



**CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT TOURNAMENT REQUEST FORM**

**ONLY ONE TOURNAMENT DATE PER FORM**

**PLEASE ALLOW 5-7 BUSINESS DAYS FOR A RESPONSE**

<b>TOURNAMENT REQUEST FORM</b>	
<b>DATE OF REQUEST</b>	
<b>Event</b>	
<b>Event /Tournament Name</b>	
<b>Date(s)</b>	
<b>Age(s)</b>	
<b>Park/Facilities (Fields)</b>	
<b>Park</b> <b>Select One</b>	<input type="checkbox"/> Morris Frank Baseball <input type="checkbox"/> Morris Frank Softball <input type="checkbox"/> Kit McConnico
<b>How Many Fields</b>	
<b>Organization (Tournament Organizer or Director)</b>	
<b>Name</b>	
<b>Phone</b>	
<b>E-Mail</b>	
<b>Details of Event</b>	
<b>Example: (Gate Fee, Parking Lot Modifications, etc.)</b>	
I understand this form is only a request and dates are subject to availability and approval.  <div style="text-align: center;"> <input type="checkbox"/> Yes                      No           </div>	
By my signature, I affirm that I have read this document and will abide by all Lufkin Parks and Recreation rules and regulations contained herein regarding the use of Lufkin Parks and Recreation facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages. I also agree to indemnify and hold harmless from and against all claims, demands, liabilities, suits damages, costs and expenses of every kind and description, including penalties and reasonable attorney fees.  I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.  User: _____ Date: _____  LPARD Staff _____ Date: _____	

**ADMIN USE ONLY    \_\_\_APPROVED    \_\_\_DENIED**

**REASON/COMMENTS**

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**All athletic events and tournaments must be approved by the Lufkin Parks and Recreation Director. Only by the approval of the Director will any stipulations herein be altered. The Special Events or Tournament Coordinator will be referred to herein as the “User”.**

### **Deposits/Fees/Payments**

#### **Dirt Fields**

A four week notice and a deposit of \$100.00 is required when reserving the tournament dates. The deposit can be applied to the total cost of the reservation. All tournament field preparation fees and rental fees must be paid two (2) weeks prior to the tournament or if approved by the Director, five (5) days after the conclusion of the tournament. Any fees for any services during the tournament must be paid within five (5) days of the tournament's conclusion.

#### **Turf Fields**

A four week notice and a deposit of \$500.00 is required when reserving the tournament dates. The deposit can be applied to the total cost of the reservation. All tournament field preparation fees and rental fees must be paid two (2) weeks prior to the tournament or if approved by the Director, five (5) days after the conclusion of the tournament. Any fees for any services during the tournament must be paid within five (5) days of the tournament's conclusion.

### **Cancellations**

All cancellations made within seven (7) days of the scheduled event will forfeit the deposit. Cancellation of an event by the user after the event fees are paid will result in a refund being sent for any services not performed. The refund will be mailed to the user two (2) weeks after the tournament cancellation. All cancellations must be communicated to the Parks and Recreation Department at (936) 633-0253.

### **Pre-Event Meeting**

The user will schedule an in-person or Zoom meeting with the Athletics Superintendent or Director at least seven (7) days prior to the event/tournament. A tentative event/tournament and field lighting schedule is required at the pre-event meeting.

### **Concessions**

All concessions are the exclusive right of Lufkin Parks and Recreation. Concessions will not be offered after 10 p.m., and the menu is subject to change. No outside food vendors are allowed on park premises.

### **Alcohol**

No alcohol or drugs are allowed on Lufkin Parks and Recreation properties.

### **Security**

No overnight security is provided for equipment, etc., placed on Lufkin Parks and Recreation's properties and left overnight. A Police Officer must be present for any tournament with more than 30 teams registered. Hours of coverage will be negotiated at the time of the contract based on the type of event. If a police officer is required, the user is responsible for all the hiring fees.

### **Cleanup**

After the event, the user is required to conduct all breakdown and transport of all items brought onto Lufkin Parks and Recreation's properties at the close of the event on the day of the event. The user is required to leave the facility in the same condition as found prior to the event. All trash must be placed in trash receptacles.

Failure to clean the facilities in accordance with the agreement will result in the forfeiture of the facility reservation deposit.

### **Equipment**

No recreational equipment is provided for special events or tournaments such as balls, bats, gloves, etc.

### **Field Drying Products**

Lufkin Parks and Recreation does not provide complementary field drying products for tournaments other than Lufkin Parks and Recreation leagues. Field drying agents must be purchased from the department seven (7) days prior to the event/tournament.

### **Field Preparation**

Lufkin Parks and Recreation will prepare the fields at \$75 per field per dressing. Dressing includes dragging and marking. Any field dressing requests must be made prior to the tournament and must be scheduled. Field dressing will only be done during the tournament if arranged in advance of the tournament.

No machinery may be used on the fields without the Lufkin Parks and Recreation's Maintenance Divisions approval.

