



BORST PARK SPORTS COMPLEX

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

Operational Policies & Fees 2026 Rental Application

Contact:

Chelsea Kane, Park Tech I
ckane@cityofcentralia.com

118 W. Maple Street
P.O. Box 609 Centralia, WA 98531
www.cityofcentralia.com



BORST PARK SPORTS COMPLEX FACILITY USE APPLICATION PROCEDURES

1. All tournament directors requesting to use sports fields for events in 2026 must complete a Tournament Application and email it to the Centralia Parks and Recreation Department by September 30, 2026. Applications will be accepted after this date, but those received by this deadline will be considered first.
2. Applicant will be required to submit the following within 30 days of event confirmation:
 - a. Security Deposit
 - b. Facility Use Contract
 - Head Injury Compliance Statement
 - Certificate of Insurance
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. Centralia School District has priority use of the fields.
5. Forfeited games count as a game slot. User will be responsible for making the decision 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. The director/coordinator **must** provide a game schedule/bracket showing dates, times, and fields to be used **at least** 3 business days 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 to add 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 Ballfield Regulations in the information that goes out to coaches, parents, and other spectators.
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.



BORST PARK SPORTS COMPLEX BALLFIELD REGULATIONS

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.

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 advertising, marketing, or soliciting allowed without prior approval by the City
- Fence climbing is prohibited.
- No hitting or pitching balls of any kind into fences
- Keep off fields when posted or when field is visibly unplayable
- Field maintenance by Parks and Recreation Department unless otherwise authorized
- Field scheduling by Parks and Recreation Department

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



BORST PARK SPORTS COMPLEX FIELD USE OPERATIONAL POLICIES

Hotel Accommodations: The City of Centralia strongly encourages tournament directors to work with the Twin Cities Sports Commission for booking hotel accommodations. To take advantage of discounted rates for room blocks with local hotel partners and receive other special benefits, please contact: hello@sportscapitalnorthwest.com or jennette@sportscapitalnorthwest.com.

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.

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 Staff 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 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. Large tournaments or events may be required to have parking attendants to direct event traffic to proper parking and drop off locations.



BORST PARK SPORTS COMPLEX REFUND & CANCELATION POLICY

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 local leagues and practice season
- \$500 deposit is required for all tournaments 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. There is no charge if the City of Centralia closes a field or cancels a reservation.

- A 100 percent refund of the security deposit will be granted if the request is received sixty (60) days or more in advance.
- If the request is made between 30 and 59 days in advance of the event there will be a \$50 cancellation fee, per field or \$250 if the entire event is canceled
- For requests received less than 29 days in advance there will be a \$100 cancellation fee, per field or \$500 if the entire event is canceled.



BORST PARK SPORTS COMPLEX FACILITY USE CONTRACT

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

Team or Organization Name

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 Borst Park Sports Complex 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 _____

Please return completed form via email to ckane@cityofcentralia.com



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.

Team or Organization Name

requests the use of the Centralia School District facilities (Quad Fields (6-9) for the following dates:

Please list requested dates here

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 their designee.

Please return completed form via email to ckane@cityofcentralia.com



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 and Centralia School District 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.

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BORST PARK SPORTS COMPLEX

FIELD AVAILABILITY & INFORMATION

Borst Softball Fields (Complex)

<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.
- Portable bleachers, overhead netting (fields 2,3,4), restrooms, concessions

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 Fields (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, 70, 80 or 90 feet.....	405 feet.....	Turf
Field 7	60, 70, 80 or 90 feet.....	405 feet.....	Turf
Field 8	60, 70, 80 or 90 feet.....	405 feet.....	Turf
Field 9	60, 70, 80 or 90 feet.....	405 feet.....	Turf
Field 10	60 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.
- Field 9 & Field 10 can only be used simultaneously if both teams are 10U or younger.
- Field 10 will only be scheduled if all four interior infields (6, 7, 8, 9) and Field 2 are in use.
- When using both Field 9 and Field 10 infields- the outfield for both become 180'-185' max.

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



BORST PARK SPORTS COMPLEX 2026 FACILITY USE FEES

Borst Softball Fields (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.** *Applies to dirt fields only
- Turf Field Staff - \$25 per hour

Sports Fields (Quad) Fields 6, 7, 8, 9, 10

- Field Rental - \$30 per hour, minimum 2 hours
- Field Staff - \$25 per hour
- Portable Toilets- four portable toilets required. Daily dump/cleaning **required.** Billed at \$220/day for Saturday & Sunday. \$180/day for Monday through Friday.

