



Glynn County Recreation and Parks Department Ball Field Rental Agreement – Event/Tournament

RENTER INFORMATION

Renter's Name _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (Home): _____ Phone (Cell): _____ Date of Birth: _____

Email Address: _____

EVENT INFORMATION

Event Name: _____ Type of Event: _____

Requested Event Date(s): _____

Beginning Time (includes set-up): _____ Ending Time (includes clean-up): _____

Estimated Number of Participants/Teams: _____ Estimated Number of Spectators: _____

FACILITY INFORMATION

Circle the LOCATION(S) you are requesting and place an "X" next to the field(s) you want to reserve:

LOCATION	FIELDS REQUESTED	FIELD LOCATION / NAME / NUMBER	MOUND	BASES	FENCE
1		North Glynn Softball Field 1	43'-50'	60'-65'	200'-300'
		North Glynn Softball Field 2	40'-50'	60'-65'	200'-300'
		North Glynn Softball Field 3	40'	60'-65'-70'	200'-300'
		North Glynn Softball Field 4	43'-50'	60'-65'-70'	200'-300'
2		North Glynn Baseball Field 1	50'	60'-65'-70'	200'
		North Glynn Baseball Field 2	54'	60'-70'-80'	200'-285'
		North Glynn Baseball Field 3	54'	60'-70'-75'80'	200'-275'
		North Glynn Baseball Field 4	50'	60'-65'-70'	200'
3		North Glynn Multi-Purpose Field 1	360' x 240' Soccer/Football with Combo Goals		
		North Glynn Multi-Purpose Field 2	360' x 240' Soccer/Football with Combo Goals		
		North Glynn Soccer Field 3	360' x 240' with Portable 8'x24' Goals		
		North Glynn Soccer Field 4	360' x 240' with Portable 6'x18' Goals		
		North Glynn Soccer Field 5	360' x 240' with Small Portable Goals		
4		Mallery Park – Glover Field	40'-46'-50'	60'-65'-90'	270'
		Mallery Park – Butler Field	46'-50'	60'-65'-70'	176'
		Mallery Park – Jaycee Field	46'	60'	150'
5		Demere Park Baseball Field	46'	60'	Open
		Demere Park Soccer Field	Multiple sizes as needed		
6		Howard Coffin Park Baseball Field 1	50'	60'-65'	188'
		Howard Coffin Park Softball Field 2	43'	60'-65'	185'
		Howard Coffin Park Baseball Field 3	50'	65'-80'	280'
		Howard Coffin Park Softball Field 4	50'	65'-80'	275'
7		Howard Coffin Soccer Field	300' x 180'		
8		Ballard Park Baseball Field 1	43'-46'	60'	171'
		Ballard Park Baseball Field 2	46'	60'-65'	190'
		Ballard Park Multi-Use Field 3	Per needs	60'-65'-80'	275'
		Ballard Park Baseball Field 4	46'	60'	184'
		Ballard Park Multi-Use Field 5	43'-46'	60'	140'

FEE INFORMATION

The Event Deposit is required to reserve a field. Field Rental Fee and Advanced Event Staff Fee are required at least thirty days prior to the scheduled event date. The due date for the Field Rental Fee may be modified for multi-day/recurring rentals in good standing with approval of GCRPD. This will be considered on a case by case basis, but payment in full for Field Rental must be made prior to the scheduled event date.

- **Field Rental Fee: \$100 per field per day**
 - Field Rental Fee includes access to restrooms, scorekeeper's room, and lights, as well as field set-up and preparation prior to the first game of the day.
 - Concession stands are operated by an approved vendor under contract with Glynn County Board of Commissioners. Additional concession operations are not permitted without advanced approval of Glynn County Recreation and Parks Department ("GCRPD").
 - Requests for use of additional fields for an event less than thirty (30) days prior to an event are not guaranteed.
 - **Event Deposit: \$100 per day per location**
 - Failure to follow complex rules or failure to leave the complex in the same condition in which it was found will result in forfeiture of deposit.
 - If the event is cancelled by the renter, the Event Deposit is forfeited.
 - Event Deposits is refundable within thirty (30) days after a completed event if there are no outstanding issues that would result in forfeiture of the deposit.
 - Event Deposits may be carried forward for multi-day (recurring) events with approval of GCRPD.
 - **Event Staff Fee: \$25 per hour per employee**
 - GCRPD will schedule one (1) employee per location. The employee will be paid by GCRPD.
 - Depending on the nature and size of the event, GCRPD reserves the right to require additional staff to be on-site during an event. The Renter will incur any additional staff costs. For all-day events, employees will generally begin work approximately 3 to 4 hours after the start of the first scheduled game and will stay through the last game of the night.
 - Renters should reference the Tournament Worker Checklist for a detailed outline of the duties and tasks to be completed by Event Staff. Advanced Event Staff Fee of \$100 per location is due at least thirty days prior to the scheduled event date.
 - GCRPD will invoice the Renter for the balance due after the event based on the actual number of hours worked by event staff. Advanced payment for staff will be applied to the total amount due for event staff.
 - Failure to submit payment for staff will result in cancelation of all future rentals on Glynn County property.
 - The Advanced Event Staff Fee is refundable if the Renter cancels the event and provides at least forty-eight (48) hours notice to GCRPD.
 - GCRPD will provide Renter with an evaluation form after a completed event. Renter will be asked to provide feedback on the performance of the Event Staff. This information will be used to evaluate employees and make improvements and adjustments in services for future events.
-

