



SPORTS FIELDS

- ★Borst Park Softball Fields
- ★Sports Complex (Quad)
- ★Wheeler Field

Operational Policies & Fees 2023/2024 Rental Application (DRAFT)

Contact:

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Sports Fields Rental Application Procedures

1. Scheduling for the 2023 season shall occur in November of 2022. All tournament or event directors/ coordinators wishing to use sports fields for events in 2023 must complete a Rental Application Form and submit it to the Centralia Parks and Recreation Department by mail or email by October 31, 2022. Applications will be accepted after this date, but those received by this deadline will be considered first.
2. Application will be reviewed and contacted by Centralia Parks and Recreation Department staff within 10 working days.
3. Applicant will be required to submit 1) signed Field Use Contract 2) insurance documentation and 3) signed Youth Sports-Head Injury Policies Compliance Statement at least 30-days prior to event date.
4. The City of Centralia and the Centralia School District reserve the right to cancel a reservation due to the following reasons: 1) user group violates rules and regulations, 2) severe weather 3) user group fails to pay on-time or for other associated fees, or 4) extenuating circumstances.
5. Forfeited games count as a game slot. User will be responsible to make decisions to cancel practice, games, and tournament/special events due to weather and/or field conditions in consultation with the City. Failure to refrain from organized play or practice on a closed field may result in loss of future field use privileges.
6. Tournament or event director/coordinator is required to meet with Centralia Parks and Recreation Department staff to go over specifics of field rentals and requirements.
7. The director/coordinator must provide a preliminary game schedule/bracket showing dates, times, and fields to be used 7 business days prior to the event, with the final schedule due 48 hours prior to the start of the event. The Centralia Parks and Recreation Department must approve the schedule prior to the start of the event.
8. The director/coordinator may be required to provide and or adhere to additional protocols and procedures to be followed if the City of Centralia deems it necessary, such as in the event of a pandemic or health order.
9. The director/coordinator is asked to include the Facility Regulations and Code of Conduct in the information that goes out to coaches, participants, parents and other spectators. These items are indicated on the Field Use Operational Policies page of this packet (page 4).
10. The director/coordinator will provide proper supervision throughout the scheduled event. The director/ coordinator will work directly with Centralia Parks and Recreation Department staff throughout the event to resolve issues and concerns.
11. Groups must vacate fields and dugouts upon the conclusion of their scheduled rental time because fields may be scheduled for other events. Please be respectful and courteous when entering and existing the fields.
12. Cancellation Policy for Game Fees: No charge if the City of Centralia closes a field or cancels a reservation at any time. Full game fee will be charged if, 1) game is canceled due to rule violation, or 2) user group cancels the event fewer than 5 days from the scheduled usage.



Field Availability and Information

Borst Park Softball Complex Fields

<u>Field</u>	<u>Base Distance(s)</u>	<u>Permanent Fence</u>	<u>Infield</u>
Field 2.....	60 or 70 feet.....	275 feet.....	Skinned
Field 3.....	60 or 70 feet.....	285 feet.....	Skinned
Field 4.....	60 or 70 feet.....	275 feet.....	Skinned
Field 5.....	60, 70, 80 or 90 feet.....	385 feet.....	Skinned

- Available for tournaments/events May through August only
- May also be used for youth baseball, however fields have no mounds; portable mounds must be provided by the tournament director
- Portable bleachers, overhead netting (fields 2,3,4), restrooms, concessions
- Portable fencing available for additional fee
- Contact City of Centralia Parks & Recreation for scheduling: ckane@cityofcentralia.com

Wheeler Baseball Stadium at Borst Park

<u>Field</u>	<u>Base Distance</u>	<u>Permanent Fence</u>	<u>Infield</u>
Wheeler	90 feet	370 feet.....	Grass

- Available for tournaments May through August only
- No workouts, camps or practices permitted on Wheeler field.
- Stadium seating, restrooms, concessions
- Contact City of Centralia Parks & Recreation for scheduling: ckane@cityofcentralia.com

Sports Complex (the Quad) Baseball and Softball Fields (Centralia School District property)

