



User Fee Guidelines and Application

The Syracuse Sports Complex is owned by the Syracuse Municipal Facilities Corporation and leased by the City of Syracuse.

SYRACUSE RECREATIONAL COORDINATOR CONTACT INFORMATION

Shayna Murrell, Recreational Coordinator, 402-269-2601x1, e-mail syracuseparksandrec@windstream.net

APPLICANT CONTACT INFORMATION

Contact/Organization _____

Contact/Individual _____

Address _____ Cell Phone _____ Home/Work Phone _____

E-mail _____

By submitting this Application, applicant agrees to the following for use of the facilities for the purpose of conducting tournaments, softball or baseball games, or other approved activities:

1. Ball fields may be reserved for the purpose of tournaments or games on dates that do not conflict with the City of Syracuse sponsored league play or tournaments.
2. Tournament bracket or game information shall be turned in to the Syracuse Recreational Coordinator's office by 5:00 p.m. at least five days prior to the first day of usage.
3. Applicant shall submit a \$250 deposit payable to the City of Syracuse, along with the completed application prior to the scheduled event in order to have fields reserved in advance. The deposit, or portion thereof, may only be refunded, as described below.
4. The City of Syracuse shall invoice applicant for facility fees 14 days prior to the first day of usage, and payment shall be due no later than 7 days prior to the first date of usage. Failure to make complete payment within the time specified shall result in forfeiture of applicant's use of the facilities and the City of Syracuse shall retain 100% of the deposit. The Syracuse Recreational Coordinator has the final decision on use of the fields due to inclement weather or rain. If field usage is not available due to inclement weather or rain, 50% of the deposit shall be returned to applicant, and the usage fee shall be returned to applicant less the fees as stated in paragraph 6 below. Cancellations due to any other reason shall result in forfeiture of 100% of the deposit. Upon payment of all fees as required and upon completion of usage, the deposit shall be refunded to applicant.
5. The field(s) shall be prepared for the first game of the day by the City of Syracuse. Any field dragging, base moving, moving of pitchers' rubber, and chalking desired by applicant after the first game on each field shall be done by applicant, as directed by the Syracuse Recreational Coordinator, unless prior arrangements have been made. Applicant shall drag each field as applicant deems necessary, but no less frequently than after three games are played on the same field. Equipment for field maintenance and dragging shall be located in a designated location within the concession stand and shall be made available to applicant by the City of Syracuse for use. No motorized vehicles shall be operated by applicant or anyone on behalf of applicant in order to drag the fields.
6. If inclement weather or rain forces the cancellation or postponement of an event, applicant shall pay \$30.00 for each field for pregame preparation.
7. Unless otherwise agreed in writing, Syracuse Recreational Coordinator will make arrangements for concessions. NO outside food or drink is allowed FOR CONSUMPTION OR RE-SALE within the Syracuse Sports Complex. The concession stand will be open as directed by the Syracuse Recreational Coordinator. All concessions will be sponsored by the Syracuse Recreation Program. If other arrangements need to be made, contact the Syracuse Recreational Coordinator during regular business hours.
8. Applicant is responsible for providing security services for its use of the facilities. Syracuse Recreation Program, Syracuse Municipal Facilities Corporation, and the City of Syracuse are not responsible for any occurrences of theft, vandalism or any other acts of violence against vehicles or other personal property during the field usage. However, such instances should be reported immediately to law enforcement and the Syracuse Recreational Coordinator.

9. Applicant is responsible for the conduct of players, coaches and spectators. Any behavior that does not conform to acceptable levels of sportsmanship – such as fighting, assaulting players or officials and use of profanity or other abhorrent conduct – will result in forfeiture of the deposit and jeopardize approval of use of facilities in future years.
10. All trash in the complex and throughout – such as the parking lot and other areas – must be picked up by applicant following the completion of use of the facilities. Failure to do so will result in a \$100 fee assessment.
11. Consumption of alcoholic beverages on Syracuse Parks and Recreation complexes/fields/parking lots is strictly prohibited. Consumption of alcoholic beverages will be monitored, and any violators will be subject to disciplinary action and/or legal action.
12. Applicant fully releases and discharges the City of Syracuse and the Syracuse Municipal Facilities Corporation, and their officials, officers, agents, servants, employees, and volunteers from any and all claims from injuries, including death, damages or losses, for which applicant may have or which may accrue to applicant on account of applicant's use of the facilities. Applicant further agrees to indemnify and hold harmless and defend the City of Syracuse and the Syracuse Municipal Facilities Corporation, and their officials, officers, agents, servants, employees, and volunteers from any and all claims resulting from injuries, including death, damages or losses sustained by applicant arising out of, connected with, or in any way associated with the use of the facilities.
13. The applicant shall obtain, at its own expense, a comprehensive general liability insurance policy naming the City of Syracuse and the Syracuse Municipal Facilities Corporation as additional insureds. This policy shall be written with minimum coverage of \$1,000,000.00 combined single limit per occurrence. Applicant shall provide to the City of Syracuse a certificate of insurance evidencing coverage, as set forth herein.

