



Field Rental Policies for Games, Tournaments & Practices

After Hours Contact: Non-Emergency PD Dispatch 817-598-4300

Onsite Inquires: David Mote (817) 598-4125

Rain Out Line at (817) 598 - 4151

GENERAL RENTAL INFORMATION

- Tournaments / Game reservations MUST be made at a minimum of one month in advance prior to game date (or first game of season) with proof of \$1 million Liability with (City of Weatherford, 303 Palo Pinto) listed as an “additional insurer.”
- Renters will assume full responsibility and all liability during the use of the facility for any actions of themselves or their guests, both inside and outside the facility.
- Renters will be assessed charges for any damage to the facility and/or equipment.
- All city facilities are **ALCOHOL** and **TOBACCO FREE**. This includes the parking lot and surrounding areas of both buildings. Violators may forfeit their deposit for non-compliance.
- Firearms are not permitted in any city facility.
- If music is used in the rental, **an amplified sound request is required**.
- A representative of the City of Weatherford has the right to monitor the level of sound and ask the renter to turn down or discontinue the use of sound equipment if deemed necessary.
- Cancellations must be made a minimum of 1 week (5 business days) prior to the rental date to receive a full refund of all fees and must be in writing. If cancellation notice is less than (5) business days, all fees paid will be forfeited.
- Temporary mounds, Bases and other equipment provided at the facility are not to be removed from the premises. Temporary fencing can be added as an additional cost.
- **No inappropriate behavior is allowed at City of Weatherford Facilities. All reservations are subject to be reviewed for current and future usage.**
- **No items such as skateboards, roller skates/blades, bicycles, bounce houses, slides, or similar devices are allowed within the facility.**

REQUIRED DOCUMENTATION (Tournaments)

- **Proof of liability** to the extent of \$1 million.
- **Game Rental Policies** signed and filled out (2) week prior to game (or first game of season).
- When a reservation is made and **approved** by the Recreation Manager; **immediate reservation payment of \$50.00/day is due along with REQUIRED DOCUMENTATION**. This reservation fee will only be refunded due to inclement weather but does apply to the total rental rate.
- Forms of payments are Visa, MasterCard, or Discover card, cash, or check.
- Other necessary documentation is needed if you plan on providing concessions or food vendors in your tournament and MUST contact the Consumer Health Department a minimum of (10) business days in advance.



RESERVATIONS AND PAYMENTS

- Reservations are made by visiting the City of Weatherford, Parks, Recreation & Special Events Department, at 119 Palo Pinto Street (corner of Palo Pinto and Waco Streets), Monday – Friday, 8:00am – 5:00pm or calling 817-598-4125. And must be paid the following Monday of the tournament.
- Rental Reservations must be made at least one month in advance of the specific date of the game (or first game of the season).
- The fields will be prepped for games.
- Lights will be included if needed.
- Score board and controller use included.
- Renter must provide own umpire(s)
- A staff person will be available on call.
- Concessions can be provided upon request (Holland Park).
- Other vendors may attend, granted they are approved by the Consumer Health Inspector.
- Game Fees: \$50 / Game (weekdays), \$100 / Game (weekends)
- Practice Fees: \$30 / 1 ½ (hour ½) There is no prep for practices (Holland)
- All other fields \$15 / 1 ½ (hour ½) There is no prep for practices.

RENTAL TIMES

- **Game rental time includes set-up and clean-up.**
- Game rentals will include an hour before and after actual game time.
- Game rentals on Fridays, Saturdays and Sunday must end no later than 12:00 midnight, including clean-up times.
- The rental cannot conflict with any Parks, Recreation & Special Events Department scheduled uses.

CLEANING REQUIREMENTS

- All trash remnants must be picked up and discarded into trash receptacles by the end of the rental time; otherwise, additional rental hours will be charged for proper cleaning.
- Cleaning includes, but not limited to:
 - Trash discarded into according to receptacles, including those in the restrooms and entire facility.
 - Remove all food and drinks from the premises.
- Decorations, if used, may only be taped to the walls, or windows. All decorations must be removed at the end of the rental.

INCLEMENT WEATHER

- Upon inclement weather call the City Operated Rain Out Line at (817) 598 – 4151.



FIELD DIMENSIONS AND PREFERENCES
Tournament & Game Use Holland Lake

Base Length (Please circle)

60' 65' 70' 80' 90'

Fence Length (Please circle)

200' Temporary 250' Temporary 300' Permanent

Temporary Pitching? (Please circle)

 Mounds OR  Rubbers

If so which field? and write distances, please: _____ (_____ ft)

The Undersigned Lessee hereby agrees to abide by the rules and regulations established by the Weatherford Parks and Recreation Department. The Lessee also agrees to pay all fees and charges assessed above.

Name of organization _____ Game Date(s) _____

Contact person(s) managing the event's name _____

Contact information: Phone# _____ Email _____

Lessee Signature _____ Date _____

FOR OFFICE USE ONLY:

Approved Denied Pending Notes: _____

David Mote, Recreation Manager _____ Date _____