Wheeler Field

- Facility Charge - \$200 per day
- Field Rental - \$30 per hour, minimum 2 hours
- Field Staff - \$25 per hour
- Lights - \$25 per game
- 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 - \$25 per hour; minimum 2 hours
- Portable toilet dump fees may apply, if needed

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

- When using Field 9 and Field 10 simultaneously, the outfield fences are set at 180'-185' max.
- Field drying agent – at cost per bag (currently \$15)

2026 Field Rates					
Practice		League		Tournament	
Local League*	Select Team*	Dirt Infield	Turf Infield	Dirt Infield	Turf Infield
\$10 per 1.5 hours	\$25 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)*



**BORST PARK SPORTS COMPLEX
NON-TOURNAMENT FACILITY APPLICATION**

Name of Organization: _____ Organization Status: ☐ Select/Travel ☐ City/Rec League
Team Name: _____
Representative Name: _____ Contact #: _____
Email: _____
Address: _____ City: _____ Zip Code: _____

Activity: ☐ League ☐ Game ☐ Practice ☐ Try-outs ☐ Camp ☐ Other: _____
Sport: ☐ Baseball ☐ Softball ☐ Soccer ☐ Lacrosse ☐ Football ☐ Other: _____
Total # of Teams: _____ Total # of Participants: _____ User Age Group: ☐ Youth (17 & under) ☐ Adult (18+)

PLEASE INDICATE ANY OF THE FOLLOWING AS A PART OF YOUR RESERVATION (APPROVAL REQUIRED)

Sales/Vendor of any kind: ☐ Yes ☐ No

Admission Fee: ☐ Yes ☐ No

<u>PRACTICE RESERVATION TIMES</u> March/April/May/September/October 5:30p to 7:00p June/July/August 5:00 pm to 6:30p <u>OR</u> 6:30 pm to 8:00p	<u>GAME TIMES</u> *Work with the Field Scheduler to determine game times
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*USE TYPE <i>Ex: Practice</i>	FIELD # <i>Ex: Field 6-8</i>	TIME <i>Ex: 5:00 – 6:30</i>	DAY(S) <i>Ex: Monday</i>	DATE(S) <i>Ex: 5/1 to 5/31</i>

***One use type per line (i.e. Practices, Games, etc)**

User Groups may not use the fields until they have completed and submitted the following:

- | | |
|---|--|
| <input type="checkbox"/> Non-Tournament Request Form | <input type="checkbox"/> Paid their security deposit |
| <input type="checkbox"/> Facility Use Contract | <input type="checkbox"/> Certificate of Insurance |
| <input type="checkbox"/> Head Injury Compliance Statement | <input type="checkbox"/> Team Roster |

**If your request is approved, you will receive an approval email listing the required documents. Closer to the start date, we will ask for additional information regarding the league.*

Please return completed form via email to ckane@cityofcentralia.com



BORST PARK SPORTS COMPLEX TOURNAMENT APPLICATION

Event Name: _____

Director: _____ Organization: _____

Email: _____ Contact #: _____

EVENT DETAILS

Date(s) Requested: _____

Estimated # of Teams: _____ Participant Age(s): ☐ Youth (17 & Under) ☐ Adult (18+)

PLEASE INDICATE IF ANY OF THE FOLLOWING ARE PLANNED AS A PART OF YOUR RESERVATION:

Sales/Vendor of any kind: ☐ Yes ☐ No

Admission Fee: ☐ Yes ☐ No

Fundraising: ☐ Yes ☐ No

Fields Requested:

☐ Wheeler

☐ Field 2

☐ Field 3

☐ Field 4

☐ Field 5

☐ Field 6

☐ Field 7

☐ Field 8

☐ Field 9

☐ Field 10

FACILITY USE FEES

* All fields have a 2 hour minimum for rentals

Wheeler Stadium	Complex	Quad
Facility Fee- \$200 per Day Field Rental- \$30 per hour* Staff- \$25 per hour Ballfield Lights- \$25 per game	Fields 2, 3, 4, 5 Field Rental- \$30 per hour* (Field 2) Field Rental- \$25 per hour* (Fields 3, 4, 5) Staff- \$25 per hour	Fields 6, 7, 8, 9, 10 Field Rental- \$30 per hour* Staff- \$25 per hour Portable Toilets- \$220/day-Saturday & Sunday, \$180/day-Monday through Friday

User Groups may not use the fields until they have completed and submitted the following:

☐ Tournament Application

☐ Paid their security deposit

☐ Facility Use Contract

☐ Certificate of Insurance

☐ Head Injury Compliance Statement

☐ Field/Game Schedule

**If your request is approved, you will receive an approval email listing the required documents.*

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