GLYNN COUNTY RECREATION AND PARKS
POLICIES AND PROCEDURES FOR BALL FIELD RENTALS FOR TOURNAMENTS

1. Procedure:
 - A. A completed Ball Field Rental Agreement – Event/Tournament is required to make a reservation. Verbal requests will not be taken.
 - B. Rentals are on a first come, first served basis.
 - C. Reservations are not guaranteed until all paperwork has been completed and submitted, and payments have been made.
 - D. GCRPD will provide rental groups a permit to show authorization to use the field(s).
 - E. Field dimensions and equipment provided are noted in the Facility Information table.
 - F. Recreation staff must be on-site for multi-game events. Exact schedule to be determined by GCRPD.
 - G. Requests for rentals made less than thirty (30) days prior to an event requiring staff are not guaranteed. GCRPD staff will notify renter if request for rental is approved.

 2. Glynn County Ordinances:
 - A. Renter agrees to adhere to all County rules, regulations, policies, procedures, laws and ordinances.
 - B. Fireworks, explosives, firearms, and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds. (Ch 2-11-7 GCCO)
 - C. Alcoholic beverages are prohibited at all facilities. (Ch 2-11-6 GCCO)
 - D. Smoking is prohibited. (Ch 2-25-4 GCCO)
 - E. Excessively loud noise will not be tolerated and will be determined by Glynn County Police Department. (Ch 2-9-55 GCCO)
 - F. No animals are allowed within the fenced confines of athletic and playground areas. (Ch 2-4-5 GCCO)

 3. Rules and Regulations:
 - A. Use of tents, sunshades, pop-ups, or any other shelter that requires driving spikes for stabilization must be approved by GCRPD.
 - B. No soft toss hitting against fences.
 - C. Any equipment brought to the complex must be removed after the event. GCRPD is not responsible for any items left at the complex overnight.
 - D. Renter is responsible to ensure premises are cleaned and all trash disposed of after the event. If available, recycle containers should be used. All facilities shall be cleaned prior to vacating premises. Failure to clean up all trash will result in forfeiture of deposit.
 - E. Tables, chairs, and all other County property shall not be removed from the facility.
 - F. Field use is limited to the start and end times as noted on the approved rental agreement. Event set-up and clean-up time must be included in the requested hours.
 - G. Unauthorized vehicles and motorized equipment are not permitted in the plaza areas and on park sidewalks.
 - H. Unauthorized concessions vendors or vending of concessions is not permitted without advanced approval of GCRPD.
 - I. Soccer goals should be moved by GCRPD staff only, or under the supervision of GCRPD staff.
 - J. Upon request, renter shall provide a copy of a current Certificate of Liability Insurance policy (\$1,000,000 minimum). Glynn County Board of Commissioners, 1725 Reynolds Street, Brunswick, GA 31520 should be listed as an additional insured and the policy must include a “hold harmless” clause to protect the County.
 - K. GCRPD reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.
-

- L. Violation of any rule or regulation that governs GCRPD programs and facilities will be cause for forfeiture of deposit and barring such individual and/or organization from any future reservation of any Glynn County facility and for the immediate termination of the facility use permit issued pursuant to this application.
- M. The individual or organization requesting the facility will be responsible for any damage or violation of these rules and regulations.

