

Athletic Tournament Booking Guidelines

Facilities That Can Accommodate Athletic Tournaments Include:

<p><i>Ann & Chuck Dever Regional Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Football <input type="checkbox"/> Flag Football <input type="checkbox"/> Lacrosse <input type="checkbox"/> Cricket <input type="checkbox"/> Tennis 	<p><i>Carmalita Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Football <input type="checkbox"/> Flag Football <input type="checkbox"/> Softball <input type="checkbox"/> Lacrosse 	<p><i>Charlotte Sports Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseball
<p><i>Franz Ross</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Football <input type="checkbox"/> Flag Football <input type="checkbox"/> Lacrosse <input type="checkbox"/> Disc Golf <input type="checkbox"/> Tennis 	<p><i>Harold Avenue Regional Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Tennis 	<p><i>Maracaibo Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseball
<p><i>North Charlotte Regional Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseball <input type="checkbox"/> Soccer <input type="checkbox"/> Disc Golf 	<p><i>South County Regional Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseball <input type="checkbox"/> Soccer <input type="checkbox"/> Disc Golf <input type="checkbox"/> Tennis 	<p><i>Tringali Park</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Inline Hockey <input type="checkbox"/> Tennis

Rental Procedure for all Athletic Tournaments:

- Tournaments may be booked up to one (1) year in advance, and no later than ten (10) days prior to the first day of facility rental.
- When an organization or individual contacts Community Services and requests field usage, the organizer is sent pricing information, a facility map, Facility Usage Request Form, Insurance Requirement Form, and Tournament Refund Guidelines.
- Upon receipt of the Facility Usage Request Form, Community Services will check Active for availability and inform the organization of availability within ten (10) business days.
- Upon confirmation of rental request, Community Services will create a permit in Active and a deposit of no less than 25% of the total rental must be submitted by the user. This percentage includes a \$100 damage deposit per location.
- The tournament organizer signs the permit and returns it to Community Services for signature.
- A Commercial General Certificate of Liability Insurance is required naming Charlotte County as an additional insured at the Lessee's expense in an amount of \$2 million aggregate/\$1 million per occurrence, at least ten (10) days prior to the Licensee's use of the County facilities.
- All remaining balances due on any athletic facility rental must be paid ten (10) days prior to the first day of tournament.

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Athletics Tournament Verbiage is to be Included on Active Permits and are Organized by Tournament Type and Include the following:

- A Commercial General Certificate of Liability Insurance is required naming Charlotte County as an additional insured at the Lessee's expense in an amount of \$2 aggregate/\$1 million per occurrence, at least ten (10) days prior to the Licensee's use of the County facilities.
- If the tournament organizer will be providing concessions, Charlotte County will receive 15% of gross sales of the concessions. Payment of concession revenue must be made payable to the Board of County Commissioners by cash or check no later than ten (10) days after the last day of the tournament. The concessionaire must also have a properly working ABC fire extinguisher with a current inspection located near the concession area.
- If an outside vendor is to be contracted to provide concessions for this event, a separate permit will be required with the vendor and Charlotte County will receive 15% of gross sales of concessions. The concessionaire must provide a General Commercial Certificate of Liability Insurance naming Charlotte County as additional insured at least ten (10) days prior to the Licensee's use of the premises at the concessionaire's expense in the amount of \$2 aggregate/\$1 million per occurrence. Payment of concession revenue must be made payable to the Board of County Commissioners by cash or check no later than ten (10) days after the last day of the tournament. The concessionaire must also have a properly working ABC fire extinguisher with a current inspection located near the concession area.
- In the event lightning or other inclement weather arises that may affect activities and events occurring within, or the use of, County facilities; patrons of County facilities must suspend all activities and are urged to immediately exit the facility and seek appropriate shelter.
- All sports teams or athletic leagues using County facilities must establish and enforce a policy to address lightning or other inclement weather that ensures the safety of all participants during and, for an appropriate period, after lightning or other inclement weather events. Patrons must not resume activities or events within County facilities until the risk of injury from lightning or other inclement weather has passed.
- Baseball and softball tournament organizers are responsible for cleaning the dugouts after each of their games. All other tournament organizers must have the facility cleaned prior to departure at the end of each day. If, after any tournament, it is determined any organization has violated this policy, the organization will be subject to partial or full loss of their damage deposit.
- A tournament representative is required at each park location named on the permit. The name and phone number of the tournament personnel must be provided to Community Services prior to the first day of the tournament. The contact person for each park location must remain on site and be available for the entirety of the tournament.
- All soccer, football, flag football, hockey, or other tournaments that do not require field preparation in the morning, prior to tournament activities, will be available for an 8:00 a.m. start time.
- Tournaments utilizing baseball and softball fields will have two (2) game fields available for an 8:30 a.m. start time. All other games will start no earlier than 9:00 a.m.
 - This guideline does not apply at the Charlotte Sports Park.
- Tournaments utilizing baseball and softball fields will have the field preparation option of a 15-minute quick sweep (which includes dragging the fields prior to the next game) or a 30-minute full prep (which includes a full sweep of the fields; re-marking the lines for the pitcher's mound, batter's box and foul lines; and rebuilding the pitcher's mound, if necessary).
 - To allow for proper and safe field preparations between games, staff will need 30 minutes between games with no one on the fields each time a full prep is requested.
 - This guideline does not apply at the Charlotte Sports Park.

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- Tournaments utilizing four (4) or more baseball and/or softball fields during the winter months of November – February will be charged a light fee, which is necessary to properly prep the fields prior to a 9:00 am start time.
 - This guideline does not apply at the Charlotte Sports Park.
- In the event of water buildup on baseball or softball fields due to rain, tournament organizers may use Pro's Choice Infield Conditioner or Lesco's Turface to soak up excess water. No other products can be used. If it is determined any tournament organization has violated this policy, the tournament organization will be subject to partial or full loss of deposit.
 - This guideline does not apply at the Charlotte Sports Park.
- In the event of inclement weather when quick dry products and/or materials are available and need to be utilized by the grounds crew to restore the fields to safe playing conditions, a fee of \$15 per bag will be charged to the organizing group.
 - At the Charlotte Sports Park this fee should be paid directly to the Tampa Bay Rays.
- Teams showing up before the start of the first game will not have access to the fields while they are being prepped.

Specific Considerations When Booking the Charlotte Sports Park:

- Fields are unavailable from December 1 through April 1 each year.
- Fields are subject to league schedules and field maintenance from April 1 through November 30 each year.
- All rentals are in accordance with availability based upon the existing contractual agreements with the Tampa Bay Rays and the Charlotte Stone Crabs.
- Field rentals at the Charlotte Sports Park are for field usage only (no field equipment including, but not limited to L-screens, turtles, pitching mounds and batting cages).
- Umpires will have the use of the lower lobby area and restroom in Building A.
- The Tampa Bay Rays grounds crew is responsible for all field maintenance. No other individuals are permitted to work on the fields.
- The tournament organizer must designate someone from their organization or a volunteer to be stationed at the gate to the entrance of the Clubhouse Parking Lot to ensure that no tournament vehicles park in this area.
 - This location will need to be staffed from 30 minutes prior to the first game until the final game ends. An additional staff fee of \$160.00 per day will be incurred if the organization does not abide by this requirement.
- No tournament participants are permitted on the upper level of the Observation Tower in the practice fields.
- Community Services employees will be on-site for all events that occur at the Charlotte Sports Park.
- The authorizing signature on a tournament permit will indicate the main point of contact for the facility rental. Should any questions or issues arise, County staff will communicate directly with this individual.
 - If this individual is unable to be on the premises on the day of the facility rental, a secondary name and contact number MUST be communicated via email prior to the start of the tournament as the designated person responsible for the event.

Athletic Tournament Booking Guidelines

Charlotte Sports Park Tournament Parking During the Charlotte Stone Crab Season:

- Below are the parking requirements for any tournament participants when utilizing the playing fields on the day of a Charlotte Stone Crabs game:
 - Day Game - Parking is available off Ester Street.
 - If using more than two (2) fields, tournament attendees may park in the stadium parking lot, if available.
 - Evening Game - Parking is available off Ester Street.
 - If using more than two (2) fields, tournament attendees may park in the stadium parking lot, if available.
 - Evening Game with Fireworks - Parking is only available off Ester Street.
 - All participants involved with the tournament must vacate Fields 1 & 2 by 12:00 pm.
 - All participants involved with the tournament must vacate Fields 3 & 4 no later than 6:30 pm.
 - All tournament participants and attendees must enter and exit the practice fields through the Clubhouse parking lot.
- The supervisor at the Charlotte Sports Park will confirm all field arrangements and logistics with the Tampa Bay Rays and the Charlotte Stone Crabs.