



TAGGARES PARK TOURNAMENT/LEAGUE RENTAL POLICIES & PROCEDURES

Parks & Recreation • 81 E Pine St. • Othello, WA 99344 • (509) 331-2770 • After hours call: (509) 346-3056

Dear Event Director:

Thank you for considering the City of Othello for your upcoming event. Please take a few minutes to review the attached information. For questions and assistance in planning your event please contact:

Valerie Hernandez
Parks & Recreation Coordinator
vhernandez@othellowa.gov
Phone: (509) 331-2770
Fax: (509) 488-3701

Parks & Recreation Assistant
@othellowa.gov
Phone: (509) 331-2770
Fax: (509) 488-3701

Please follow the steps below to allow adequate time for processing and preparation for your event:

1. Read the Tournament and League Field Use Application and Information Guide. If you have any questions, please contact the person listed above.
2. Complete the following items and submit them to the Parks and Recreation office by the deadlines provided in this guide.

TOURNAMENT/LEAGUE APPLICATION CHECKLIST

- Submit Signed Field Use Application/Hold Harmless Agreement**
- Pay Complex Rental Fee in Full**
Note: Complex Rental Fee must be paid in full at the time of application. Applications must be submitted no later than thirty (30) days prior to the tournament date or start of league play. All insurance requirements will be due thirty (30) days prior to the tournament date or start of league play.
- Pre-tournament walk through is required prior to the first game of tournament or league**

TOURNAMENT AND LEAGUE FIELD USE APPLICATION & INFORMATION GUIDE

DEFINITIONS OF TERMS

“Event Director” is defined as the activity organizer, promoter or representative responsible for coordinating the public or private use activity within the City of Othello Taggares Park Sports Fields. The term “Event Director” can be applied to any individual renting the Taggares Park Sports Fields or facility for any length of time. The Event Director must be 18 years of age or older to apply.

TERMS & CONDITIONS OF USE

The following rules and regulations will be in effect for the Taggares Park Sports Fields. The reserving party will be responsible for ensuring that all rules and regulations and adhered to.

PROHIBITED ACTIVITIES

Any activity that is prohibited by Federal and/or State Law, Othello Municipal Code or park use rules and regulations.

LAWS, RULES AND REGULATIONS

Event Directors and users will comply with all Federal and State laws, City Ordinances, Park Codes and Regulations governing the use of the City of Othello park system for public and private special use. Said laws, rules and regulations, as applicable, are available to Event Director during the application process. Individuals are responsible for any damage to person(s) or property when equipment leaves the complex. For example, but not limited to, a homerun ball hit over the outfield fence, breaking a vehicle windshield or causing a dent. If the individual who caused the damage does not take responsibility, the Event Director will be responsible for the damage. Changes, alterations, or defacement of property to any facility, its furnishings or equipment is prohibited. Any person or group causing damage to City property or equipment will be required to pay the cost of cleaning or repair, including City of Othello personnel time at the cost of time and materials, as determined by the Public Works Director. Until full payment for damage is received, the City of Othello shall have the right to deny future applications without any stated cause.

CONDITION OF PREMISES

The Event Director will accept the premises, to be used for tournament and/or league play, in its current condition at the times designated on the application for use.

USE PRIORITY FOR TOURNAMENTS AND LEAGUES

- 1st priority: City of Othello sponsored events
- 2nd priority: Previous/established leagues and/or tournaments

RESERVATION

Reservation must be made at least thirty (30) days prior to the the date requested.

FIELD RENTAL FEES

Field rental fees are a compensation for use of facilities to help recoup additional operating costs incurred as a direct result of use. Fees will be charged for individuals, companies or groups who wish to reserve the Taggares Park Sports Fields for practices, games or tournaments. Please see the fee schedule on the Field Use Application. In the case of tournament and league rentals, the complex rental fee must be paid in full at least thirty (30) days prior to the event date requested to secure dates. In the event tournament or league play is cancelled by groups reserving multiple dates, or by groups with a history of cancellations, the full complex rental fee shall be forfeited. Failure to pay in accordance with these guidelines will result in denied access to fields.



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INSURANCE

All tournaments and/or leagues using the Taggares Park Sports Fields are required to provide proof of a commercial general liability insurance policy and the City of Othello must be named as an additional insured by endorsement of said policy. Coverage cannot be cancelled or reduced without thirty (30) days written notice to the City of Othello. **Special Events Liability Insurance may be available through the City of Othello's insurance carrier, Washington Cities Insurance Agency.**

- Any tournament and/or league reservation will require insurance limits of one million (\$1,000,000) per occurrence in commercial general liability with an aggregate of two million (\$2,000,000) with the City of Othello listed as "additional insured".
- Insurance policies will be **required thirty (30) business days prior** to the first day of tournament/league play.

GAMES TIMES

Games shall not start before 8:00 AM and all games shall be completed by 11:00 PM.