<u>Field</u>	<u>Base Distance(s)</u>	<u>Permanent Fence</u>	<u>Infield</u>
Field 6 Baseball.....	90 feet.....	405 feet.....	Grass
Field 6 Softball.....	60 feet.....	none.....	Skinned
Field 7 Baseball.....	90 feet.....	405 feet.....	Grass
Field 7 Softball.....	60 feet.....	none.....	Skinned
Field 8 Baseball.....	90 feet.....	405 feet.....	Grass
Field 8 Softball.....	60 feet.....	none.....	Skinned
Field 9 Baseball.....	90 feet.....	405 feet.....	Grass
Field 9 Softball.....	60 feet.....	none.....	Skinned

- Available for tournaments/events June through August only
- Baseball fields are located at the 4 corners of the property; softball fields are located at the hub. Baseball and softball events may not be ran simultaneously on the same fields.
- Portable bleachers, overhead netting (hub), portable toilets
- Portable fencing available for additional fee on softball fields
- Contact City of Centralia Parks & Recreation for scheduling: ckane@cityofcentralia.com



Field Use Operational Policies

Facility Management: The fields (facilities) will be managed in a manner that will maximize facility use, efficiency and revenue generation. All users must secure a use permit or contractual agreement and abide by operational policies. User groups may not “sub-lease” their approved dates without approval from the Parks and Recreation Department.

Insurance Requirements: Field users must procure and maintain for the duration of the agreement the proper amount of insurance as instructed in the Insurance & Indemnity Requirements for use of City of Centralia Sports Facilities

Tournament or Event Information: Tournament/Event Coordinator or primary contacts are required to provide the Parks and Recreation Department with preliminary tournament brackets and/or schedules within 7 business days of the event, with the final schedule due 48 hours prior to the start of the event. The coordinator will be responsible for all public relations in regards to the event information. A coordinator must be onsite during the event at all times

Regulations (all fields and outdoor facilities)

- No dogs or other pets allowed
- Alcohol prohibited – Ord. #1347
- Smoking prohibited in Complex; Stadium and on school district property
- No sunflower seeds or nuts in the shell allowed in Complexes/Stadium
- Fields 6, 7, 8, 9 must meet RCW 28A.210.310, RCW 69.50.435, and RCW 9.41.280 pertaining to tobacco, drugs, and weapons on school district property.
- No hardball on Fields 2, 3, 4 unless approved by the Parks and Recreation Department
- Unauthorized vehicles prohibited
- No advertising, marketing, or soliciting allowed without prior approval by City
- No bike riding, skateboarding, rollerblading, or scooters allowed in complex
- Fence climbing prohibited
- No hitting or pitching balls of any kind into fences
- Must receive prior approval before using fields; keep off fields unless officially scheduled to use
- Keep off fields when posted or when field is visibly unplayable
- No food or beverages on playing surfaces or fields
- Field maintenance by Parks and Recreation Department unless otherwise authorized
- Field scheduling by Parks and Recreation Department
- **Overnight parking or camping is prohibited**—no exceptions.
- Daytime parking for RVs and oversized vehicles *in designated areas only*.

Code of Conduct: For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the fields or facilities. City of Centralia representatives have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate behavior includes but is not limited to:

- Physically or verbally threatening the well-being of an umpire, competitor, spectator or City employee
- Fighting and/or aggressive behavior
- Addressing an umpire, competitor, spectator or City employee in a disrespectful manner
- Use of vulgar language
- Endangering actions (e.g. throwing equipment)
- Inappropriate gestures, intoxication, vandalism

Field Use Operational Policies (continued)

Umpires/Referees: Tournament coordinators are responsible for obtaining, scheduling and paying umpires or referees

Vendors, Sale of Goods and Outside Food/Beverage Concessions: Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission from Parks and Recreation Department. All approved outside food/beverage concessions will require an appropriate Health Department permit and a temporary business license from the City of Centralia. Contact the Parks and Recreation Department for additional information.

Accident Reporting: In the event of an accident or injury, the Director/Coordinator is required to fill out an Accident Report Form and submit it to the City of Centralia Parks and Recreation Department as soon as possible

Public Admission Charge: Proposed gate or admission fees must be approved the Parks and Recreation Department. Additional fees will be accessed for events charging an admission.

