

# SPORTS FIELDS

★Borst Park

★Lewis County Sports Complex (Quad)

★Riverside Park



## Operational Policies & Fees 2021 Rental Application

### Contacts:

Emil Pierson, Community Development Director  
(360) 330-7662; [epierson@cityofcentralia.com](mailto:epierson@cityofcentralia.com)

Julie Liseth, Recreation Supervisor  
(360) 330-7688; [jliseth@cityofcentralia.com](mailto:jliseth@cityofcentralia.com)

Chelsea Kane, Recreation Assistant  
(360) 330-7688; [ckane@cityofcentralia.com](mailto:ckane@cityofcentralia.com)

118 W. Maple Street  
P.O. Box 609  
Centralia, WA 98531  
[www.cityofcentralia.com](http://www.cityofcentralia.com)



## **Sports Fields Rental Application Procedures**

1. Scheduling for the 2021 season shall occur in September of 2020. All tournament or event directors/ coordinators wishing to use sports fields for events in 2021 must complete a Rental Application Form and submit it to the Centralia Parks and Recreation Department by mail or email by September 30, 2020. Applications will be accepted after this date, but those received by this deadline will be considered first. Updates to the original application submitted may be made up to 10 days prior to the proposed event.
2. Application will be reviewed by the City of Centralia and/or Centralia School District. Applicant will then be 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 (if using Sports Complex fields on Centralia School District property) to the Centralia Parks & Recreation Department 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 no fewer than 5 working 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 because user group violates the rules and regulations, 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: (360) 330-7688

### 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: (360) 330-7688

### Lewis County 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 May 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: (360) 330-7688

## **Field Availability and Information (continued)**

### **City of Centralia Little League Baseball Fields**

<u>Field</u>	<u>Base Distance(s)</u>	<u>Permanent Fence</u>	<u>Infield</u>
Dick Scott (Field 1) .....	60 feet.....	200 feet.....	Grass
Field 2.....	60 feet.....	200 feet.....	Grass
Field 3.....	60 feet.....	none.....	Grass

- Scheduling and use of these fields is managed by Centralia Little League. Contact the current league president for information on availability and cost.

### **Rotary Riverside Park Fields**

- 3 all grass practice baseball fields with backstops and benches; no outfield fencing
- 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: (360) 330-7688.

### **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: (360) 330-7688



## 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 5 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
- No littering – please use trash receptacles
- 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 at (360) 330-7688
- **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

**Concessions:** Borst Park Softball complex and Wheeler Field have existing concession agreements in place. Outside food/beverage concessions are not permitted at those facilities.

**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.

**Checklist of Responsibilities:** The City of Centralia will provide a list of expectations and responsibilities to the Coordinator at least one week prior to the event.

## 2021 Centralia Parks and Recreation Facility Use Fees

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

- Facility Charge - \$100 per day
- Field Rental - \$20 per game
- Field Prep Fee - \$5 per prep after first game; minimum of every other game required
- Lights - \$10 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day

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

- Facility Charge - \$100 per day
- Field Rental - \$20 per game
- Softball Field Prep Fee - \$5 per prep after first game; minimum of every other game required
- Baseball Field Prep Fee - \$10 per prep after first game; minimum of every other game required
- Portable Toilets - \$25 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
- Gate Admission Fee (if charged by user) - \$25 per field per day

### **Wheeler Baseball Stadium**

- Facility Charge - \$50 per day
- Field Rental - \$20 per game
- Field Prep Fee - \$10 per prep after first game; minimum of every other game required
- Lights - \$10 per game
- Ballfield Clay - \$18 per bag, as needed to maintain baseball field quality
- Gate Admission Fee (if charged by user) - \$25 per day
- Wheeler Field may not be used for camps, clinics, workouts, skill evaluations or practices

### **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**

- Baseball Fields (3) – all grass fields with backstops, available for practices, or drop-in use. No charge
- Open space available for soccer practices, recreational or drop-in play. No charge. No goals provided.

### **Camp/Clinic/Other Use Fees—Baseball, Softball or Soccer 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
- Clay baseball mound (Borst Field #5) - \$150
- Field drying agent – at cost per bag (currently \$13)
- Press box/sound system (Wheeler) – included in Facility Charge
- Upstairs room (Borst Park Softball Complex) – included in Facility Charge
- Sound system (Borst Park Softball Complex) – included in Facility Charge
- Permanent scoreboard (Wheeler, Borst Field #3, Borst Field #2) – included in Facility Charge
- Vendors or sale of goods – no charge if allowed; subject to existing concessionaire contract restrictions
- Requests for other amenities or services will be considered and are subject to additional fees



## 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 for 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.

# Centralia Field & Sports Facilities Rental Application – 2021



Event Name or Purpose:

Event Coordinator Contact:

Cell Phone:

Mailing Address:

City, State, Zip

Email:

Sponsoring Organization:

On-Site Event Coordinator:

Cell Phone:

## Event Details

Date(s) Requested:

Event is a:

Tournament/Games  Camp/Clinic  Other: \_\_\_\_\_

Participant age(s):

Estimated number of teams:

Estimated number of participants:

Estimated overall attendance:

## Facilities Requested for Tournaments/Games

- Borst Park Softball Complex - \$100 per day @ \_\_\_\_\_ days
- Lewis County Sports Complex (Quad) - \$100 per day @ \_\_\_\_\_ days
- Wheeler Field Stadium - \$50 per day @ \_\_\_\_\_ days
- Borst Park Tennis Courts - \$100 per day @ \_\_\_\_\_ days

## Fields Requested for Tournaments/Games

- Baseball - \$20 per game:  Wheeler  Field 5  Field 6  Field 7  Field 8  Field 9  
Baseball Field Prep - \$10 per prep between games  Between each game  Between every other game  
Softball - \$20 per game:  Field 2  Field 3  Field 4  Field 5  Field 6  Field 7  Field 8  Field 9  
Softball Field Prep - \$5 per prep between games  Between each game  Between every other game  
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

- Baseball or Softball Camp/Clinic/Other - \$20 per 0-2 hour time period per field  
 Field 2  Field 3  Field 4  Field 5  Field 6  Field 7  Field 8  Field 9  
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

## Additional Mandatory Charges (if applicable)

- Portable toilets - \$25 per toilet per extra dump (Lewis Co. Sports Complex Quad and soccer fields only)
- 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

- Fencing - \$150 per field (200') + \$5 per add'l panel
- Quick Dry, if needed – at cost per bag (\$13)
- Ballfield lights, if needed - \$10 per game
- Gate admissions charged – \$25 per field per day
- Provide vendors or sell goods – by permission only
- Clay baseball mound - \$150
- Wheeler Press box/sound system – no additional fee
- Wheeler scoreboard – no additional fee
- Borst Complex upstairs room – no additional fee
- Borst Complex sound system – no additional fee
- Borst Fields #2 and #3 scoreboard – no additional fee
- Other (charges may apply) \_\_\_\_\_

## OFFICIAL USE ONLY

Approved by City of Centralia (signature):

Denied (reason):

Received:  Facility Use Contract  Certificate of Insurance  Head Injury Compliance Statement

Special Conditions/Requirements: