

**JAMES M. "JOE" HAGERMAN
SPORTS COMPLEX
TOURNAMENT RESERVATION PROCEDURES**

RESERVATION PROCEDURES

- Tournament reservation requests for the Hagerman Sports Complex will be accepted up to one calendar year in advance of the desired date.
- Tournament reservation requests for a weekend one full calendar year in advance will be accepted between 8:00am-12:00pm on the Friday one year before the requested date. *All City offices are closed on the 3rd Friday of each month. On these furlough weeks, the deadline will shift to Thursday. In the event that multiple requests are received for the same date, a drawing will be conducted after 1:00pm to determine which party receives the reservation. All parties will be notified of the results shortly after the drawing.
- The person selected in the drawing will be required to complete the contract and pay the required fees within 5 business days.
- Tournament requests will only be accepted on the official Tournament Request Reservation Form. No telephone reservations will be accepted. Tournament reservation request forms are available at the Recreation and Parks Department Office, 615 So. McClelland St. or on-line at www.ci.santa-maria.ca.us/recreation . Tournament organizers are encouraged to view the schedule of available dates on-line.
- Completed Tournament Reservation Request Forms may be submitted in person at the Recreation and Parks Department Office, 615 South McClelland Street, or by Fax with credit card information to Santa Maria Recreation and Parks Department at (805) 925-4508.
- A \$300.00 refundable deposit is required at the time of the booking. A separate deposit is required for each tournament booked. Multiple bookings (more than 3 bookings/contracts) require \$900 minimum deposit on file.
- Upon receipt of deposit and the reservation request form, the Recreation and Parks Department will make the booking and issue a contract for signature along with a schedule for payment of fees.
- The agreement will not be valid until the Facility Use Contract and Addendum has been reviewed, signed, and the deposit has been paid. A copy of the completed contract will be signed by the designated Department representative and returned to the renter.
- In order to complete the contract and ensure that the City is able to accommodate all tournament requests, the renter must provide all necessary forms, fees, and follow-up information per the attached schedule. Failure to meet these deadlines may result in a \$100.00 late fee which will be deducted from the deposit.
- Subletting of City of Santa Maria fields/facilities/parks is not permitted at any time.
- Renters are advised that in order to avoid last minute difficulties, all Tournament information should be discussed with and approved by the designated Department representative prior to finalizing your arrangements and/or making additional financial commitments.
- The Santa Maria City Council reserves the right to change fees and guidelines with thirty (30) days written notice to the renter.

GENERAL GUIDELINES

- Permission for use of the facility will be granted upon the condition that all guidelines governing use of said facility/park will be followed. Permission may be revoked at any time for failure to do so.
- When facility is utilized by minors, the group must be under adult supervision at all times. There must be at least one (1) adult (18years and up) for each twenty (20) minors
- Any type of advertising shall not be permitted or exhibited, and no solicitation or sale made on the grounds without prior approval from the Recreation and Parks Department.
- Reservations may be cancelled by the Recreation and Parks Department due to unanticipated maintenance problems or other unforeseen circumstances. In these cases other accommodations will be provided when possible.
- California State Law prohibits smoking within 20 feet of all entrances, doorways and windows.

- Parking must be in designated spots only. Park Services Officers and/or Police Department will either ticket or tow vehicles depending on location of unauthorized parking at facilities and parks.
- Entrance to the Park at 7:00am, fields will be available for play at 8:00 a.m. All games must conclude by 11:30 p.m. All lights and activities must be cleared from the park by 12:00 a.m.

FEES

- Field rental rates for tournaments are \$125.00 per field/per day.
- Light fees are an additional \$10.00 per hour/per field for Hagerman, and Elks.
- Light fees are an additional \$4.50 per hour/per field for Simas and Minami.
- Maramonte field does not have lights.
- Activities that requiring additional staffing will be charged \$10.60 per hour per staff member.
- Any tournament charging admission fee will be assessed an additional \$300.00 flat rate for parking.
- Any tournament wishing to include R.V. camping as an extra amenity will be assessed an additional flat rate of \$700.
- Fees Due:
 - 1st Payment-Security Deposit Due at time of initial booking
 - 2nd Payment- Rental and Extra Fees No later than 10 days after the event.

REFUNDS

- In the event a reservation is cancelled within sixty (60) days of the scheduled date, the deposit will be forfeited.
- Rental fees will not be pro-rated for changes to the contract within sixty (60) days of the scheduled date. [i.e., if a renter booked four (4) fields and later scales down to three (3) or two (2) fields, the renter will be charged for the original rental of four (4) fields or outlying fields were initially requested and not needed].
- If total amount of fields booked is less than four (4) fields, the City reserves the right to rent the remaining fields to another party. Therefore, the complex will not be exclusive to your event.
- In the event that more fields are needed than originally requested renter may request to use the City's outlying fields; Simas, Minami, Maramonte and Elks based on availability.

