Athletic Fields Allocation Policy
Tournaments

City of Avondale
Parks, Recreation & Libraries Department
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www.avondale.org/PRLD

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Facility Allocation Policy
Athletic Fields for Tournaments

Purpose

The purpose of this policy is to outline the procedures by which user groups may reserve city athletic fields for tournaments. The services provided to user groups and the obligations of those user groups that receive services from the City of Avondale are described within this field allocation policy.

Application and Allocation Process

Any youth/adult sports organization is able to reserve athletic fields for tournaments.

All information requested on the application form must be filled out completely and be submitted by the deadline. Requested information is vital for staff to make responsible decisions on field allocations.

All park rules and policies must be complied with in order to remain in good standing and continue to use the City of Avondale athletic fields.

All applicants under this policy shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Avondale Risk Management office.

Deadlines:

Tournament use refers to multiple requests for multiple dates per season for bookings, or beyond the designated daily use as defined in the one time use eligibility.

Tournament requests are based on a first come, first serve policy. Tournaments may be booked up to 3 years in advance from tournament date.

Once the tournament allocation is approved, a facility contract is issued to the organization.

Tournament deposit due at the time of the issued contract.

Appeal Process

It is possible that an organization may not receive all the dates/times that are requested due to other requests for the same times and space or due to City run programs and services.

It is the goal of the City to maintain the best possible use of facility use and to serve as many of the organizations as possible.

Any organization may appeal decisions made by the staff concerning facility allocation to the Parks and Recreation Advisory Board. This must be done in writing no later than two weeks after being contacted by staff and informed of the upcoming facility allocation. The appeal will be submitted to the department and heard by the Advisory Board at the next available scheduled meeting. The second Wednesday of each month. All groups affected by the appeal will be notified and given an opportunity to make a presentation to the Advisory Board. No permit will be issued until the Advisory Board has ruled on the appeal.

Disclaimer

The city reserves the right to change or cancel any reservation.
City of Avondale provides adult softball leagues on Sunday evenings. All tournaments scheduled on Sundays must be completed by 4:00 pm to allow time for the complex to prepare for league play. Friday night tournaments may not be available due to City league scheduling. Please check with Recreation staff to review the league schedules.

Insurance

Organizations must provide a certificate of Insurance in the amount of a $1 million liability naming the City of Avondale as additionally insured.

Updated information (insurance) will be required each season.

Tournament Allocator Responsibilities

Users of City of Avondale facilities hold harmless the City of Avondale, Maricopa County, it agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the abovementioned individual(s) arising out of, or in any way connected with the participation of facility usage.

Organizations are responsible for cleaning and maintaining the field and spectator areas assigned to them by picking up trash after each use.

Organizations have the responsibility to maintain control over the conduct of participants and spectators while using assigned facilities. Organizations must park only in designated areas.

