



## CITY OF TUCSON PARKS AND RECREATION TOURNAMENT REQUIREMENTS & INFORMATION & GUIDELINES

Updated 5/3/18

The following rules and regulations will be in effect for all City of Tucson Parks and Recreation sports fields. The reserving party will be responsible for insuring that all rules and regulations are followed.

### 1. Application:

Tournament Directors must complete the City of Tucson Application for Tournament. To guarantee fields, the application must be turned in during the appropriate master schedule period. The application does not guarantee a permit for use. If not turned in during the master schedule period, the application must be turned in 20 business days prior to your tournament for proper processing. If turned in less than 20 days, all requests may not be able to be granted.

Master Schedule Dates: Spring/Summer – March 1-July 31. Application must be received by November 30<sup>th</sup>.

Fall/Winter – August 1-February 28. Application must be received by May 31<sup>st</sup>.

### 2. Certificate of Insurance / Non-Profit Status (501c):

In order for a non-profit (501c) status to be recognized, the tournament name and the insurance holder must be the same. Certificate of Insurance and 501c documentation must be turned into the Sports Unit 5 business days prior to the start of the reservation. Failure to do so will result in the cancellation of your tournament.

Minimum insurance policies requirements are \$2,000,000. The City of Tucson must be listed as a Certificate Holder, and named as an additional insured. The amount may vary depending on the type of tournament or if there is beer.

### 3. Fees and Deposits:

Prices subject to change without prior notice.

All fees and deposits must be made 5 business days prior to your tournament.

Each tournament requires a \$500.00 deposit. Deposit is for bases and equipment use (score board controllers at Lincoln, hand liner, rake or quick coupler) and to ensure the complex/fields are cleaned and free of trash. A portion or all of the deposit may be kept if there are broken bases, equipment or if the fields are left with trash on the ground/field.

A \$50.00 refundable deposit is required per key. All keys must be turned in the first business day following your tournament at which time the deposit will be refunded. If keys are lost there will be additional fees to re-key the complex.

Tournament Field Fees are as follows: (All fees are listed on the Tournament Application.)

City Resident	\$155.00 per field per day
Non-City Resident	\$195.00 per field per day
Non-Profit (valid 501c3)	\$80.00 per field per day
Non-City Resident Non-Profit (valid 501c3)	\$100.00 per field per day
Field Prep:	\$25 per occurrence, per field (baseball, softball). \$35 for Reid Annex baseball fields.

Cancellation for lights is required if the tournament is concluded early. There will be no adjustment to the tournament fee.

Deposits are refunded after the tournament is completed and all keys and equipment are returned to the Sports Office, provided there is no damage, and the area is left clean of trash. When paying with a credit card, the refund takes 5 business days. If paid by check, a check will be issued and will take approximately 6- 8 weeks to receive.

### 4. Tournament Cancellation/Refund Policy:

Tournament cancellations must be made 5 business days prior to your tournament. Cancellations must be made in writing to the Sports Unit email ([SportsUnit@Tucsonaz.gov](mailto:SportsUnit@Tucsonaz.gov)).

Cancellation 5 business days prior to your tournament = 100% of deposit refunded (\$500.00)

Cancellation 4 business days prior to your tournament = 75% of deposit refunded (\$375.00)

Cancellation 3 business days prior to your tournament = 50% of deposit refunded (\$250.00)

Cancellation 2 business days prior to your tournament = 25% of deposit refunded (\$125.00)

Cancellation 1 business day prior to your tournament = 0% of deposit refunded

### 5. Fences

Additional fees may apply. Temporary fence set up/take down may be the responsibility of the Tournament Director. If an additional day is needed to put up the fences, these day/times will be added to your permit. No hitting balls against any fence.

### 6. Subletting

Subletting is prohibited. If found guilty of subletting you will not be banned from renting any fields for one year.

**7. Game times:**

City parks open at 6am and close at 10:30pm. If field prep is required, game times may not start until 8:30am.

Special permission must be acquired by the Parks and Recreation Department to extend the lights to 11pm.

Overnight tournaments require a special Appeal Form to be completed 25 business days prior to your event. The form may be obtained from:

PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
201 N STONE AVENUE  
PO BOX 27210, TUCSON AZ 85726-7210  
(520) 791-5550  
www.tucsonaz.gov

**8. Vending / Concession Stand / Private Vendors:**

\*\*\*Pinnacle Concessions is the contracted vendor for Lincoln Park March to November. \*\*\*

Charges for concession stand(s) and City of Tucson (COT) vendor permits requested by the tournament director will be added to the permit issued.

Tournament directors must provide a list of all vendors involved with tournament 5 business days prior to your tournament to the Sports Unit. Tournament Director will be held responsible for ensuring that COT vendor permits are purchased and on site for said vendors.

If there is more than one vendor at the tournament location each vendor is responsible for obtaining their own COT vendor permit.

