



SPORTS FIELDS

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

Operational Policies & Fees 2025 Rental Application

Contact:

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Sports Fields Rental Application Procedures

1. All tournament directors wishing to use sports fields for events in 2025 must complete a Rental Application Form and email it to the Centralia Parks and Recreation Department by October 31, 2024. Applications will be accepted after this date, but those received by this deadline will be considered first. ***New in 2025 will be several turfed fields, thus we expect heightened demand. For the best chance at securing the timeslot you want, we strongly recommend you submit your application by October 31st***
2. Applicant will be required to submit the following within 30 days of event confirmation:
 - Security Deposit (p.4)
 - Facility Use Contract (p.6)
 - Head Injury Compliance Statement (p.7)
 - Certificate of Insurance (p.8)
3. 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.
4. 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.
5. Tournament or event director/coordinator may be required to meet with Centralia Parks and Recreation Department staff to go over specifics of field rentals and requirements.
6. The director/coordinator **must** provide a preliminary game schedule/bracket showing dates, times, and fields to be used at least 7 business days prior to the event, with the final schedule due 3 business days prior to the start of the event. The Centralia Parks and Recreation Department must approve the schedule prior to the start of the event. This is important so we can properly staff your event.
7. Tournaments will be scheduled for Saturday & Sunday only. If you would like additional days you must have prior approval from Centralia Parks and Recreation Department.
8. Tournament games are not to start before 8:00 a.m. *Please note that Wheeler is the only field with ballfield lights at this time. Please plan your event schedule with sunset/dusk in mind.
9. The director/coordinator is asked to include the Facility Regulations and Code of Conduct in the information that goes out to coaches, parents and other spectators. These can be found on pages 3 & 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 exiting 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	Turf
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

- Field 2 is available for tournaments from March through October.
- Fields 3, 4, 5 are available for tournaments May through October.
- 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 an additional fee

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	Turf

- Available for tournaments March through October.
- No workouts, camps or practices permitted on Wheeler field.
- Stadium seating, restrooms, concessions

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	60 or 70 or 90 feet	405 feet	Turf
Field 7	60 or 70 or 90 feet	405 feet	Turf
Field 8	60 or 70 or 90 feet	405 feet	Turf
Field 9	60 or 70 or 90 feet	405 feet	Turf

- Available for tournaments March through October.
- Turf infields for both Baseball and Softball are located on the inside corners.
- Portable bleachers, overhead netting, portable toilets
- Portable fencing available for an additional fee.

Contact City of Centralia Parks & Recreation for scheduling: ckane@cityofcentralia.com



Field Use Operational Policies

Facility Management: 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 3 business days prior to the start of the event. The coordinator will be responsible for all public relations in regard to the event information. A coordinator must be onsite during the event at all times

Ball Park Regulations (all fields and outdoor Turf Policies)

- No dogs or other pets allowed
- Alcohol prohibited – Ord. #1347
- Smoking and tobacco use prohibited.
- No sunflower seeds or nuts in the shell allowed
- 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 the City
- No bike riding, skateboarding, rollerblading, or scooters allowed in The Quad
- 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)

Rules Specific to Artificial Turf Fields:

Because artificial turf is not regenerated like natural grass, anything left on the turf remains there, posing health and safety hazards as well as general degradation of the turf. **Please clean up after your event!**

Artificial turf has different maintenance requirements than natural grass fields, therefore additional considerations are needed when using them. The following items shall not be used on artificial turf fields:

- No gum, food, snacks, or sunflower seeds
- No alcohol or tobacco products
- No metal or screw-in cleats or spikes
- No fireworks, remote-controlled cars, planes or model rockets
- No motorized vehicles, bikes, rollerblades, scooters or skateboards
- No animals of any kind
- No stakes, chairs, tables, canopies or tents
- No portable heaters on the turf
- No sitting on buckets on the turf or in the bullpens
- No suntan lotions oils or creams applied while on the turf
- Only non-breakable bottles containing water are allowed

These rules will be strictly enforced!

Security Deposit

The Organizer agrees to reimburse the City for all costs incurred by damages, including but not limited to, the facility, furnishings, fixtures, or field turf which occurred in connection with the event and caused by the Organizer, sponsoring organizations and/or attendees. Reimbursement for such expenses may be deducted from the Organizer's security deposit.

Providing the rental fees have been paid in full, the security deposit will be refunded or applied as a credit to your final invoice once a site inspection by City staff has confirmed no damage has occurred.

- \$100 deposit is required for single games, double headers, or single practices
- \$200 deposit is required for a series of practices
- \$500 deposit is required for all Tournaments, series of games, or multiple-day events

Security deposit is due within 30 days upon confirmation of rental date.

Cancellation/Refund Policy

After a reservation has been confirmed, any cancellation requests must be submitted to the Parks and Recreation Department in writing. Rescheduling is subject to availability.

- A 100 percent refund will be granted if the request is received sixty (60) days or more in advance.
- A refund of 50 percent will be granted if the request is made within 30 and 59 days in advance.
- No refund will be granted for requests received less than 29 days in advance.

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 security deposit, facility usage, field rental, and other amenities and services, as indicated on the Field & Sports Facilities Rental Application.
3. To reimburse the City for all costs incurred by damages, including but not limited to, the facility, furnishings, fixtures, or field turf that occur in connection with the event and caused by the Organizer, sponsoring organizations and/or attendees. I understand reimbursement for such expenses will be deducted from my security deposit.
4. 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.
5. 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 the group listed above.

