



Parks and Recreation Division

Sports Tournament Fees/Requirements

Applicable to all tournaments not sponsored by the City of Ada

FEES AND DEPOSITS:

1. Field Rental: **\$150 dollars per field/per day** and a \$250 dollar deposit.
2. Cancellation of a Tournament: More than 60 days before the tournament, a full refund excluding the deposit will be returned; less than 60 days, no refund of any fees including the deposit.
3. The number of fields requested and tournament hours on application is what you will be charged. (If you use fewer fields or end early, no money will be refunded).
4. No sub-renting of fields is allowed at any time.
5. There will be a two (2) field minimum rental for softball tournaments.
6. **Umpires are the responsibility of the renters which includes:**
 - a. Employing
 - b. Compensating
 - c. Scheduling
7. A \$200 dollar fee will be charged for any vendor, ex: softball t-shirts, bats, etc.
8. Food and drink concessions shall be provided and operated exclusively by the City of Ada.

INCLEMENT WEATHER

1. The City of Ada reserves the right to cancel any tournament as deemed necessary for the safety of all participants and in the best interest of the sports complex and/or City. If the tournament is cancelled after it is started due to inclement weather, it will be rescheduled or refunded. The refund will be prorated, based on the amount of time and number of games played.
2. If the City cancels the entire tournament due to the weather or field conditions, it will be rescheduled at no additional cost. The City will work with the tournament director for an alternate date.

SERVICES INCLUDED IN THE RESERVATION OF SPORTS FIELDS:

1. Facility will be cleaned and ready for tournament.
2. Initial field prep is included in the rental which consists of dragging, watering, lining of fields, bases installed and ready for each day of play. It is possible to do additional prep at the tournament director's discretion.

3. Use of scoreboards should be requested on the tournament application. The City of Ada staff will operate the scoreboards. Should a scoreboard fail to work properly no refund will be given, however we will have scorekeepers on site to assist if this problem exists.

RESERVATION PROCEDURES:

1. Fill out application and submit to the Parks and Recreation Department. Upon acceptance, complete and sign application; pay the \$250.00 deposit by mail or person at 231 South Townsend St. Ada, Oklahoma 74820.
2. At least 15 days prior to the start of the event, all remaining fees must be paid in full and insurance submitted to the City of Ada.
3. At least 15 days prior to the event, the applicant must submit an event flyer and/or copies of invitational letters sent to participating teams indicating the amount of the entry fees to be charged. The City reserves the right to include additional information to the host's flyers.
4. At least (2) two days prior to the event, the applicant must submit a tournament bracket schedule covering the entire length of the reservation period. Failure to supply the above requirements in the time indicated may cause the reservation to be canceled.
5. The City of Ada Parks and Recreation Department reviews applications on a yearly basis. Applications are not automatically renewed from year to year. Major softball tournaments may be given consideration for booking out multiple years.
6. The City of Ada reserves the rights to make special arrangements for local public schools in the use of the sports complex.

REQUIREMENTS:

1. Sport Complex fields may be reserved 12 months in advance and no less than 15 business days prior to use. The early booking period for sports tournaments will occur for the following year from November 1st through December 31st. Application documents must be signed and submitted by someone at least 21 years of age. After January 1st, reservations will be booked on a first come, first serve basis.
2. Rental application must include signature of responsible party for the tournament and current contact information.
3. Insurance: Certificate of Liability.
4. Deposit.
5. Fees as determined by how many fields are needed, and size of over-all event.
6. Copy of tournament bracket, including team names, game times, and entry fees.
7. Requests for scoreboards must be included in the application.

INSURANCE:

The policy shall name the City of Ada as additional insured and hold harmless the City from all and any claims, demands, causes of action, which may be asserted, maintained, or established against the City and/or any of its officers, agents, or employees, for death, personal injury, with limits of not less than one million (1,000,000) dollars occurrence. Also, an Additional Insured Endorsement is mandatory. Insurance is due 15 days prior to tournament.

RULES AND REGULATIONS:

1. The applicant may not offer food items for sale and/or distributing without prior written consent from the City.
2. Applicant may not offer any items for sell or provide such items for a donation or have any other concession without written consent from the City.
3. Alcohol beverages are not allowed to be brought into the Sports Complex or its parking lot.
4. No vehicles may be driven or parked in undesignated areas. Violator’s vehicles will be towed away at the owner’s expense.
5. Advertising materials, flyers or other promotional material are limited to City-sponsored events only. No item can be posted or left without the Department’s approval.
6. The City of Ada is not responsible for lost or missing items.
7. The renter is responsible and liable for all broken, damaged, missing, or stolen city owned equipment, and/or property.
8. The following are not permitted:
 - a. Glass containers
 - b. No pets are allowed with the exception of therapy dogs.
 - c. Storage of any property.
 - d. Overnight RV parking.
 - e. Spectators in dugouts or playing fields during event play.
 - f. No grilling will be allowed on the Sports Complex property.
9. Misuse of field, equipment, or facility shall be reason to terminate event permit and order prompt exit of participants. If this occurs, there will be no refund of fees paid.
10. No activity will be permitted which is in violation of local, state, and federal statutes. Applicants must adhere to all City of Ada, Ada Police, and Ada Fire codes during the use of facility. Any participants violating any of these rules shall be asked to vacate premises.
11. The renter is responsible for any contractors (photographers, sports equipment, airbrush artist, etc.) hired. It is the renter’s responsibility to insure their contractors and vendors comply with all facility policies and regulations. All items needed for the event must be delivered and removed from the facility during the hour designated on the contract.

Name: _____

Tournament Dates_____

Address: _____

Number of Fields Needed_____

Total Rental Fee_____

Phone: _____

Scoreboard Usage_____

Email: _____

Vendors that will be on site (if any)

_____	_____
_____	_____
_____	_____

Vendor Fees must be paid one week prior to the tournament. (\$200 per Vendor)
No Refunds on Vendor Fees.

Signature Date

Dep Paid _____ Date _____

Vendor Fees Paid _____ Date _____

Tournament Fee Paid _____ Date _____

Certificate of Liability _____