



BERNALILLO COUNTY SPORTS DIVISION

FIELD USAGE INSTRUCTIONS

The following shall be accepted as policy with regards to the procedure for the rental of the Softball Fields at Tom Tenorio Softball Complex at 2900 Arenal S.W.

- 1. A letter must be submitted to the Sports Programs requesting the rental of the complex by the individual/organization.**
- 2. A date is established by the Sports Program Specialist based upon availability.**
- 3. A letter from the County Sports office will then be sent to the individual/organization approving the tournament dates.**
- 4. A contract is to be prepared for and signed by the individual/organization (this secures the date). The contract is then given to the Director of Parks and Recreation for a signature of approval.**
- 5. At least 4 days before the tournament is scheduled to occur, the individual/organization is to provide the Sports Coordinator with a list of the teams which will participate. The Sports Coordinator will then schedule the tournament the following day.**
- 6. At this time the rental fee can be assessed.**
- 7. The above mentioned steps must be followed failure to adhere as stipulated may result in allowing individual/organization use of fields.**

SPECIAL INSTRUCTIONS FOR ALBUQUERQUE PUBLIC SCHOOLS

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APPLICABLE FEES

- A. Rental Fee – based on how many days the softball complex will be utilized.
- B. Supervisor's Fee – based on how many hours the supervisor is present multiplied by a \$17.00 per hour rate. (Supervisors will also be paid for ½ hour extra before and ½ hour extra after each session for field preparation and clean up.) Supervisors will be paid for time utilized for field maintenance during the tournament.
- C. Lights Rental - **\$20.00 per hour/field** rental fee will be assessed based on what time sunset occurs to the ending time of the last game.
- D. All umpires will be assigned by the County Sports Program. (Please Note: All umpires shall be County certified or A.S.A. sanctioned). Umpire fees per game are \$17.00 per game (2 man system) and \$22.00 per game (1 man system).

The Sports Programs will then provide the individual/organization with the total rental fee cost. This fee is due within the Sports Program office at least 24 hours prior to the scheduled tournament (IN THE FORM OF A CASHIERS CHECK OR MONEY ORDER). Upon paying this fee, the individual will be required to sign a form which will provide the break down of the fees. This form will serve as an agreement between the individual and Bernalillo County Sports Program with regards to the rental costs.

(PLEASE BE ADVISED THAT IF THIS FEE IS NOT PAID, THE SPORTS PROGRAM RESERVES THE RIGHT TO CANCEL THE TOURNAMENT AT THAT TIME).

The sports program will then provide the individual/organization with a copy of the contract and the rental fee agreement. At this time the Sports Program will provide the individual/organization with the typed tournament schedule.

SPECIAL INSTRUCTIONS FOR WAIVING FEES FOR A.P.S. SCHOOL WISH TO HAVE FEES WAIVED:

1. Only schools which facilities are utilized for County programming qualify.
2. A signed and dated letter of request must be submitted by the Principal of the school to the Sports Program requesting the use of the complex.
3. All other rules as stated above apply, disregarding those with reference to the fees.

BERNALILLO COUNTY PARKS AND RECREATION

SPORTS PROGRAM

LIMITED USE FIELD AGREEMENT

I (We),

(Name of Individual or Organization)

Herein, referred to as LESSEE, request the use of: **TOM TENORIO SOFTBALL COMPLEX.**

For the express purpose of conducting the following activity:

(EXPLAIN IN DETAIL)

Subject to acceptance of this request by Bernalillo County Parks and Recreation, herein referred to as LESSOR, LESSEE hereby agrees to the following terms and conditions:

GENERAL CONDITIONS

1. Lessee shall save, indemnify and hold harmless the Lessor, its Officers, and Employees from any claims for the loss, damage or injury to any person or property from the Lessee's use of said facility.
2. Lessee shall use premises only for the purpose and activities as described in this agreement.
3. Lessee must provide Lessor with a total of teams which will utilize said facility least four (4) days in advance of scheduled tournament play.
4. Lessee shall not assign or sublet the whole or any part of the premises.
5. Lessee will conduct on – site litter control prior to and after event, to minimize litter and dispose of in on – site receptacles.
6. Lessee shall proved Lessor with proof of General Liability Insurance of at least \$1,000,000.000 per occurrence (See Item 7) which covers activities as described herein, and/or applicable Amateur Softball Association (A.S.A.) standard coverage. (Revision as of September 25, 1996)