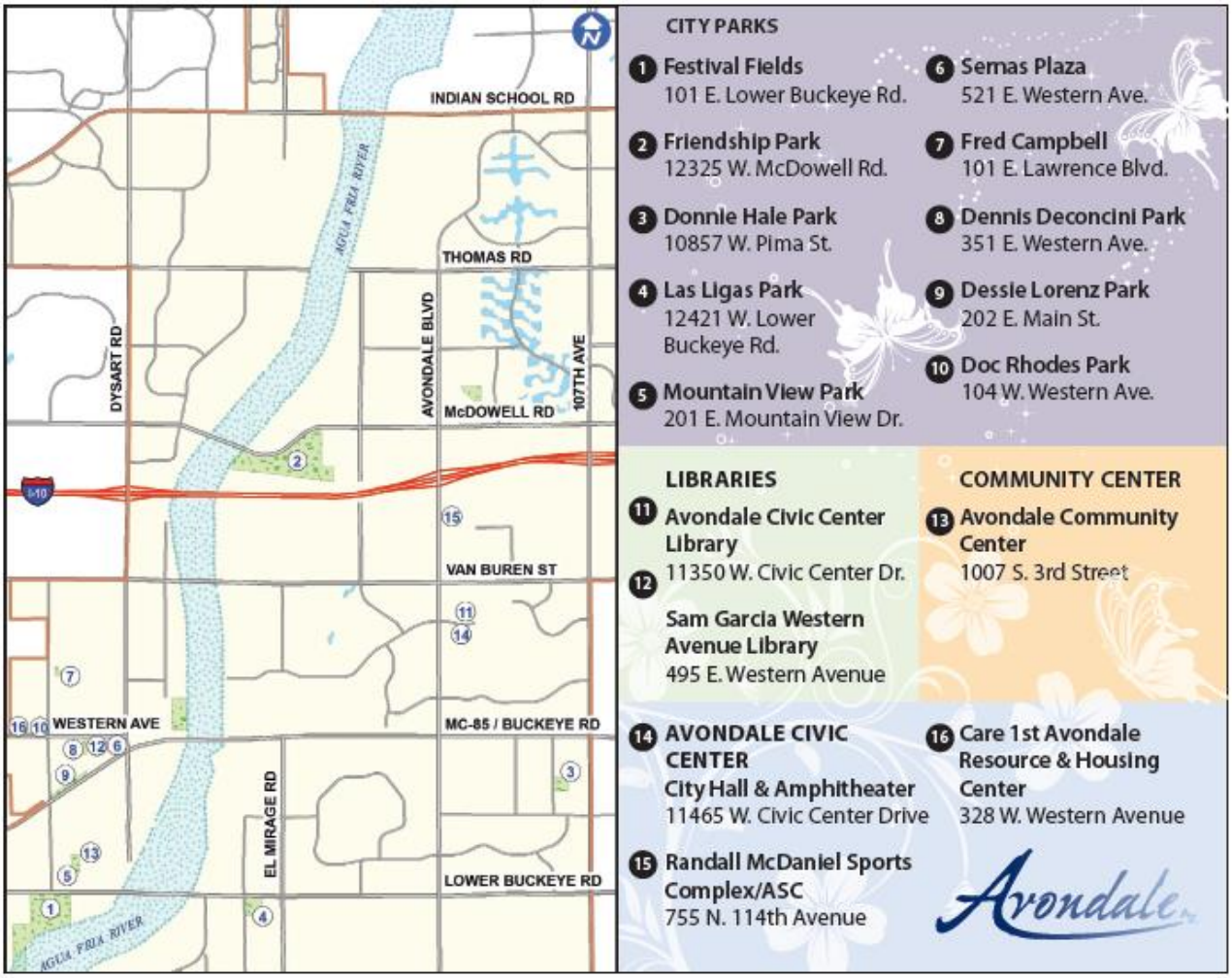
Organizations must abide by all alcohol restrictions. Alcohol is not permitted unless an alcohol permit/special event application is submitted and approved by the City of Avondale Special Events Committee and City Council. Permits must be submitted a minimum of six weeks in advance. Tournament allocators are responsible for all fees incurred with holding a valid alcohol permit. These fees may include but are not limited to application fees, security, Avondale Police Department.

Organizations must abide by all park rules. If park rules are not abided by tournament allocations may be canceled, put on probation or banned by the City of Avondale.

Organizations are responsible for all vendors who have been scheduled by the tournament allocator. A $100 fee for vendors is due with the tournament allocation payment 14 days prior to the start of the tournament. A list of all vendors is due to the City of Avondale Parks and Recreation department the Thursday before the scheduled tournament. It is the organizations responsibility to make sure all vendors are licensed and registered with the City of Avondale Tax Code and Licensing Department: www.avondale.org , Tax Code and Licensing.

The Parks and Recreation Director or designated City of Avondale representative may modify policies at any time.

Map:



Friendship Park – 12325 W. McDowell Road

10 – Multi Use fields
Fields 3-8 are lighted

Festival Fields – 101 E. Lower Buckeye

4 – Softball fields - lighted
1 – Multi use field

Fee Schedule for Athletic Fields for Tournaments

Tournament Fees

Hours available for tournaments: Friday, 5pm-10pm, Saturday/Sunday 8am-10pm All night tournaments will be calculated on a per hour usage			
	1 day	2day	3 day
Softball/Baseball Tournament	Deposit $100	Deposit $250	Deposit $275
Festival Fields	$750.00	$1,500.00	$1,750.00
Fields (4 fields), 1 City Staff, Fields Lined			
Fast pitch outfield fencing	$30/field		
Soccer Tournament	1 day: 1-3 fields	1 day : 4-5 Fields	1 day: 6-9 fields
Friendship Park	Deposit $75	Deposit $100	Deposit $250
Fields and Staff	$600.00	$750.00	$1,500.00
	2 day: 1-3 fields	2 day: 4-5 fields	2 day: 6-9 fields
	Deposit $200	Deposit $250	Deposit $300
	$1,250.00	$1,500.00	$3,000.00
	3 day: 1-3 fields	2 day: 4-5 fields	3 day: 6-9 fields
	Deposit $250	Deposit $275	Deposit $300
	$1,500.00	$2,000.00	$3,500.00