Facility Clean-up: The Director/Coordinator or person(s) reserving the facilities will be responsible for clean-up of the field(s), team areas and spectator areas at the end of each day. Trash cans are placed throughout the park for your convenience. If additional trash bags are needed, contact the Parks and Recreation Department

Temporary Structures: Tents, canopies or other temporary structures are permitted in designated areas only. These areas may vary based on the type of event or activity. Check with the Parks and Recreation Department for specifics prior to setting up these structures.

Banners and Signs: Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the Parks and Recreation Department. Signs with inappropriate content are subject to removal at the discretion of the City. Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. Sponsor signage must be approved by the Parks and Recreation Department. All signs must be taken down upon conclusion of the rental.

Parking: Parking is allowed in designated parking areas only. All vehicles improperly parked at the facilities are subject to be towed away at owner's expense. Other users during your scheduled event may share event parking.

Overnight parking or camping is prohibited—no exceptions! Large tournaments or events may be required to have parking attendants to direct event traffic to proper parking and drop off locations. Large events may also be required to pay the City's Police Department for traffic directing.

Public Safety: The City of Centralia reserves the right to require police supervision for any event booked. Security requirements must be met and confirmed prior to your event date. Cost of police supervision will be charged to field user.



Facility Use Contract

I have applied for sports facility use as a legal representative of:

I hereby certify, on behalf of my organization, that we understand and agree:

1. To accept the terms and conditions as outlined in the Field Use Operational Policies including the Compliance Statement for HB 1824, Youth Sports – Head Injury Policies (if using Sports Complex (Quad) fields on Centralia School District property)
2. To pay the required fees related to facility deposit, facility usage, field rental, and other amenities and services, as indicated on the Field & Sports Facilities Rental Application.
3. To procure and maintain for the duration of the agreement the proper amount of insurance as instructed in the Insurance & Indemnity Requirements for use of City of Centralia Sports Facilities.
4. To defend, indemnify and hold harmless the City of Centralia and/or Centralia School District, their officers, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss of property, which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City or School District.

I agree and understand that permission to use the facilities granted may be revoked or canceled at any time by the City of Centralia and/or Centralia Public School District and our association will have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from revocation or cancellation.

I agree and understand that our organization has no right or authority to sublet field space to other organizations or individuals.

I have read and understand all conditions, rules, and regulations specified in the Field Use Operational Policies & Fees Rental Application and in this Field Use Contract. I am authorized to sign on behalf of group listed above.

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

City Approval _____ Date _____

User groups may not schedule or start using fields until they have completed the Centralia Field & Sports Facilities Rental Application, provided insurance, filled out and signed the Facility Use Contract, and everything has been approved by the Parks and Recreation Department.

COMPLIANCE STATEMENT FOR HB 1824, YOUTH SPORTS HEAD INJURY POLICIES

Concussions are a type of traumatic brain injury, caused by a blow or jolt to the head or body, that disrupt the way the brain normally works. All concussions are serious and continuing to play with a concussion can make the head injury worse.

Zackery Lystedt Law

In 2009 the Washington State Legislature passed the Zackery Lystedt Law, which requires policies for the management of concussion and head injury in youth sports.

Requirements

- Any non-school youth program that operates on school grounds must provide proof of insurance and a statement of compliance form related to management of youth head injuries.
- Any youth athlete suspected of getting a head injury will be removed from the practice or game. The athlete may not return to play until he or she has been evaluated by a licensed health care provider and gets clearance to play.

_____ requests the use of the Centralia School District facilities (Sport Complex Fields (6-9), Stadium, and/or Tennis Courts) for the following dates:

a private/non-profit youth sports group, verifies all coaches, athletes, and their parents/guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.

Attached is a Proof of Insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death of one person, or at least \$100,000 due to bodily injury or death of two or more persons.

Signed:

Representative of Private/Non-Private Youth Sports Group

Date

*Note: access to school facilities may not be granted until all requirements of this application are complete and approved by the school district and/or designee.

INSURANCE & INDEMNITY REQUIREMENTS FOR Use of City of Centralia Sports Facilities

Indemnification / Hold Harmless

User shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Insurance

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the Premises.

No Limitation

User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

User shall provide a certificate of insurance evidencing:

General Liability insurance covering premises, products-completed operations and contractual liability. The City shall be named as an insured on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Lessee's insurance and shall not contribute with it.