FIELD RENTAL INCLUDES:

- One field preparation for each field prior to the first game of the day. Depending on bookings, fields may be prepped the night before.
- Tournament Directors wishing to have "field touchups" during the tournament should contact the Recreation Coordinator a minimum 2 weeks prior to the tournament date to make arrangements. Tournament Director will need to allow 20 minutes per touchup in the schedule of game times.
- Tournament Directors wishing to have "full field preps" during the tournament should contact the Recreation Coordinator a minimum 2 weeks prior to the tournament date to make arrangements. The cost for "full field prep" is \$22 per prep per field. Tournament Director will need to allow 1 hour per touchup in the schedule of game times.
- Use of the P.A. system for announcements and use of the score booths and score boards.
- Equipment for touch-up preparations (available to attendant and renter).
- Use of office space for tournament director and tournament headquarters.
- On-site attendant one (1) hour prior to first game and (1) hour after event.
- The Joe's Place Restaurant and snack bar will be open thirty (30) minutes prior to the first game and remain open until the start of the last scheduled game.
- Use of bases, pitching rubbers, pitching mounds and safety bags with prior approval from Recreation Coordinator. Use of the above equipment may not be available for all fields.
- Some fields will require rental of Porta Potties at a cost to the Tournament Director. Recreation and Parks will make arrangements for units including servicing when requested and/or required by the City of Santa Maria.

RECREATIONAL VEHICLE (R.V.) CAMPING

- Overnight R.V. camping in conjunction with a tournament must be requested by the Tournament Director in advance.

- A flat rate fee of \$700 will be assessed for permission to utilize the designated R.V. camping area (20 spaces @ \$35 each)
- The Tournament Director will be responsible for monitoring the camping area and collecting any fees charged directly to campers.
- R.V.'s must be self contained; there are no waste dumping or refilling stations on site.
- The City provides an ash dump location for barbeques in the camping area.

WEATHER IMPACTS

- In the event of rain, the Recreation and Parks Department will make the determination no later than noon on Friday as to whether the field conditions are such that it would be unsafe to play. If fields have been deemed safe for play but rain is predicted or imminent, it will be up to the Tournament Director to decide whether to play or not.
- Staff will do everything possible to get fields in playable condition.
- Rained-out events will be refunded or rescheduled.
- Open dates for rescheduling will vary month-to-month; therefore, the City will try to accommodate the renter with an alternative available date as soon as possible or will issue a full refund.

INSURANCE

- Tournament/Event Director must provide a Certificate of Insurance and 2nd Page Endorsement (Attachment #1) no later than 7 days prior to rental date for processing. If a completed Certificate of Insurance and 2nd page Endorsement is not received and approved 7days prior to rental date a \$100.00 late fee will be deducted from the deposit.

ALCOHOL

- Alcohol is not permitted at any City Parks or Facilities without permission from the Recreation and Parks Department Director. Tournament Directors are responsible for informing their guests of this policy and assisting with the enforcement of the no alcohol policy. Failure to comply may result in additional fees and could jeopardize future tournament bookings.

BARBEQUES

- Personal barbeque pits, propane stoves or other similar units are not permitted on the site inside Hagerman Sports Complex.
- The City's concession agreement with the on-site restaurant restricts outside food sales.
- Requests to hold a barbeque in conjunction with the tournament must be submitted by the Tournament Director no later than 30 days prior to event date.
- Permission may be granted to cook and serve traditional Santa Maria style BBQ items; chicken, tri-tip or rib dinner, beans, salad, bread and salsa will be allowed. Snacks, beverages, or any other food items will not be approved.
- If a barbeque is approved the renter is required to follow all Santa Barbara County Health Department and City of Santa Maria codes.
- Tournament Directors must submit the Name, Address, Phone number, Business License for all contractors & caterers no later than 30 days prior to event date.

FUNDRAISING ACTIVITIES

- Tournament Directors wishing to conduct any type of fundraising activity must request permission from the Recreation Coordinator at least 30 days prior to the tournament date.
- A flat fee of \$300.00 will be assessed for permission for any approved fundraising activity.

VENDORS/CONTRACTORS

- Tournament Directors must submit a list of vendors or contractors, items to be sold or service to be provided and a copy of their business license to the Recreation Coordinator for approval no later than 30 days prior to their event.
- Tournament Director is responsible for making sure that vendors and/or contractors are in compliance with all facility rules and terms of the Facility Use Contract & Addendum.

- Tournament Director will be assessed a fee of \$20.00 per booth/vendor due no later than 10 days following the event.

HAGERMAN SPORTS COMPLEX AMENITIES-(*may not apply to all outlying fields please refer to facility request form)

- Lighted fields
- Score booths
- Scoreboards
- P.A. system
- Shaded dugouts
- Pitching rubbers, 30', 35', 40', 43', 46', 50'
- Portable pitching mounds
- Bases at 60', 65', 70', 80'
- R. V. Parking
- Overnight R. V. parking
- Snack Bar
- Restrooms