

# Chelan County PUD Ballfield Reservation Policy



It is the policy of the PUD parks that neither the PUD nor third-party groups using PUD parks and facilities shall discriminate against any person in the operation, conduct or administration of community athletics programs for youth or adults. It is the intent of the Chelan County PUD to provide equal opportunity for all qualified persons without regard to age, gender, marital status, sexual orientation, race, religion, creed, color, national origin, veteran status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person or any other basis protected by applicable law.

It is the intent of the Chelan County PUD to recover a portion of the overall cost associated with maintaining ballfield facilities by implementing a fee structure that is fair to all user groups. The reservation deposit covers a portion of the cost the Chelan County PUD incurs in maintaining and setting up fields for play regardless of whether games are actually played.

**Reservation fee:** A fee is required to reserve a district ballfield complex for tournament(s). A reservation fee of **\$150** per complex is due in full within 30 days after the final ballfield schedule for the ensuing year is posted (usually in December). The parks supervisor will notify tournament directors via e-mail once the final schedule has been established.

**Refunds:** No refunds of reservation fees will be given for any reason except for an “act of nature.” Acts of nature are extraordinary and unexpected natural events such as lightning, wind blowing in excess of 35 miles an hour, tornadoes, or earthquakes or other factors creating unsafe playing conditions on the ballfields.

It is the sole determination of the Chelan County PUD parks director to determine if an act of nature has occurred and if the tournament director is eligible for a refund.

If any game of the scheduled tournament is played in its entirety, then a tournament director will not be eligible for a reservation fee refund regardless of any “acts of nature” that may occur subsequently.

A tournament director must make a request for a refund within 30 days following the canceled tournament. All requests made after this 30-day deadline will be denied. All requests must be made in writing and be submitted to the PUD parks director for review. The parks director will determine if a refund will be issued. All decisions by the parks director are final.

Refund Examples: If a tournament is canceled in its entirety due to lightning or unsafe field conditions, then the tournament director would be eligible for a 100-percent refund of the reservation fee.

A tournament director contacts the district 30 days prior to the scheduled tournament and indicates that not enough teams have registered for the tournament. The tournament director is NOT eligible for a refund in this situation.

**Tournament fee:** In addition to the reservation fee required to secure district fields, an additional tournament fee of \$12 will be assessed per individual team. The intent of the tournament fee is to offset costs the Chelan County PUD incurs in tending the ballfields throughout the tournament. While actual costs vary depending on many conditions, including weather, the number of teams is a good indicator of the relative amount of work required for each tournament and allows tournament directors to budget based on participation. It is the responsibility of each tournament director to document the number of teams in a tournament and pay this tournament fee.

The tournament director is responsible for contacting the parks supervisor no later than 48 hours after a tournament is completed. The tournament director must provide a copy of the certified document that is provided to USSA, NSA and BPA organizations. This document should indicate the total number of teams that participated in the tournament. Failure to supply this information within 48 hours after the tournament is completed will result in forfeiting the right to hold future tournaments in Chelan County PUD parks.

A **\$12** tournament fee per team will be charged in addition to the reservation fee. Therefore, if a single complex is used and 15 teams participate in the tournament, the total cost would be:

Example:

15 registered teams @ \$12per team =	\$180.00
Deposit-One complex	<u>\$150.00</u>
Total:	<u>\$330.00</u>

### Athletic facility reservation policies

- 1. Reservation Fee:** Reservations are not valid until a reservation contract has been signed by all parties and the required deposit has been made. All reservation fees must be made by cash, check or money order. The renter or tournament director is not allowed to sublease the space. The entire reservation fee must be paid within 30 days of posting the annual schedule to secure the complex. Failure to pay the reservation fee will result in forfeiting the reservation.
- 2. Reservation times:** The ballfield facility area must be vacated not later than 10:30 p.m. each night during the reserved period. The lights will be turned off and staff will leave the area at 10:30 p.m. so all games should be scheduled to accommodate this schedule. No games should be scheduled prior to 8 a.m.
- 3. Weapons and Explosives:** Possession and/or use of firearms or weapons (except for on-duty police officers), fireworks and explosives is prohibited.
- 4. Use of alcohol:** Use of alcoholic beverages is prohibited at all parks and parking lots of parks operated by the Chelan County PUD.

5. **Violations of rules:** Any person violating the existing rules and regulations or, in the opinion of a parks or security employee, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by a parks or security employee and be expelled from the District facility. Such violations can be subject to prosecution in accordance with state and local laws.
6. **Right to modify or end an event:** The PUD Parks Department maintains the right to alter or end an event any time it is determined necessary to ensure public safety, health and welfare of event participants, recreation facility visitors or the surrounding community. If the function is ended for cause, no refund will be given.
7. **Damages:** Items for which the tournament director or reserving organization are responsible if any damage occurs include, but are not limited to: turf, skinned infields, equipment, restroom facilities, partitions, urinals, toilets, fences and other items identified as District property. The park manager or supervisor will determine whether any damage has occurred and whether the tournament director or reserving organization will be held responsible. After the supervisor or manager reports these findings to the parks and recreation director, the director's decision will be final.
8. **Outside Vendors:** No outside vendors shall be permitted to set up or operate on District park facilities while the space is reserved by another party unless otherwise approved by the Parks Department.
9. **Priorities:** No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of gender, race, color, creed, national origin, age (except minimum age) and, marital status, sexual orientation, or the presence of any sensory, mental, or physical handicap. District use takes precedence for all park ballfield locations. User groups, clubs, and organizations residing within the Chelan County PUD service territory with past historical use follow in priority. Requests from new user groups, clubs and organizations will be dealt with on an individual basis.

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Tournament Director

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Date

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Print Name