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

Athletic Participant Events

General Liability insurance shall include coverage for participant liability with limits of not less than \$1 million per occurrence.

Soccer Field Availability and Information

Rotary Riverside Park Fields

- Open space for soccer and other sports (no goals)
- All fields and open spaces are available on a first come, first served basis for no charge, unless reserved/rented for a special event. Contact City of Centralia Parks & Recreation for more information: ckane@cityofcentralia.com

Borst Park Soccer Fields

Pioneer Playfields

- 2 full-sized soccer fields (U13+) – Pioneer 3 and Pioneer 4
- 1 mod-sized (U12) soccer field – Pioneer 1
- 1 mod-sized (U10) soccer field – Pioneer 2
- 2 micro-sized fields (U6/U8) – Pioneer A and Pioneer B

Stevens Fields

- 1 mod-sized (U12) soccer field – Stevens 1
- 1 mod-sized (U10) soccer field – Stevens 2
- 2 micro-sized fields (U6/U8) – Stevens A and Stevens B

- Centralia Youth Soccer has priority use during their season, August through early November
- Contact City of Centralia Parks & Recreation for scheduling: ckane@cityofcentralia.com

Borst Park Soccer Fields—Pioneer or Stevens

- Full Size or U12 Field - \$20 per game per field
- Mod Size Field - \$20 for up to 2 fields per round of games
- Micro Size Field - \$20 for up to 4 fields per round of games
- Portable toilet dump fees may apply, if needed

Riverside Park

- Open space available for soccer practices, recreational or drop-in play. No charge. No goals provided.

Fields Requested for Tournaments/Games

Full Size Soccer - \$20 per game: Pioneer 2 (U12) Pioneer 3 Pioneer 4 Stevens 1 (U12)
Mod Size Soccer - \$20 per round: Pioneer Stevens Micro Size Soccer - \$20 per round: Pioneer/Stevens

Fields Requested for Camps/Clinics/Other

Soccer Camp/Clinic/Other - \$20 per 0-2 hour time period per field
Full Size Field(s): Pioneer 3 Pioneer 4 Stevens 1 Other _____
Mod Size Field(s): Pioneer Stevens Micro Size Field(s): Pioneer/Stevens

2023/2024 Centralia Parks and Recreation Facility Use Fees

Starting with the 2022 season, we will be charging an Event Deposit Fee for all scheduled events. Your deposit fee is due 60 days prior to your event. The Event Deposit Fee will be applied towards your final bill if your event is held. If your event is cancelled within 22 or more days of the scheduled event you will receive 100% back. If your event is cancelled within 21 days or less, 100% of your deposit will be retained by the City of Centralia Parks Department as a Cancellation Fee. Each scheduled event will be required to pay a separate Event Deposit Fee.

Borst Park Softball Complex—Fields 2, 3, 4, 5

- Facility Charge - \$100 per day
- Field Rental - \$25 per game
- Field Prep Fee - \$10 per prep after first game; minimum of every other game required
- Lights - \$15 per game

Lewis County Sports Complex (the Quad)--Fields 6, 7, 8, 9

- Facility Charge - \$100 per day
- Field Rental - \$25 per game
- Field Prep Fee - \$10 per prep after first game; minimum of every other game required
- Portable Toilets - \$35-\$50 per toilet per extra dump. All extra dumps will be charged to the event, will occur as needed and are not optional.
- Ballfield Clay - \$18 per bag used to maintain baseball field quality

Wheeler Baseball Stadium


- Facility Charge - \$100 per day
- Field Rental - \$30 per game or 3 hour time period
- Field Prep Fee - \$10 per prep after first game; minimum of every other game required
- Lights - \$15 per game
- Ballfield Clay - \$18 per bag, as needed to maintain baseball field quality
- Wheeler Field may not be used for camps, clinics, workouts, skill evaluations or practices

Camp/Clinic/Other Use Fees—Baseball or Softball Fields

- Field Use - \$20 per hour per 0-2 hour time period
- Wheeler Field may not be used for camps, clinics, workouts, skill evaluations or practices
- Portable toilet dump fees may apply, if needed

Additional Amenities—must be requested in advance and are not guaranteed to be available:

