

Great Bend Recreation Commission

PROCEDURE FOR BASEBALL AND SOFTBALL FIELD USAGE: TOURNAMENTS AND GAMES

All Baseball & Softball Fields (except the Sports Complex)

1. Applications to use public facilities for the holding of any softball or baseball tournament or game, shall be submitted, with fee payment in **full, one working day** prior to date(s) requested. A tournament bracket must be submitted to the Recreation Commission Office at this time.
2. Cancellations made prior to one week before the initial scheduled tournament date will receive a full refund of any fees paid. All other cancellations shall forfeit the fees paid other than cancellations for weather and emergencies determined by the Recreation Director or representative.
3. The fee structure for the usage of public facilities, to hold baseball and softball tournaments or games is as follows:

FOR:	FEE:	CHECK PAYABLE TO:
◆ Lights:	\$18 per hour, billed in 30 minute increments	GBRC or City of GB
◆ Clean up and damage deposit:	\$75	City (prior)
◆ Key deposit:	\$10	GBRC (prior)
◆ Diamond Preparation:	\$25.00 per field, maximum of 1 hour per field	GBRC (prior)
◆ Additional field prep time	\$20.00 per hour	GBRC
◆ Field liner:	\$ 5.00 per day	GBRC (prior)
◆ Marble dust:	\$ 8.00 per bag	GBRC (prior)

***The fields and grounds of the complex must be cleaned and all TRASH placed in its appropriate trash containers. The City of Great Bend has the right to withhold any/or all the amount of the \$75.00 deposit associated in the clean up cost, if not completed on the day/conclusion of the tournament. Damage to facilities or Property will be determined by the Recreation and Park Directors. The tournament organizer will be responsible for any damage or losses to maintenance equipment, bases, scoreboard controllers, or fields, and will be responsible for all cost associated with such damage. Also, tournament organizers will be responsible for any additional expenses for clean up of the total area, as well as, additional maintenance of infields in the event of rain. If equipment is returned in good condition, all trash is picked up, and all expenses paid for the tournament, the deposit will be returned. The key deposit is refunded when the key is turned in to GBRC office. The key is due the following Monday by 5:00 PM at GBRC office. A meter reading will be taken before and after each tournament or game. You will be responsible for any additional light usage.**

4. The tournament sponsor, director and participants agree to hold and save harmless the City of Great Bend and the Recreation Commission for any and all damages to persons and property that may arise from holding the tournament.
5. The tournament director will be required to meet with the Recreation Director or designated representative at the Recreation Commission Office prior to tournament date (s) to discuss the tournament details and responsibilities. No alcohol beverages allowed on ballfields.
6. The recreation commission field crew will prepare the field for tournament and game play, the preparation will include dragging and lining the field 1 time before game play begins. ***If additional time is needed to prepare the field for play, more than 45 minutes per field, there will be an additional charge of \$20 per hour.***
7. In case of inclement weather conditions, the GBRC representative will make the final determination as to the playability of the ball fields. ***Foreign substances or unusual methods of preparing the field for play will not be allowed without prior approval of the GBRC representative. The Recreation Commission reserves the right to postpone or cancel any games and/or tournament due to inclement weather conditions.***
8. *The usage of the facilities for the purpose as described shall be in compliance with state and federal guidelines as related to discrimination.*
9. ***Scheduling fields for tournament and game play will be as follows:***

◆ **Great Bend Recreation Commission sponsored tournaments or games:**

Veterans North and South, Elmo Lowry Field, Langrehr Field, Landon Unruh, Brit Spaugh South, Harms Baseball Field, Westfall Fields; GB Sports Complex

◆ **Adult Men and Women's Softball (GBRC sponsored/non-sponsored):**

Veterans North and South fields, Langrehr Field, Landon Unruh, GB Sports Complex

◆ **Youth baseball and softball (GBRC sponsored/non-sponsored)**

Veterans North, South and West fields Landon Unruh and Brit Spaugh South fields, Langrehr Field, Westfall fields, Harms Baseball/Softball Fields, GB Sports Complex.

10. Fields may be scheduled for tournaments and game play after January 30th, of the current year. Adult teams will have first priority until April 15th, to schedule the Veteran North and South fields. Currently existing groups will be given priority over newly formed groups.

11. Tournament play or games may not be scheduled to start before 9:00 am, or start after 10:00 pm. All ballfields should be vacated by 12:00 midnight.

Type of Tournament: _____ Date of Tournament: _____

Maximum number of games to be played: _____ Number of teams: _____

Circle fields needed: Vets N Vets S Vets W Landon Unruh Brit Spaugh S Westfall

Time field(s) to be prepared by: _____ Ending time of field(s) usage: _____

Are the following facilities and equipment needed: (circle one)

Locker Room	yes	no	Restrooms	yes	no
Concessions	yes	no	Ball Field Lights	yes	no
Scoreboards	yes	no	Field Liner	yes	no
Keys to Press Box	yes	no			

Tournament Sponsors: _____

Tournament Director: _____ Hm. Phone# _____ Cell _____

Phone # _____ Wk. Phone# _____ E-Mail: _____

Home address: _____ City: _____ Zip _____

Address: _____

I have read and understand the above charged and regulations and agree to abide by said regulations. I understand that failure to abide by said regulations may cause cancellation of tournament by the City of Great Bend and the Recreation Commission.

Tournament Director _____

Diann Henderson, Recreation Director

Great Bend Recreation Commission

March 2, 1998
Revised 7/12/06
Revised 5/28/08
Revised 4/17/09
Revised 12/11/10