Tournament length is determined by hours used:

1 day = 1-15 hours used

2 day= 15-24 hours used

3 day= 25-36 hours used

Payment/Billing:

Deposits are due at the time of reserving the fields for a tournament. Deposits are non-refundable*. Deposit will be applied to the tournament fee. Tournament fees are due 14 days from the start of the tournament. The tournament fee due date will be specified in your tournament contract.

Cancelation Policy:

Deposits are nonrefundable and will be deducted from the total tournament fee.

Cancelation Policy (Minus Deposit)
14+ days - 100% of Tournament Fee
<10 days- 75% of Tournament Fee
<5 days - 50% of Tournament Fee
<3 days - 25% of Tournament Fee
<2 days- No Refund

Organizations that do not submit their tournament request 60 days prior to the tournament date will have their applications considered only if there is available space. Please attach the following information with this application:

- ✓ Certificate of Insurance for $1 million dollars naming the City of Avondale as additionally insured.
- ✓ Any flyers or marketing documents promoting the tournament

*If the City cancels a tournament due to weather or field conditions, deposits and full tournament fees will be refunded or a credit will be applied to tournament director's account.

Athletic Field Allocation Application for Tournaments

This form must be filled out completely

One application form per requested tournament must be submitted a minimum of 60 days prior to tournament date.

Today's Date:_____

Tournament Type (circle one): Soccer Softball Baseball Rugby Flag Football Lacrosse

Other:_____

Organizations Name:_____

Tournament Director:_____

Email:_____

Address:_____

City:_____ State:_____ Zip:_____

Home phone (_____)_____-_____ Work (_____) _____-_____

Cell phone: (_____)_____-_____ Fax: (_____) _____-_____

Day of Tournament Phone Number: (_____)_____-_____

Name of Tournament:_____

Number of teams expected:_____

Date(s) of the Tournament:_____

Hours available for tournaments: Friday, 5pm-10pm, Saturday/Sunday 8am-10pm All night tournaments will be calculated on a per hour usage						
Softball Tournament Festival Fields Fields (4 fields), 1 City Staff, Fields Lined	☐	1 day Deposit $100 $750.00	☐	2day Deposit $250 $1,500.00	☐	3 day Deposit $275 $1,750.00
Fast pitch outfield fencing (1-3 days)	☐	$30/ field				
Soccer Tournament Friendship Park Fields and Staff	☐	1 day: 1-3 fields Deposit $75 $600.00	☐	1 day : 4-5 Fields Deposit $100 $750.00	☐	1 day: 6-9 fields Deposit $250 $1,500.00
	☐	2 day: 1-3 fields Deposit $200 $1,250.00	☐	2 day: 4-5 fields Deposit $250 $1,500.00	☐	2 day: 6-9 fields Deposit $300 $3,000.00
	☐	3 day: 1-3 fields Deposit $250 $1,500.00	☐	2 day: 4-5 fields Deposit $275 $2,000.00	☐	3 day: 6-9 fields Deposit $300 $3,500.00
Vendor Fee	☐	$100/tournament				
				Total Amount Due:		_____

Return requested information to: City of Avondale, Recreation Department 11465 W Civic Center Drive Suite #100, Avondale AZ 85323. Fax 623-333-0240.

ALLOCATION REQUESTOR ACKNOWLEDGEMENT FORM

I, _____, hereby
(Print Allocation User Name)
acknowledge that I have received a copy of the City of Avondale's Allocation Policy.

I understand that the City of Avondale can, at its sole discretion, modify, eliminate, revise, or deviate from the allocation and information in this Policy as circumstances or situations warrant.

I also understand that any changes made by the City of Avondale with respect to these Policies, can supersede, modify, or eliminate any of the policies in this packet. I accept responsibility for familiarizing myself with the Allocation Policy and will seek verification or clarification of its terms or guidance where necessary.

I have read and fully understand all the guidelines of the allocation request process and rules.

Furthermore, I understand that I should consult with the Field Coordinator or a Representative of the Parks, Recreation and Libraries Department if I have any questions that are not answered in the City of Avondale Allocation Policy.

Allocation Requestor User Signature _____ Date _____