FIELD MAINTENANCE

- The City's field maintenance personnel have the final authority regarding the play-ability of the fields prior to the start of each game. The City's field maintenance lead will consult with the Event Director and the Umpire-in-Chief regarding the play-ability of the fields during inclement weather. When innings are in progress, the Umpire-in-Chief will make the decision to continue or stop play.
- City of Othello maintenance personnel will be on-site at the fields during tournaments only.
- Players and participants must stay off the infields when field maintenance personnel are performing infield maintenance. Failure to vacate the infield will result in a delay of the game.
- Field maintenance standards include, but are not limited to:
 1. Dragging the infield and raking around the bases
 2. Watering the infield
 3. Chalking lines and boxes
 4. Resetting bases and plates if needed
- Facility maintenance will be provided by the City during the course of tournaments. Facility standards include, but are not limited to:
 1. Restock and clean restrooms as needed
 2. Empty garbage cans when full or as needed
 3. Pick up litter and trash around grounds
- At no time is any material such as sand, dirt, portable equipment, or other substances, unless approved by the City of Othello, to be added or taken off any infields.
- No field work or maintenance will be done to the fields by anyone other than City of Othello field maintenance personnel.
- The Event Director is responsible for informing field maintenance personnel if a problem arises with field conditions during tournament and/or league games. Maintenance personnel contact information will be provided to the Event Director five (5) days prior to tournament and/or league play.

DAMAGES

The Event Director of organization using the Taggares Park Sports Fields is responsible for any damage to City property and shall reimburse the City for such damages. Any person or group causing damage to property or equipment will be required to pay for the cost of any replacement equipment, cleaning or repair, including City of Othello personnel time at the cost of time and materials, as determined by the Public Works Director. Failure to pay in accordance with these guidelines will result in denied access to fields. A \$500 damage deposit will be required at the time of application.

PRE-TOURNAMENT WALK-THROUGH

The Event Director (or designated individual) is required to attend a pre-tournament/league walk-through of each field being used. The Event Director is responsible for scheduling a time one-week prior (or as agreed upon with City of Othello staff) to the rental date to visit the Taggares Park Sports Fields and review the specifics of each field and/or facility. Walk-throughs must be pre-scheduled and will not be a drop-in situation. Please allow at least one hour of time for the walk-through.

CLEAN-UP

- The Event Director is responsible for ensuring all litter is properly disposed of prior to exiting the facility.
- All items brought in by tournament and/or leagues must be removed. The City is not responsible for any items left-over by a tournament or league.
- If any additional cleanup is required due to use, the City shall assess these costs to the Event Director, at the cost of time and materials, as determined by the Public Works Director. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to fields.

VEHICLES IN PARK/COMPLEX

Vehicles will be allowed in the complex on the concrete only for the purpose of loading and unloading equipment. Vehicles must be removed immediately following loading/unloading of equipment and parked in the parking lot during tournament and/or league play. All vehicles must abide by the City of Othello's policy on Vehicles in Parks or Public Property, Othello Municipal Code (OMC) 9.04.030. non-abiding vehicles will be cited and fined.



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ALCOHOL IS NOT PERMITTED IN ANY CITY OF OTHELLO PARKS OR FACILITIES (OMC 8.09)

Event Directors are required to inform all participants to abide by this ordinance and to assist in enforcing this ordinance. Police will be notified if evidence of alcohol is found on the premises. Police will also be scheduled during tournaments to walk through the athletic complex to ensure compliance of this rule.

NO DOGS ALLOWED IN THE FACILITY

Service dogs are permitted with a visible vest, collar or harness. At any time a City Employee can ask for verification, paperwork or ID for the animal or its training.

POSSESSION OF FIREARMS AND/OR WEAPONS IS STRICTLY PROHIBITED.

SMOKING OR TOBACCO USE IS PROHIBITED IN ALL CITY OF OTHELLO FACILITIES (INCLUDING RESTROOMS) AND MUST BE TWENTY-FIVE (25) FEET FROM ANY PLAYGROUND STRUCTURE, BUILDING ENTRANCE OR VENTILATION SOURCE.

ADMISSION/GATE CHARGE

Ticket sales or gate charges shall not be initiated by the user unless written consent is given by the City of Othello.

BANNERS

All banners, flyers, announcements, advertisers and/or advertisements to be posted in the facility or used and/or promoted with event requires approval of the City of Othello and must abide by OMC 8.26 and 14.58.

MUSIC/PUBLIC ADDRESS SYSTEMS/NOISE ORDINANCE

When music or a public address system is necessary for tournament and/or league play, City of Othello approval is necessary. The Event Director must review and comply with OMC 5.38 related to Noise Control.

EMERGENCY SITUATIONS

In the event an emergency occurs during the tournament and/or league play please contact Emergency Services at 911.

NON-EMERGENCY SITUATIONS

If a problem occurs during tournament and/or league play and is non-emergency in nature; i.e., a sprinkler comes on, problems with the fields or backed-up toilets, call (509) 331-2770. If a non-emergency situation occurs on a weekday after 4:00 PM or on weekends, call (509) 488-3314 and the appropriate personnel will be dispatched.

GENDER EQUALITY AND CONCUSSION MANAGEMENT

Users of City of Othello athletic fields and youth sports facilities shall comply with RCW 4.24.660 (Zackery Lystedt Law) regarding youth sports concussion and head injuries. All users of athletic fields and facilities shall comply with the City of Othello's Gender Equality Policy, pursuant to RCW 49.60.550.

