require prior approval of Recreation Program/Facility Supervisor or his/her designee. Event must include the following on any promotional material. **“The City of West Des Moines does not endorse or condone any activities or products represented by this use”.**
- Remove all personal effects brought into the facility.
- Have all persons leave fields no later than the ending time indicated on the application for use.
- It is Users responsibility to inform and enforce all Rules & Guidelines with all participants.

### Reservation Procedures

- Advance reservations must be made on the appropriate “Agreement for Use” form.
- **Reservations will be accepted after Jan. 11, 2016** on a first come, first served basis. Raccoon River Park Softball Complex is available for rental **Friday, April 8 – Sun., October 23, 2016.** Rental times available for Tournaments are generally Fridays 5:00 pm to 11:00 pm, Saturdays 8:00 am to 11:00 pm. and Sundays 8:00 am to 4:00 pm. Practice Rental time is available in the Spring on Mondays, Tuesdays and Thursdays from 4:30-5:45pm.
- Tournament Reservation Fees / Schedule:
  1. A reservation is made when the Security/Damage/Cleaning Deposit(s) and/or Rental Fees are received and an “Agreement For Use” is completed and submitted. Practice Rentals Fees must accompany “Agreement for Use”. Security/Damage/Cleaning Deposit is not required of Practice Rentals.
  2. **FEES** must be paid by either check (payable to City of West Des Moines), credit card, cashiers’ check or cash and must be paid 4 weeks in advance of date of use unless post event billing has been prearranged. NO REFUND OF FEES AFTER THIS DATE UNLESS DEPARTMENT CANCELS DUE TO WEATHER OR OTHER UNFORSEEN CIRCUMSTANCES.
  3. A cancellation made at least 4 weeks in advance of the use will receive a refund of rental fees collected. **Security/Damage/Cleaning Deposit will not be refunded after cancellation, at any time.**
  4. Deposit(s) will be returned if facility is left in satisfactory condition or in the event that the Department must cancel the reservation. Deposit(s) can be made by cashiers’ check or credit card & will be returned to User following staff inspection.
  5. User must submit Tournament Bracket and/or schedule of games in to Recreation Program/Facility Supervisor no later than 8:00am the Tuesday prior to use so we can properly allocate staff.