A health permit is required in order to purchase a COT vendor permit for concessions. Health permits can be obtained through the Pima County Health department. Contact the Pima County Health Department at 520-724-7770 for more information. COT vendor permits may be purchased at 1 of the following places with proper health permit:

- |                             |   |
|-----------------------------|---|
| a. Reid Park Administration | 900 S. Randolph Way 85716, (520) 791-4873 |
| b. Sports Office            | 920 S. Randolph Way 85716, (520) 791-4870 |

**9. Field Prep**

Fees are \$25.00 per field, per occurrence (\$35.00 for Reid Annex baseball and Lincoln softball fields). The Tournament Director must speak with Parks Supervisor 15 business days in advance to insure staffing allows for field maintenance.

Tournament Directors will be allowed to prep their fields (excluding Reid Annex).

No staking is allowed to secure tents; water or sand barrels or other weighted devices shall be used.

**10. Vehicles – Load In/Out, Overnight Parking**

Tournament Directors are to talk with the Parks Supervisor prior to the tournament to go over the rules for the complex. Vehicles may be driven into the complex for set-up and clean-up only. They may not be driven onto complex during tournament play or scheduled tournament.

Vehicles approved to be driven into the complex must be unloaded/loaded and IMMEDIATELY (using approved route) returned to the parking lot.

Failure to comply with park regulations may forfeit the right to use city facilities in the future. Permits are revocable at any time for violations of rules, ordinances or state laws.

Decisions rendered by parks staff will be final and Tournament Directors must abide by all decisions.

Overnight parking must be approved with Parks Director (fee and TPD notification are required).

**11. Alcohol /Smoking**

A beer permit must be purchased before your tournament. Beer permits can be purchased at the Sports Office or at the main Administration office at 900 S. Randolph Way. The Tournament Director must be in possession of the beer permit at all times.

No beer sales are allowed without the purchase and approval of a Special Event Liquor License. This application can be obtained at:

Office of the City Clerk  
255 W. Alameda  
P.O. Box 27210  
Tucson, AZ 85726

Glass containers are not allowed on City property. Possession or consumption of any alcoholic beverage is prohibited in the facility parking lots.

Smoking is only allowed in designated areas.

**12. Trash**

The Tournament Director will be responsible for removing all trash generated by concession sales (boxes, excess trash from cleaning out concession stand, etc.) and placed in the proper trash dumpster receptacles away from the ball field area. The small trash receptacles in and around the ball fields are for fans and players to put trash in. If these smaller trash receptacles begin to overflow the Tournament Director will provide additional trash bags to place the excess trash in and tie the bags closed. These bags can be placed next to the trash receptacle for Park Staff to pick up. At the end of each day the Tournament Director will police the bleachers, backstops and the ball field grounds to be sure there is not any loose cups, wrappers or other trash in the ball field area.

**13. Inclement Weather**

The Parks and Recreation Department may cancel a tournament due to unsafe field conditions. In this instance, fees paid to the Parks and Recreation Department will be refunded for the days not able to play. The Parks and Recreation Department will make every effort to notify the Tournament Director in as far in advance as possible. The Tournament Director will be liable for damages occurred to the fields if they play on wet fields. If Parks Staff is on-site they will make the determination of field safety. The City is not responsible for any charges paid to other companies/officials/staff that the organizer may incur as a result of the cancellation.

In the event of a rain out or city closure, you are responsible for the payment for all fields fees and games that were completed.

The fields may not be used and activities must be cancelled when any of the following conditions exists:

- Water is standing on the ball field infields, soccer or multipurpose fields.
- Where the grass is sparse or a field is badly worn and the ground is saturated.
- Turf can be displaced or dislodged from the ground.
- Mud cakes or clings to shoes.
- Steady rain is falling.
- Dirt (infield) areas are muddy.
- Lightening
- City staff will determine whether a field is playable at all fields where City staff is present.

**14. Animals**

Animals are not permitted in facilities except for service animals.

**15. City Liability for Storage of Tournament Property**

The Parks and Recreation Department shall not handle, care for nor act as custodian of any equipment or property delivered to the facility for the User’s tournament, nor shall the Parks and Recreation Department be liable for loss or damage to such property. Requests for onsite storage of tournament supplies/merchandise will be considered on case-by-case basis.

As the Tournament Director, you are responsible that all participants and spectators follow all the above rules and park rules.

TOURNAMENT PAYMENT SCHEDULE		
Required Documents / Fees	Due Date	Date Completed
Tournament Application Due	20 Business Days Prior to Event	
Appeal Form for Light extensions	25 Business Days Prior to Event	
Pima County Health	14 Business Days Prior to Event	
Tournament Insurance	5 Business Days Prior to Event	
501c Documents (if applicable)	5 Business Days Prior to Event	
Vendor List	5 Business Days Prior to Event	
Vendor Permits	5 Business Days Prior to Event	
Beer Permits	5 Business Days Prior to Event	
Deposits and Fees Due	5 Business Days Prior to Event	
Last Day to cancel tournament for a full Refund	5 Business Days Prior to Event	