INDEMNIFICATION AND HOLD HARMLESS

The person or organization entering into a rental agreement with the City of Othello for the use of City of Othello facilities or equipment described on the Taggares Park Sports Fields Field Use Application certifies that the application information given is current. The signed application further states that as the Event Director, he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Othello for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of City of Othello facilities or equipment will be reported to City of Othello authorities immediately. The applicant agrees that the City of Othello and its agents or employees will not be liable for any damage to person or property by reason of the acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the City of Othello and its officers, employees, directors, volunteers and agents from claims, liabilities, or suits, arising out of injury to person or property from the acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Othello.

ANY VIOLATION OF THESE RULES AND REGULATIONS MAY RESULT IN DENIAL OF FURTHER USE OF CITY OF OTHELLO FACILITIES.

TAGGARES PARK AMENITIES

- 1. Playground Area**
- 2. Shelters- Rental occupants have priority.**
- 3. Soccer Fields/Football Fields - Rental occupants have priority.**



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TOURNAMENT FEES

(Generally applied to sporting events with one or more games per day, occurring over consecutive days on one or more fields)

FIELD RENTAL FEE: \$142.80 PER FIELD, PER DAY (FRIDAY-SUNDAY ONLY)

- Fields are prepared and lined prior to games, unless otherwise noted.
- Must be paid in full at the time of application, for scheduling reasons.
- Tournament schedule must be submitted five (5) business days before the tournament, or earlier if possible. You may fax your schedule to (509) 488-3701 or e-mail to: vhernanadez@othellova.gov
- Please contact Valerie Hernandez at (509) 331-2770 to discuss details if needed.

LEAGUE FEES

(Generally applied to sporting events with one or more games per week, occurring over a period of weeks on one or more fields)

FIELD RENTAL FEE: \$41.82 PER FIELD, PER DAY

- Fields are prepared and lined prior to league games and during City business hours, unless otherwise noted.
- Must be paid in full at the time of application.
- A league schedule must be submitted five (5) business days before the first league game, or earlier if possible. You may fax your schedule to (509) 488-3701 Attn: V.Hernandez or e-mail to: vhernanadez@othellova.gov
- Please contact Valerie Hernandez at (509) 331-2770 to discuss details if needed.

CANCELLATION

- Field rental cancellation must be made at least ten (10) business days prior to tournament date or league games. Failure to do so will result in forfeiture of full complex rental fee. Cancellation request must be submitted in written form (e-mail, faxed, etc.) to the Parks and Recreation Office.
- Fees will only be refunded if the City of Othello has to close the fields for safety reasons or tournament/league games are rained out before they begin, as determined by City of Othello personnel. Or Event Director may call to reschedule tournament or league games in the event of a rainout or closure.

**PLEASE FILL OUT THE FOLLOWING
Taggares Park Sports Fields TOURNAMENT/LEAGUE FACILITY USE APPLICATION**



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***This form is for tournament or consecutive weekly use**

NAME OF ORGANIZER: _____ RENTAL DATE: _____ ESTIMATED # IN ATTENDANCE: _____

PHONE: _____ EMAIL: _____ PURPOSE OF EVENT: _____

ADDRESS: _____ CITY/STATE/ZIP: _____ ALTERNATE CONTACT NAME: _____

SPORT REQUESTED: SOCCER FIELD FOOTBALL FIELD

TYPE OF USE: LEAGUE GAMES TOURNAMENT

DURATION OF USE: WEEKLY WEEKEND M T W TH F S SU

FIELDS REQUESTED: F1 F2 F3 F4 F5 F6 F7

ADDITIONAL NEEDS: _____

The sale of anything by the user or participants requires prior approval by the City of Othello. The Event Director is responsible for obtaining all permits for the sale and distribution of items including, but not limited to: City of Othello Business License, WA State Health Department Food Handler's Card and Adams County Health Department Temporary Food Establishment Permit. Proof of permits will be required fourteen (14) business days prior to event.

DO YOU PLAN TO:

SELL MERCHANDISE? YES NO

SELL SERVICES? YES NO

The organization and individuals using public facilities agree to protect and to indemnify for costs, legal and other expenses the City, its officers, employees, elected officials and agents from any and all claims, liabilities or suits related to or arising from acts of omission of such organization or individuals in connection with the use of any such public facility.

I, the undersigned, have read the policies for the rental/use of City of Othello facilities and will abide by the attached policies.

EVENT DIRECTOR/RENTER SIGNATURE: _____ **DATE:** _____

FOR OFFICIAL USE ONLY:

Rental Type	Fee	Unit	Total
Sports - League Rental	\$41.82	____ Fields x ____ Days x \$41.82 =	\$
Tournament Rental	\$142.80	____ Fields x ____ Days x \$142.80 =	\$
Will you have Park Vendor? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	See City Hall	All vendors are required to have permits	NA
Damage Deposit	\$510.00	\$510.00	\$
BALANCE DUE:			\$
APPROVED BY:	DATE:	RECEIPT #:	