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

City Approval _____ Date _____

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 disrupts 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 the 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 (Quad 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.

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.

Borst Park Soccer Fields—Pioneer or Stevens

- Full Size or U12 Field - \$20 per game, per field
- Mod Size Field (U10) - \$20 per game, per field
- Micro Size Field (U8) - \$20 per game, per field
- 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 game: Pioneer Stevens

Micro Size Soccer - \$20 per game: 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 Pioneer 2 Stevens 1

Mod Size Field(s): Pioneer Stevens

Micro Size Field(s): Pioneer Stevens

2025 Centralia Parks and Recreation Facility Use Fees

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

- Facility Charge - \$200 per day
- Field Rental – Field 2 (turf infield) - \$30 per hour, minimum 2 hours
- Field Rental - Field 3, 4, 5 (dirt infield) - \$25 per hour, minimum 2 hours
- Field Prep Fee - \$25 per prep; minimum of every other game required
- Lights - \$25 per game

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

- Field Rental - \$30 per hour, minimum 2 hours
- Field Prep Fee - \$25 per prep; minimum of every other game required
- Portable Toilets - \$45-\$55 per toilet per extra dump. All extra dumps will be charged to the event and will occur as needed and are not optional.

Wheeler Baseball Stadium

- Facility Charge - \$200 per day
- Field Rental - \$30 per hour, minimum 2 hours
- Field Prep Fee - \$25 per prep; minimum of every other game required
- Lights - \$25 per hour/game
- Wheeler Field may not be used for camps, clinics, workouts, skill evaluations or practices

Local Leagues receive a discounted rate. See below.

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

- Field Use - \$20 per hour; minimum 2 hours
- 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 \$15)

2025 Field Rates					
Practice		League		Tournament	
Local League*	Select Team*	Dirt Infield	Turf Infield	Dirt Infield	Turf Infield
\$15 per 1.5 hours	\$35 per 1.5 hours	\$20 per hour, 2 hour minimum	\$25 per hour, 2 hour minimum	\$25 per hour, 2 hour minimum	\$30 per hour, 2 hour minimum

***A Local League is a league based in Lewis County that is recreation level
(i.e. no cuts/select/travel - everyone plays)**



PRACTICE FIELD APPLICATION

* Incomplete or illegible applications will not be processed

Date Submitted: _____ Name of Applicant: _____

The name on this request is the person who will be held responsible for the terms of this permit.

Organization: _____

Team Name: _____

Address: _____

City: _____ Phone: _____

Email: _____

FIELD RESERVATION TIMES

Fields can be reserved Monday – Friday from 5:00 pm - 6:30 pm OR 6:30 pm – 8:00 pm.

Please choose ONE time slot

Please be sure to check the Complex Calendar for field availability.

INSTRUCTIONS: List the dates and times below. Include which field you are requesting.

Field (Dirt or Turf Infield)

Start – End Date

Days of Week

Time Slot

THIS REQUEST IS FOR: Select/Travel Team City/Rec League Other

Please be sure to check the [COMPLEX CALENDAR](#) on a regular basis. Tournaments and/or Leagues may be added to the schedule after your reservation is approved and may change the field availability.

Centralia Sports Facilities & Field Rental Application		
Event Name:		
Director/Coordinator Contact:	Organization:	
Email:	Cell Phone:	
Mailing Address:	City, State, Zip	
Event Details		
Date(s) Requested:		
Event is a: <input type="checkbox"/> Tournament/Games <input type="checkbox"/> Camp/Clinic _____		Participant age(s):
Estimated number of teams:	Estimated number of participants:	
Facility Fees for Tournaments/Games		
<input type="checkbox"/> Borst Park Softball Complex - \$200 per day @ _____ days <input type="checkbox"/> Wheeler Field Stadium - \$200 per day @ _____ days		
Field Rental Fees		
ALL FIELDS HAVE A 2 HOUR MINIMUM FOR RENTALS		
Field 3, Field 4, Field 5 – Dirt Infield		
League - \$20 per hour	Tournament - \$25 per hour	
Field 2, Field 6, Field 7, Field 8, Field 9, Wheeler – Turf Infield		
League - \$25 per hour	Tournament - \$30 per hour	
Fields Requested for Tournaments/Games		
Baseball	<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 Field Prep - \$25 per prep <input type="checkbox"/> Between each game <input type="checkbox"/> Between every other game	
Softball	<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 Field Prep - \$25 per prep <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 hour, minimum 2 hours, 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 – per toilet per extra dump. (Sports Complex/Quad only) <input type="checkbox"/> \$45- Monday through Friday <input type="checkbox"/> \$55- Saturday & Sunday		
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"/> Ballfield lights, if needed - \$25 per game <input type="checkbox"/> Quick Dry, if needed – at cost per bag (\$18)		
User groups may not start using fields until they have completed and submitted the Rental Application, the Facility Use Contract, the head Injury Compliance statement, paid their security deposit, and provided a Certificate of Insurance and everything has been approved by the Parks and Recreation Department.		
Received:	<input type="checkbox"/> Approved by City of Centralia (signature) <hr/>	
<input type="checkbox"/> Tournament Application <input type="checkbox"/> Practice Field Application <input type="checkbox"/> Security Deposit <input type="checkbox"/> Facility Use Contract <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Head Injury Compliance Statement		

FORT BORST PARK AREA MAP



Consumption of alcohol is not permitted in public parks.
We would appreciate no smoking in public areas - trails,
athletic fields, playgrounds and picnic areas.

Thank you.

