

# City of Lufkin

## Field Rental Guide

Parks and Recreation Department





Welcome!

In this document, you will find baseball/softball fields and multi-use fields available to rent within the City of Lufkin. Included are the address of the fields, an overhead view of the field, the approximate field sizes at each field, and amenities at that field or park. This does not include trails or open spaces, and the information herein is not all-inclusive.

## City of Lufkin Field Rental Information

Parks and Recreation  
516 Montrose St. Lufkin, Texas 75901  
(936)633-0250

**Filed Rental by definition** – Field rentals are **NOT** field usage agreements. Field rentals may be utilized when an organization is seeking to host a series of or practices on City Property. Field reservations must use the fields as they are and not changes to bases or mounds can be made without written consent. All organizations seeking day rentals must contact the Parks and Recreation Department.

### **To request a field, please follow these steps and procedures:**

1. Contact the Lufkin Parks and Recreation Office at 516 Montrose St. Lufkin, Texas 75901. Or call (936) 633-0250 Monday – Thursday 8:00am- 4:00pm.
2. Requests must be submitted twenty-four (24) hours prior to the desired reservation.
3. A minimum of a two (2) hour rental is required. All reservations must be on the hour.
4. Payment is due in full to secure a field rental.

The City of Lufkin reserves the right to close fields due to safety issues or inclement weather. In the event of inclement weather and fields are closed, the renter will receive a rain out credit.

## **FIELD RENTAL IMPORTANT DATES**

### **Rental Season for Turf Fields**

### **Rental Season for Dirt Fields**

Spring March 1- May 31	Spring: February 1-May 31
Summer: Jun 1-Aug 15	Summer: June 1- August 15
Fall: Aug 16-Oct 31	Fall: August 16- October 31
Nov 1-Nov 31 <b>SPECIAL PERMIT</b>	Nov 1- January 31 <b>SPECIAL PERMIT</b>

- All reservations are dependent on good weather,
- Dirt fields water is on from March 26<sup>th</sup> – November 1<sup>st</sup>
- All Park Hours: 8am- 10pm
- Rental seasons are approximate and weather dependent.

### **Cancellation/Refund Process**

1. The City of Lufkin reserves the right to close fields due to safety issues, field rest and maintenance, and/or inclement weather. In the event of inclement weather and fields are closed, the renter will receive a rainout credit. If the renter is unable to apply the rainout credit, a full refund will be given for rained out date(s).

- Renters failing to honor any field closures are subject to additional fees to cover costs of repairs and any future reservation will be denied.
- It is the responsibility of the renter to know the status of the field conditions to maintain safe and playable fields for all groups. Please call the Parks and Recreation office for weather updates.
- The field(s) may not be used, and activities must be cancelled when any of the following conditions exist:
  - Standing water on the infields of ball fields or goal mouths/midfield
  - Muddy infields
  - If mud cakes or clings to shoes
  - Steady rain or lightning
  - Grass is sparse or field is worn badly, and ground is saturated or if turf can be displaced from the ground.

2. In the event the renter decides not to use the field due to a change in weather conditions or field conditions. The renter has twenty-four (24) hour to give notice to the Athletic Superintendent in order to receive a credit. If it is after the twenty-four (24) hours the renter will be charged the full amount as stated in the original permit. It is the responsibility of the renter to accurately determine the number of fields and hours of usage. Unused fields or practices ending early will not be refunded.

### **Determination future ability to rent field(s)**

The Director of Parks reserves the right to cancel or reschedule a rental at any time. Actions which may warrant cancellation include:

- Fees and/or required documentation are not submitted prior to the deadline.
- Damage or alterations to field(s) and/or surrounding property.
- Participants, spectators, coaches, or officials have demonstrated problematic, dangerous, or violent behavior.
- Sub-leasing of time is strictly prohibited. Renters found to be sub-leasing will lose all current and future access to field rentals.
- The organization is in violation of the City of Lufkin's non-discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.

