



Athletic Field Use Application – Tournaments
BerJuan Sportsplex, Schuman, and Green Acres Fields

Park Update Line: 573-364-0847

Reservations requested the day of the event may be taken at the discretion of the Parks & Recreation Department.
 Cancellations/modifications received less than 48 hours prior to the reserved date will not be eligible for refund/approval.

Applicant/Organization Name (s): _____

Address: _____

Tournament Name: _____

Tournament Dates: _____ Start Time: _____ End Time: _____

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Tournament Director: _____ E-mail: _____

Daytime Phone: _____ Evening: _____ Cell: _____

Tournament: Men _____ Women _____ Co-ed _____ Youth FP _____ Youth Baseball _____

Association: ASA _____ USSSA _____ NSA _____ AFA _____ Other _____

Fields Requested: Kimmel _____ Morgan _____ Kwantes _____ Bayless _____
 Schuman _____ Green Acres _____

Field Lights Needed? Yes _____ No _____ If yes, Start Time: _____ End Time: _____

Start and End Times MUST include setup and cleanup, if applicable.

Sports Field Rental – all day			
User Fees are Per Field	# of Fields	User Fee	Fees Due
Field Rsvn/Prep – per day		100.00	
Add'l Field Prep – per day		50.00	
Lights – per day		25.00	
Portable Fencing – per field		150.00	
Portable Mounds – per field		15.00	
Scoreboards * – per field		25.00	
*Lost or damaged scoreboards or remotes to be replaced at cost			
Total User Fees Due			

Tournament Guidelines and Agreement

Applicant understands that reservations are only for designed area/facility permitted and limited to activity listed. Use of other areas/facilities not listed on the permit will result in User Fees assessed and may be grounds for removal from City property.

1. Admission/gate fees shall not be charged to the general public to any City facility for any event without prior approval from the Parks & Recreation Department.
 - Will there be a general admission charge? Yes _____ No _____
2. Tournament Director shall submit, in advance, written agreement of the tournament date and expected number of fields required. Payment due at the time of reservation.
3. Tournament Director shall submit completed tournament brackets to the Parks & Recreation Department by 12:00 p.m. two (2) working days before the tournament.
4. In the event that applying Organization needs to cancel, Tournament Director must notify Rolla Parks & Recreation Department of cancellation by 2 p.m., two working days before the tournament, to avoid forfeiture of tournament fees.
5. All sports field preparation shall be done by the Parks & Recreation Department. Crew will prepare fields each morning before play, at a charge of \$100 per field, per day. If additional prep is needed during the day, a \$50 fee per field will be charged. If there is rain, Parks Crew will use the same drying procedures at the start of each as used for league play (i.e., up to two bags of drying agent will be used per field). If the Tournament Director requests extra bags of drying agent to be used, Parks Crews will apply the additional number of bags at a rate of \$20.00 per bag.
6. Tournament Director/Organization is liable for all damages that occur to the premises in conjunction with the tournament. ***Lost or damaged scoreboards or remotes to be replaced at cost.** Organization is responsible for keeping area clean from trash and debris, as a result of the event.
 - A trash dumpster is located on the north side of the concession stand.
7. The Parks Department will not commit to having the fields ready for play in less than four (4) hours in the event of rain during the tournament. The Parks Department reserves the right to cancel tournament at its discretion.
8. Applicant agrees to call the Park Update Line, at 573-364-0847, prior to their event to make sure their rented facility is not closed due to unforeseen circumstances.
9. Tournament Director shall assume all responsibility for the tournament and shall serve as designated liaison with the Parks Department. Organization agrees to indemnify and hold harmless the City of Rolla, its employees and agents, for all liability claims arising out of the event. The City reserves the right to request a Certificate of Insurance showing the City as additionally insured with specific liability coverage as deemed necessary by the City.
10. Applicant agrees to comply with all City codes, applicable laws, regulations, and orders of the City Administrator.

