



Tournament / League Checklist & Key Checkout

Issued to: _____ (Tourn./League Dir.) Date Issued: _____
Organization: _____ **League / Tournament / Event**
Key Tag #: _____ Return by Date: _____
Email: _____ Phone: _____
Staff Issuing Key: _____ Deposit Paid: \$ _____

Please do yourself a favor and become familiar with all the details of the Athletics Ballfield Manual and the fields associated with your league. Any questions that can be asked and addressed prior to your league experience will help make it great for ALL.

Tournament Expectations:

- _____ **DO NOT** access fields that are locked, or not being used for tournament play.
- _____ **DO NOT** perform field maintenance on any field (i.e. digging trenches; dragging with unauthorized equipment / tractors / 4-wheelers; watering).
- _____ **DO NOT** remove bases or equipment from one field and take to another location. Misplaced equipment could result in the host organization being charged for replacement.
- _____ **DO NOT** dig up and/or remove pitching rubbers, home plates, or whiskers on any field. Base pegs should be located approximately 4"-6" to the home plate side of each whisker if not identified by a cap with whisker. When removing base peg caps, make sure they remain behind home plate along the backstop for easy return when bases are picked up after games. Do not place them in dugouts, or outside the field of play.
- _____ **DO NOT** leave your key in a padlock while using the field.
- _____ Field lights should not be turned ON more than 45 minutes prior to sunset, unless overcast conditions exist. Lights are billed at 15 minute increments and based on average ON/OFF schedule of locations where use is tracked.
- _____ Pets are **NOT** permitted in the Densmore Park ballfield complex with the exception of service dogs. Please communicate this with all visiting teams.
- _____ Lightning / Severe Weather Action Plan - If lightning is identified as striking within a 10 mile radius via any weather app., athletic field use must be suspended, and the complex vacated. Patrons should be instructed to wait in their vehicles. Thunder can usually be heard at a distance of about 10 miles, and also be used as an accurate signal when determining when to end play. Play should not resume until 30 min. after the last lightning was visible, or thunder was heard.
- _____ If teams are playing catch or practicing their swings, please do so utilizing the warning tracks or agrilime surface because regular wear and tear in the same location is extremely hard on the turf, and creates places for water to pool when it rains.
- _____ Vehicles should not go around barricades, and/or park off pavement. Organizations will be invoiced for damage to park property during tournament play.

_____ Make sure all equipment (rakes, drags, line markers, etc.) and bases are picked up, returned to, and locked in the proper storage areas before leaving the fields each night. No equipment or supplies should be left at any field / site following the completion of the final game. Take everything with you following your last game played, including concessions supplies / product.

_____ If restrooms require being unlocked, they **MUST** be locked at the end of your use. If left unlocked, user risks being charged for any vandalism that may occur as a result.

_____ Place tarps over mound & home plate after last games each night at Densmore Fields #1 & #2.

_____ Check that sheds, dugouts, and concession areas are cleaned of trash and organized.

_____ If using City ballfields on Sundays when City softball league play is also happening on those fields, games **MUST** conclude by **2 PM**.

At the conclusion of your games where City softball leagues are played, you must rake and drag the entire field; chalk the base paths and batter's boxes; and place the bases at 70' at Mahoney, and/or identify where the 70' pegs are; and make sure the 50' pitching rubber is visible.

Failure to do the above listed tasks will result in the following fees being assessed on your tournament invoice:

- \$225 4 field complex (i.e. Mahoney or Lewis)
- \$115 2 field complex (i.e. Sawyer-Snell, Holmes)
- \$75 Single field (i.e. Ballard)

_____ If using Mahoney or Lewis concession areas, please note they will need cleaned before and after use. All vendors will be required to have on hand their Permit to Conduct Business, and Food Handlers Permit, if required. Leave nothing in concessions' areas following your last game.

_____ Keys not returned by date listed **WILL** forfeit their key deposit and risk paying a portion of associated costs for replacing locks and keys.

_____ **Please identify the site directors for each of your sites:**

Location: _____ Name: _____ Cell #: _____

Location: _____ Name: _____ Cell #: _____

Location: _____ Name: _____ Cell #: _____

Location: _____ Name: _____ Cell #: _____

Location: _____ Name: _____ Cell #: _____

Location: _____ Name: _____ Cell #: _____

Signature: _____

Date: _____

Deposit Returned: Yes _____ No (reason) _____

Returned By: _____

Issued # _____ copies of this form to be shared with site directors & coaches.