### **Lighting**

Lights are \$20 per hour per field and must be scheduled seven (7) days in advance during the pre-event meeting.

**Schedule**

The user must give a tentative schedule to Lufkin Parks and the Recreation Department seven (7) days prior to the tournament and a final schedule two (2) days prior.

If any changes are made after the final schedule is submitted, those changes are subject to staff availability.

**Umpires**

Lufkin Parks and Recreation does not provide umpires for tournaments.

**Basic Facility**

Lufkin Parks and Recreation shall clean all public areas and ensure restrooms are stocked prior to the tournament. Depending on the size of the tournament, the Lufkin Parks and Recreation Director may require the user to rent additional portable toilets at the user's expense.

**Parking Procedures**

All tournament personnel, contractors, exhibitors and other participants are required to park in the designated parking areas only. No Parking on Grass. The main park entrance must always be clear to allow emergency vehicle entrance as needed. No RV's allowed overnight.



## CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT SEVERE WEATHER POLICY

1. Lufkin Parks and Recreation Department reserves the right to cancel all programs, games, practices, tournaments, special events, and functions if weather conditions are hazardous to the general public. The following events could cause events to be canceled or postponed:

- a. Severe Thunderstorms Warnings
- b. Tornado Watch/Tornado Warning
- c. Special Weather Advisory
- d. Winter Weather Advisory
- e. Winer Weather Watch
- f. Winter Storm Watch/Warning
- g. Flood Warning
- h. Hurricane

2. The lightning policy of the Lufkin Parks and Recreation Department is as follows:

The parks staff will monitor the weather utilizing the Weather Bug app on their mobile device or smartphone. If lightning is detected within a 10-mile radius of the facility, all outdoor events shall be postponed for a minimum of thirty (30) minutes. This means that park staff will politely and professionally notify all patrons and participants that they must leave the park facilities and take shelter. After thirty (30) minutes, the situation will be reassessed. If lightning or severe weather persists, the event or function may be postponed or canceled.



## CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT FIELD PLAYABILITY POLICY

These are the deciding factors that will determine if ball fields are acceptable for play:

1. Standing water on the infield-play is not permitted.
2. If three-quarters (3/4) of the ball field is damp where you sink in a quarter inch (1/4 inch)-play is not permitted.
3. If fields are slick enough to prohibit proper traction, play is prohibited.
4. Decisions on-field play will be made on the availability of drying agents and chemicals purchased by the user before the event.

\*\*The Lufkin Parks and Recreation Department office may be contacted at (936)633-0250, Monday through Friday from 8:00am until 5:00pm, for updates on field conditions/weather conditions\*\*

### SPECIAL NOTE:

The Lufkin Parks and Recreation Department will not provide drying agents for non-league tournaments and sport-related functions. These materials will need to be purchased by the event coordinator seven (7) days prior to the event and can be stored onsite. The storage location must be coordinated with the Parks Maintenance Division.

Drying agents will only be applied by trained Lufkin Parks and Recreation Maintenance Division staff. No exceptions.



**CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT**

**ANIMAL/PET POLICY**

No animals/pets are permitted in the bleachers, concession areas, dugouts, playing fields, bullpen areas, and batting cages.

*Only certified service animals or emotional support animals are allowed in these areas.*

All animals/pets in the other (non-athletic) areas of the parks must always be on a leash. Animal Control Officials will remove all non-restrained/non-leashed animals.





City of Lufkin Parks and Recreation Baseball, Softball and Special Event Tournament Agreement

<b>Pitching Mound Distance</b>	<b>Age Group</b>	<b>Base Distance</b>
Field 1) _____	_____	_____
Field 2) _____	_____	_____
Field 3) _____	_____	_____
Field 4) _____	_____	_____
Field 5) _____	_____	_____
Field 6) _____	_____	_____
Field 7) _____	_____	_____
Field 8) _____	_____	_____

**Additional Notes:**

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CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT  
 AGREEMENT TERMS AND DETAILS

<b>Agreement Terms and Details</b>	
Approval Date	
<b>Event</b>	
Event Name	
Date(s)	
Time(s)	
<b>Park/Facilities (Fields)</b>	
Park	
Facilities (Fields)	
<b>Organization (Tournament Organizer or Director)</b>	
Name	
Phone	
E-Mail	
<b>Details of Event</b>	
Example: (Gate Fee, Vendor Location, Parking Lot Modifications, etc.)	
I have been given the following policies and accept them:	
Severe Weather Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Field Playability Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Animal Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>By my signature, I affirm that I have read this document and will abide by all Lufkin Parks and Recreation rules and regulations contained herein regarding the use of Lufkin Parks and Recreation facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages. I also agree to indemnify and hold harmless from and against all claims, demands, liabilities, suits damages, costs and expenses of every kind and description, including penalties and reasonable attorney fees.</p> <p>I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.</p>	
User: _____	Date: _____
LPARD Director: _____	Date: _____