4. Lightning Policy and Procedure:

- A. Renter and rental guests should immediately leave the field and suspend all outdoor activities if lightning is observed or thunder is heard. Everyone should immediately seek shelter in a building or vehicle and remain sheltered until twenty (20) minutes after the last sign of thunder or lightning.
- B. Lightning Prediction Systems are in place at the North Glynn baseball, softball, and football/soccer complexes, and at Ballard Park.
- C. If the lightning prediction system sounds a warning (one 15-second blast of horn), renter and rental guests should leave the fields and immediately seek shelter. Participants may return to the fields when the system gives an all-clear signal (three 5-second blasts of horn). Regardless if the system sounds or not, participants should always seek shelter when thunder and lightning occur.

LIABILITY WAIVER AND RELEASE

I, _____, personally and as the agent for the requesting organization, hereby covenant and agree to release, acquit, and forever discharge GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS, and EMPLOYEES from any and all actions, causes of actions, claims or demands for damages, costs, expenses, compensation, consequential damage, or any other claim resulting or to result from an occurrence or accident, including bodily or personal injury, that happened during the use of the facility. Furthermore, to the fullest extent permitted by law, the applicant, shall indemnify and hold harmless GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS, and EMPLOYEES from and against claims, damages, losses and expenses arising out of or resulting from my acts or omissions or those of the participants using the facility in accordance with my permit, whole or in part, while using the facility. This indemnity shall not apply to acts of omissions caused by the lone, sole negligence or misconduct of any person seeking indemnity.

I have read and fully understand this Rental Agreement and will adhere to the rules and regulations as stated in this agreement.

Signature of Renter: _____ Date: _____

FEE	AMOUNT DUE	PAID / DATE PAID	PAYMENT METHOD / RECEIPT #	BALANCE DUE
Event Deposit				
Field Rental Fee				
Event Staff				

GCRPD Representative: _____ Date: _____

TOURNAMENT DUTIES FOR STAFF

Staff working athletic tournaments will be responsible for the following tasks as outlined below. Work time generally will begin @ 12pm on a Saturday. End time is dependent on tournament schedule.

TASK	FREQUENCY
Check with Tournament Director; Introduce yourself and provide Contact Info; See if there is anything the T.D. needs	Start of the day and every hour or two throughout the tournament; It is especially important to check with the T.D. @ before you leave the park after the event
Check restrooms at assigned complex; Re-stock as needed; Put toilet paper rolls in holders; Do not leave rolls out on the counter or on top of the toilet paper dispenser; Pick up trash/toilet paper off of the floor and countertops; Wipe down countertops if they are wet or dirty; Re-stock soap if needed; Sweep and/or mop floor as needed to remove any excess water on the floor; Empty trash cans; Cleaning supplies are located in the storage room at each complex	Start of the day and at minimum once every hour throughout the tournament; Check, clean, and restock during the final game
Check trash cans; Empty trash bags that are close to full and replace liners as needed; Ensure all trash cans are emptied at the end of the event; Haul full bags to the dumpster behind the maintenance area	Start of the day and at least once every hour throughout the tournament; Check, empty, and replace liners during the final game
Pick up trash off the ground including under the bleachers; Ask T.D. to advise coaches and players to clean up after themselves in the dugouts after each game	This task is constant throughout the day
Check with the T.D. at the beginning of the day to see if he/she wants the fields dragged after every 3 rd game; some only want them dragged and re-lined prior to the championship game; discuss plans to re-line fields; confirm plans with T.D. to re-set distances for bases and/or pitcher's mounds if age groups on fields will change during the day	Morning staff will drag and prep fields for the first game of the day; Tournament staff will need to re-drag periodically (after every 3 rd game) unless the T.D. is OK with less frequent dragging; re-line home plate area prior to championship game
If it rains and there is a need for field conditioner to clear up small wet spots in the batter's box or pitcher's mound area, pour it on the wet spot and use a field rake to spread it around	As needed
If T.D. wants to use the scoreboards, provide him/her with access and equipment needed	As requested by T.D.; Be sure you know how to do this and where equipment is a few days prior to the event
If lights are needed, make sure lights come on as scheduled; do not wait until it is too dark; lights can take a while to heat up to be at their full brightness	Check with Ray Cason or Tiffany Brain a few days prior to the tournament to make sure lights are set to come on if needed; if they need to be turned on manually, be sure you know how to do this a few days prior to the event
Be visible at the park throughout the day; wear a staff shirt; check in with T.D. periodically	Ongoing
Keep gates to maintenance area locked at all times	Ongoing
At the end of the night during the final games: make sure bathrooms are cleaned, trash is off the ground (including around and under bleachers and dugout areas), make sure trash can liners are changed if they are full, make sure the upstairs room is cleaned up and free of trash, lock bathroom doors	Check these items before leaving the park