Effective immediately the following shall be accepted as a policy in the Sports Program regarding the rental of the fields at Tom Tenorio Softball Complex. The A.S.A. fee (Sponsor) is \$25.00 for the tournament. The A.S.A. fee of \$30.00 per team is due by the sponsor of the tournament by Thursday prior to the tournament.

7. It is the responsibility of the sponsor to collect the fee or substantiate the status of each team with the A.S.A. The representative of A.S.A must approve each team in the tournament by the Thursday before the softball tournament. The A.S.A fee or the money order made payable to A.S.A.
8. Lessee shall pay the field rental fee. The Supervisor's fee and lights usage charge in the amount and manner as set forth in Exhibit A, Attached hereto and incorporated herein by reference.

SPECIAL TERMS OF THIS AGREEMENT

The terms of this agreement will be as follows:

DATES AND TIMES:

1. Lessee will promptly report in writing any injuries to persons or damage to the property of Lessor or other which occurs during Lessee's use of the Lessor's Park/Field.
2. Lessee shall have a representative at the Park/Field at all times when it is being used by Lessee and shall have primary responsibility for safety and spectator control.
3. Lessee shall not permit the use of alcoholic beverages at its activities at the Park/Field.
4. Lessee shall comply with all applicable local, state and federal anti-discrimination laws and ordinances in its use of the Park/Field.
5. Lessee shall save, indemnify and hold harmless the LESSOR, its Officers and Employees from any claims for the loss, damage or injury to any person or property from the LESSOR'S use of said facility.

DEFAULT AND TERMINATION:

1. Failure to comply with terms and conditions of this agreement shall constitute a default by LESSEE.
2. Supervisor may in his or her discretion, immediately terminate this agreement if he or she determines that LESSEE has materially violated this agreement.

NOTICES:

All notices shall be made to:

County of Bernalillo Parks and Recreation
111 Union Square St. SE
Albuquerque, New Mexico 87102

LESSEE Organization, NOTICES (Fill in)

BINDING EFFECT AND EFFECTIVE DATE

This Agreement is not binding until it is signed by all parties, the terms and conditions of this Agreement shall be binding upon and insure to the benefit of the parties hereto, their successors and assigns. The effective date of this Agreement shall be the date of the last signature hereon.

(Chief Representative: Lessee Organization)

(Date)

(Director/Parks& Recreation)

(Date)

EXHIBIT A
BERNALILLO COUNTY PARKS AND RECREATION
SPORTS PROGRAM - SOFTBALL FIELDS RENTAL FEE SCHEDULE

DEFINITION:

Rental fees include dragging, lining and preparation of the fields, scheduling of the teams and assignment of the officials. (Officials must be County and A.S.A. certified). The Field Supervisor and umpires will be paid by the sponsor of the tournament.

FIELD SUPERVISOR:

A Field Supervisor' fee is \$17.00 per hour plus ½ hour before and after each day of the tournament. Bernalillo County Sports Program will assign the Field Supervisor for your Tournament. The total fee for the Field Supervisor will be determined upon completion of scheduling, based on actual amount of hours utilized.

LIGHTS USAGE CHARGE: In addition to the rental fee, a lights usage fee of \$20.00 per hour per field will be assessed upon the completion of the scheduling. This will be determined based on the seasonal time of dusk through the last scheduled game of the evening.

ONE (1) DAY RENTAL \$100.00 PER DAY/PER FIELD

All Fees must be payable to B.C.P&R

CERTIFIED CHECK ONLY

RENT \$ _____

FIELD SUPERVISORS' FEE \$ _____

LIGHTS \$ _____

TOTAL \$ _____

SIGNATURES

COUNTY REPRESENTATIVE

LESSEE