## **RENTAL RULES AND REGULATIONS**

1. NO ALCOHOLIC BEVERAGES ALLOWED IN ANY PARKS.
2. NO SMOKING ALLOWED IN ANY PARKS
3. The Parks Department reserves the right to cancel field rentals at any time.
4. Rentals have priority over drop-in usage and must provide proof of rental with a valid field rental receipt.
5. Field usage may also be cancelled due to the playability of the field. If cancellation occurs due to poor field conditions caused by weather, a credit or a refund will be given. Call the Parks and Recreation office (936-633-0250) for updates.
6. Time is configured to the nearest hour. Two-hour minimum requirement.
7. Play is permitted only when conditions allow; no play when snow or standing water is present or when field damage may occur. If an organization plays on a closed field, the organization will be billed for all damage.
8. All park rules and regulations and City ordinances must be adhered to by participants renting the field. This is the responsibility of the renter.
9. Alterations to the field is a violation of the permit and can be a cause for immediate termination of the rental and future rentals with no refunds.
10. Sub-leasing of time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will lose all access to the specific field(s) in question.
11. No collection of charges to spectators may take place without written approval of the City of Lufkin.
12. All trash must be collected and placed in the proper receptacles before leaving the reserved area. Example: dugout, parking lot, playing field, picnic shelters.
13. No glass bottles are permitted in any park operated by City of Lufkin.
14. Individuals shall **NOT** use any violent, obscene or profane language while on the park grounds nor shall anyone conduct him or herself in a disorderly manner or commit any nuisance that interrupts the normal operations.
15. Individuals shall **NOT** solicit the sale of any merchandise or solicit contributions whether public, private profit or non-profit, without prior written authorization from the City of Lufkin.
16. Fields may **NOT** be sublet to other users/agencies/organizations for practices, tournaments, clinics or any other special event without written authorization of City of Lufkin.
17. Practices may **NOT** have paid officials or formal scrimmages without written authorization.
18. Practices are not to exceed time specified on the reservation.
19. Vehicles of any kind are not permitted on fields or in the complex.
20. All vehicles must park in designated marked space. Vehicles will be ticketed and/or towed if parked in non-designated parking areas.

## **TURF FIELD RULES AND REGULATIONS**

**You must know the rules provided by the City of Lufkin while using the Morris Frank Park Turf Fields. Please be aware the fields are always monitored, and any violation of the rules and regulations will result in an ejection from the facility and revoke any opportunity for future use.**

**1. Only players, coaches, officials, and Parks and Recreation Staff are allowed on the field of play. Parents and family members may sit in the bleachers or outside of the fence but may not be on the turf fields.**

**2. No metal cleats or spikes. Plastic or rubber cleats must be no longer than 3/4". All footwear must be cleaned prior to entering the field.**

**3. Water Only! No other drinks allowed (i.e. No Gatorade, sports drinks, fruit punch, etc.). Water bottles are okay but must be thrown in the trash after use.**

**4. Absolutely no food or gum allowed on the turf (i.e. no sunflower seeds, no gum, no peanuts, etc.). People eating food should not enter the turf fields.**

**5. Absolutely no furnishing allowed on the turf. That includes no tables, chairs, canopies, tents, goals with spikes, or other similar items.**