Signature _____

Faxed and scanned copies are considered originals.

FEE SCHEDULE

*Field Usage - \$150 per field per day includes one-time drag/chalk prior to the first game in the morning.

*Lights - \$30 per field per night.

*Additional Field Personnel - Number of personnel requested X \$120 per day (8 hours) or number of personnel requested X \$60 for one-half day (4 hours). Services provided will include restroom cleaning and supplies, trash pickup and removal and, as the game schedules permit, maintenance personnel will also “touch up” fields between games. Maintenance personnel will be on site one hour prior to the start of the first game until the start of the final game of the day. Applicant may be responsible for locking and securing the facilities upon departure.

*Extra Drags - \$30 per drag.

*Temporary Fence - \$100 per field.

*Lights for non-game usage - \$10 per hour per field.

DATES REQUESTED

STARTING TIME AND ENDING TIME OF USAGE:

1 st Day/Date		First Game Start		Final Game Start	
2 nd Day/Date		First Game Start		Final Game Start	
3 rd Day/Date		First Game Start		Final Game Start	
4 th Day/Date		First Game Start		Final Game Start	
5 th Day/Date		First Game Start		Final Game Start	

FACILITIES REQUESTED

FIELDS BEING USED

- * _____
- * _____
- * _____
- * _____

FIELD DIMENSIONS NEEDED

(Pitching mound & Base Distances)

- _____
- _____
- _____
- _____

Fields B, C, & D at the complex have 300' fence. Field A is 320' down the lines and 360' at center field.

MISCELLANEOUS

Level of Play: _____

Classification of Play: _____

Minimum number of teams required to run activity: _____

Number of teams expected to participate: _____

Entry Fee Per Team: _____

Officials Pay: _____

Who will benefit from the proceeds? _____

Will you make a donation from a portion of the proceeds to the Syracuse Recreation Program? _____

If so, how much? _____

RAINOUT PROCEDURE

- It has to stop raining first. After it does, fields typically require at least one hour to dry out before ANY decisions can be made about when play can or cannot resume.
- Field maintenance crew will consult with applicant about the length of time it will take to get fields ready.
- If applicant authorizes the Syracuse Recreational Coordinator to deploy additional staff, then the field maintenance crew will try to bring in additional Syracuse Parks and Recreation staff. Applicant will be charged a rate as determined by the Syracuse Recreational Coordinator for additional Syracuse Parks and Recreation staff.
- If applicant requests that his/her volunteers be allowed to help with any rainout “situations,” then the volunteers will receive duty direction from the Syracuse Parks and Recreation staff.
- For insurance liability reasons, at NO time will applicant's volunteers or staff be allowed to operate Syracuse Parks and Recreation motorized field maintenance equipment.



Fee Worksheet

PLEASE FILL OUT THE INFORMATION BELOW AND RETURN THIS SHEET WITH YOUR TOURNAMENT OR GAME INFORMATION ON THE FINAL DAY OF USAGE.

APPLICANT CONTACT INFORMATION

Contact/Organization _____

Contact/Individual _____

Address _____ Cell Phone _____ Home/Work Phone _____

E-mail _____

Signature _____

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ACTIVITY FEE SUMMARY

Field Prep Fee = Number of fields being used daily ____ X number of days ____ = ____ X \$ ____ = _____

Lights = # of nights ____ X # of fields per night ____ X \$30 per field per night = _____

Temporary Fence = # of fields ____ X \$100 per field = _____

Additional Field Personnel = # of personnel requested ____ X \$120/day or \$60/one half day = _____

Extra Drags = # of fields ____ X # of extra drag requests per day ____ X \$30 = _____

Possible "Pre-Prep" services for rainouts = # of field ____ X \$30* = _____

TOTAL = _____

*Inclement Weather – If a Syracuse Parks and Recreation maintenance crew comes in on Friday night to prep the fields for Saturday – then subsequently Saturday is rained out – the applicant will be billed for the field preparation. IMPORTANT NOTE: Parks and Recreation field maintenance crews at our facilities follow the same professional approach used at parks across the country when there is a forecast for adverse weather, i.e. rain. That approach is to level and prepare the field the previous night for the following day. By doing so – and if rain does indeed happen – then the “pre-prep” allows water to drain off the field faster and allows our customers the highest probability of playing the following day. If we neglect to do so and the forecast is correct, then the probability of playing the next day is almost eliminated. Thus, if this maintenance schedule is followed – and the tournament or game is STILL cancelled due to rain – then all applicants will be billed \$30 per field for “pre-prep” services, as stated in Guidelines, paragraph 6.