- Portable outfield fencing - \$150 per field (200') plus \$5 per additional panel
- Field drying agent – at cost per bag (currently \$13)

Centralia Sports Facilities & Field Rental Application		
Event Name or Purpose:		
Event Coordinator Contact:	Cell Phone:	
Email:		
Mailing Address:	City, State, Zip	
On-Site Event Coordinator:	Cell Phone:	
Event Details		
Date(s) Requested:		
Event is a: <input type="checkbox"/> Tournament/Games <input type="checkbox"/> Camp/Clinic <input type="checkbox"/> Other: _____		Participant age(s):
Estimated number of teams:	Estimated number of participants:	Estimated overall attendance:
Event Deposit Fees		
<input type="checkbox"/> Event Deposit Fee for Borst Park Softball Complex- \$100 per event <input type="checkbox"/> Event Deposit Fee for Lewis County Sports Complex (Quad)- \$100 per event <input type="checkbox"/> Event Deposit Fee for Wheeler Field Stadium- \$100 per event * The Event Deposit Fee will be applied to your final bill if your event is held. It is due 60 days prior to your event. If your event is canceled with 22 or more days of the scheduled event you will receive 100% back. If your event is canceled with 21 days or less, 100% of your deposit will be retained by the City of Centralia Parks and Recreation Department as a Cancellation Fee. Each scheduled event will be required to pay a separate Event Deposit Fee.		
Facility Fees for Tournaments/Games		
<input type="checkbox"/> Borst Park Softball Complex - \$100 per day @ _____ days <input type="checkbox"/> Lewis County Sports Complex (Quad) - \$100 per day @ _____ days <input type="checkbox"/> Wheeler Field Stadium - \$100 per day @ _____ days		
Fields Requested for Tournaments/Games		
Baseball - \$30 per game: <input type="checkbox"/> Wheeler <input type="checkbox"/> Field 5 <input type="checkbox"/> Field 6 <input type="checkbox"/> Field 7 <input type="checkbox"/> Field 8 <input type="checkbox"/> Field 9 Baseball Field Prep - \$10 per prep between games <input type="checkbox"/> Between each game <input type="checkbox"/> Between every other game Softball - \$25 per game: <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4 <input type="checkbox"/> Field 5 <input type="checkbox"/> Field 6 <input type="checkbox"/> Field 7 <input type="checkbox"/> Field 8 <input type="checkbox"/> Field 9 Softball Field Prep - \$10 per prep between games <input type="checkbox"/> Between each game <input type="checkbox"/> Between every other game		
Fields Requested for Camps/Clinics/Other		
Baseball or Softball Camp/Clinic/Other - \$25 per 0-2 hour time period per field <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4 <input type="checkbox"/> Field 5 <input type="checkbox"/> Field 6 <input type="checkbox"/> Field 7 <input type="checkbox"/> Field 8 <input type="checkbox"/> Field 9		
Additional Mandatory Charges (if applicable)		
<input checked="" type="checkbox"/> Portable toilets - \$35 Monday through Friday, \$50 Saturday & Sunday, per toilet per extra dump. (Sports Complex/Quad only) <input checked="" type="checkbox"/> Ballfield clay - \$18 per bag used to maintain baseball field quality		
Additional Amenities Requested (check all that apply)—subject to availability and are not guaranteed		
<input type="checkbox"/> Fencing - \$150 per field (200') + \$5 per add'l panel <input type="checkbox"/> Quick Dry, if needed – at cost per bag (\$13) <input type="checkbox"/> Ballfield lights, if needed - \$15 per game <input type="checkbox"/> Provide vendors or sell goods – by permission only		
<input type="checkbox"/> Wheeler Press box/sound system/Scoreboard- no fee <input type="checkbox"/> Borst Fields #2 and #3 scoreboard – no additional fee <input type="checkbox"/> Borst Complex upstairs room – no additional fee <input type="checkbox"/> Borst Complex sound system – no additional fee		
OFFICIAL USE ONLY		
<input type="checkbox"/> Approved by City of Centralia (signature):		<input type="checkbox"/> Denied (reason):
Received: <input type="checkbox"/> Facility Use Contract <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Head Injury Compliance Statement <input type="checkbox"/> Deposit		