**6. No pets.**

**7. No field markings of any sort.**

**8. No bicycles or vehicles are allowed on the turf fields, except those operated by City personnel.**

**9. No field markings of any sort.**

**10. No smoking anywhere on park grounds.**

**11. You must always follow the directions of the City of Lufkin's Staff.**

**12. No outside locks will be permitted on field gates.**

**13. Failure to comply with any of the field rules WILL result in the City revoking reservation privileges.**

# Athletic Field Locations & Dimensions

## Youth Baseball and Softball Turf Fields

Morris Frank Park

513 Windsor Dr. Lufkin, Texas



### Field 1

Dimensions-150ft

Base Distance-50ft

### Field 2

Dimensions-150ft

Base Distance-55ft

### Field 3

Dimensions-200ft

Base Distance-60ft

Portable Pitching Mound Distance-46ft

### Field 4

Dimensions-200ft

Base Distance-60ft

Portable Pitching Mound Distance-46ft

**Field 5** Dimensions-300ft

Base Distance-90ft

Portable Pitching Mound Distance-46ft

## Athletic Field Locations & Dimensions

### Youth Softball Fields

Morris Frank Park

513 Windsor Dr. Lufkin, Texas



#### Field 1

Dimensions-220ft      Pitching Distance-35ft  
Base Distance-60ft

#### Field 2

Dimensions-200ft      Pitching Distance-35ft  
Base Distance-50ft

#### Field 3

Dimensions-200ft      Pitching Distance-35ft  
Base Distance-60ft

#### Field 4

Dimensions-200ft      Pitching Distance-35ft  
Base Distance-60ft

#### Field 5

Dimensions-200ft      Pitching Distance-35ft  
Base Distance-60ft



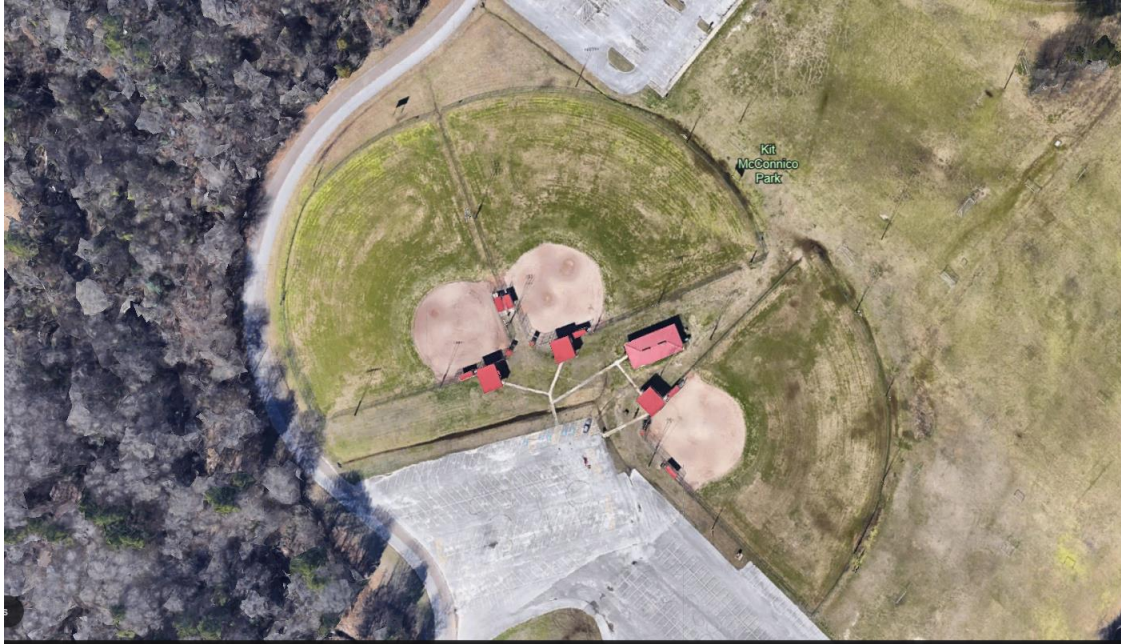
# Athletic Field Locations & Dimensions

## Adult and Youth Softball Fields

### (Lower Fields 1-3)

Kit McConnico Park

903 Moffet Rd Lufkin, TX



#### Field 1

Dimensions-300ft      Pitching Distance-50ft  
Base Distance-70ft

#### Field 2

Dimensions-300ft      Pitching Distance-50ft  
Base Distance-70ft

#### Field 3

Dimensions-300ft      Pitching Distance-50ft  
Base Distance-70ft

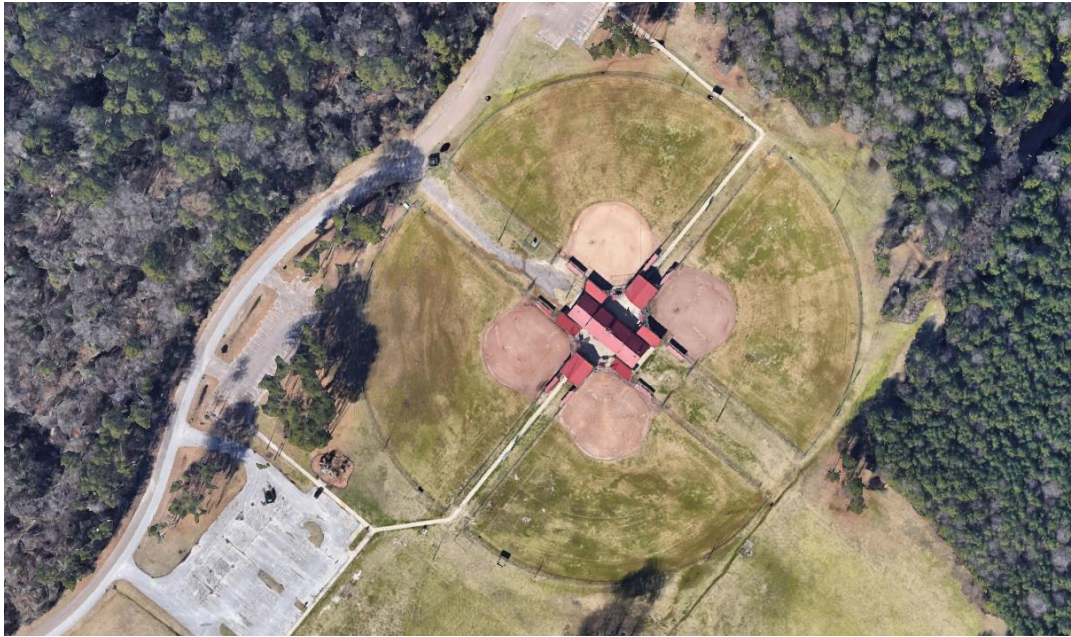
## Athletic Field Locations & Dimensions

### Adult and Youth Softball Fields

#### (Upper Fields 5-8)

Kit McConnico Park

903 Moffet Rd Lufkin, TX



#### Field 5

Dimensions-300ft      Pitching Distance-50ft  
Base Distance-70ft

#### Field 6

Dimensions-300ft      Pitching Distance-50ft  
Base Distance-70ft

#### Field 7

Dimensions-300ft      Pitching Distance-50ft  
Base Distance-70ft

#### Field 8

Dimensions-300ft      Pitching Distance-50ft  
Base Distance-70ft