

SALINA PARKS & RECREATION TOURNAMENT RESERVATION / APPLICATION FORM

Name of Tournament: _____ Today's Date: _____

Type of Tournament: _____ Complex: Bill Burke ___ Bondy ___ ECRA ___ Field(s) _____

Tournament Date (1st Priority): _____ Tournament Date (2nd Priority): _____

Tournament Sponsor: _____ Address: _____ Phone: _____

Tournament Director: _____ Address: _____

E-mail: _____ Home Phone: _____ Work Phone: _____

Does your organization wish to operate your own concession? YES ___ NO ___
 Fees for operating concessions: BILL BURKE DIAMONDS (\$250) ___ ECRA DIAMONDS (\$100) ___ MATSON FIELD (\$100) ___
 Will you use lights? YES ___ NO ___ Need Scoreboards? YES ___ NO ___ Will you charge gate admission? YES ___ NO ___
 Will you use a game field to game field vehicle of any kind? YES ___ NO ___
 Will you want field set-up before each day? YES ___ NO ___ Will you require maintenance between games? YES ___ NO ___

TOURNAMENT RESERVATIONS RULES & REGULATIONS

1. Reservations will be made for organizations (civic, fraternal, etc.) team representatives or legitimate businesses only.
2. The following City of Salina ball diamond rental fee shall apply to all users: \$55.00 per 1 field/day + \$30.00 each additional field/day.
3. There is a \$100 non-refundable deposit due upon tournament reservation to hold the tournament date, equipment damage and extra facility clean-up. The organizer will be responsible for any damage to maintenance equipment, bases, scoreboard controllers or fields, and will be responsible for all costs associated with such damage. Also, tournament organizers will be responsible for any additional expense for clean up of the total area; as well as, additional labor/materials in the event of rain. If equipment is returned in good condition, all trash is picked up, the deposit will be returned and/or applied to the cost of the tournament.
4. All tournaments must have prior Salina Parks and Recreation Department approval before spectator admission can be charged. Groups using City of Salina ball diamonds where an admission fee is charged to spectators shall pay a fee of \$20.00 per team entered in the event, unless waiver of fees is approved prior to tournament by the Parks & Recreation Advisory Board.
5. Scoreboards may be used during tournaments. Organizers will be responsible for securing scorekeepers and responsible for proper use and care of control panels.
6. For all tournaments, there will be a \$32.00 per field set up charge (\$5.00 extra per field for painted foul lines), which includes all dragging, chalking, and watering down of infields (if necessary). NOTE: If extra LIGHT maintenance is requested between games, tournament organizers will be billed an hourly rate of \$9.00 per worker/hour.
7. For tournaments requesting lights, diamond lights will be billed at the rate of \$25.00/field/hour. The Field Supervisor will be responsible for turning on and off lights.
8. **The fields and grounds of the complex must be cleaned and ALL TRASH placed in its appropriate trash containers.** Full bags must be secured, removed and set to the side of the trash receptacle. Hauling of bags to dumpster will be provided by City Staff. The City of Salina has the right to withhold any amount of the \$100.00 deposit associated in the clean up costs, if not completed on the last day of the tournament.
9. The City of Salina is contracted with concessionaire's for all athletic fields. However, if tournament organizers wish to operate concessions, the contracted concessionaire must agree AND tournament organizer must pay a concession fee of \$100.00 at ECRA & Matson and \$250.00 at Bill Burke prior to start of tournament.
10. No vehicles (cars or trucks) will be allowed off the hard surfaced parking lot. Spectators must park in designated parking areas only. If organizers wish to use transportation from field to field, **only gas or electric vehicles with a governor (golf carts, small utility vehicles, mules, gators) will be allowed (NO ATV's) with operator's 18 and over!** The Parks and Recreation Department must approve all motorized vehicles prior to the tournament.
11. A City of Salina field supervisor will be scheduled and be on-site throughout the entire tournament at the rate of \$12.00/hr to be paid by the tournament organizer.
12. The Salina Parks & Recreation Department reserves the right to postpone or cancel any games and/or tournaments due to inclement weather conditions.

*** I hereby acknowledge and agree to these Rules and Regulations, with the understanding that my deposit may be forfeited if I fail to abide by the terms and conditions as described within. I also understand that my privileges for hosting future tournaments on Salina Parks and Recreation facilities may be suspended for not complying with these Rules and Regulations.

(Signature of Tournament Director)

SALINA PARKS & RECREATION OFFICE USE ONLY!!

Name of Tournament: _____ Type of Tournament: _____

of Salina Teams: _____ # of Out of Town Teams: _____ Date Key Issued: _____ Date Key Returned: _____

(Circle one) Condition of Grounds: Excellent Fair Poor Condition of Equipment: Excellent Fair Poor

Reservation/Equip./Trash Deposit:	Date Paid:	\$100.00
Field Supervisor:	# of hours _____ @ \$12.00/hour	
Spectator Admission Fee Charged:	Yes ___ No ___ # of teams _____ @ \$20.00/team	
Concession Fee:	Matson (\$100) ___ ECRA (\$100) ___ Burke (\$250) ___	
Ball Diamond Rental Fee:	# of Diamonds _____ # of Days _____ \$55 – 1st Diamond/Day, \$30 – Day/Additional Fields	
Maintenance (Set up) Fee:	# of Fields: 1st Day ___ 2nd Day ___ 3rd Day ___ (\$32/Field)(\$5 extra painted lines)	
Lights:	_____ Hours @ \$25.00	
Maintenance Between Games:	_____ Hours @ \$9.00	
Extra Maintenance for rain:	Description:	
Other Charges:	Description:	
Deposit Deduction:	Refer to deposit above...	-\$.00
Total Charges Owed:	Date Paid:	