



SPORTS FACILITY RENTAL POLICY 2011-2012

Schumpert Park, Sportspark and John Tarleton Park

Knox County Parks and Recreation operates three specialized sports facilities for use by citizens and visitors for sporting events. The Knox County SportsPark is a state of the art complex consisting of four 300' softball/baseball fields and one grassed baseball field along with three multi-purpose bermuda game/practice areas. Tommy Schumpert Park has three multi-purpose fields and one high school baseball field. John Tarleton Park has five football fields. Below is a list of policies that apply to the use of these facilities. The facilities are managed and maintained by Knox County Parks & Recreation.

INSURANCE REQUIREMENTS: Any group wishing to rent all or part of this facility, shall have written proof of \$1,000,000 in liability insurance and have Knox County Parks and Recreation specifically named as an additional insured. This written proof of insurance must be provided when the schedule of games is submitted.

DEPOSIT FEE: After a "Facility Request Form" has been submitted and an event approved by the Facility Manager a deposit check in the amount of \$250 for all events must be provided within one week. This deposit will be applied toward the final total cost due to Knox County Parks and Recreation for use of the complex. All deposits are non-refundable, except in the case of a cancellation due to weather where the entire tournament is cancelled. Make check payable to: "KNOX COUNTY PARKS AND RECREATION" If deposit fees are not received within the designated time the event will not be reserved.

FEE SCHEDULE: The base cost for renting facilities is \$100 per day per field with a minimum of two (2) fields. One day only tournaments will be considered if the schedule allows. Partial day rentals will be charged at \$15 per hour per field. This cost includes preparing the field (s) for play each day. Additional preparations during the course of the day will be charged \$30 per field plus cost for conditioner, if needed.

UMPIRES and OFFICIALS: Knox County Parks and Recreation reserves the right to approve all umpires and officials used for games played at the facility. The facility manager will make this decision. We prefer that local, qualified umpires and officials be used to officiate games. Umpires must be registered and in good standing with whatever particular group they are representing. Umpires must be properly attired at all times. An "umpire in charge" will be designated as the primary contact with the Facility Manager.

MANDATORY MEETING: There will be a mandatory meeting between the Knox County facility manager and designated representative and person(s) holding a tournament prior to the tournament at a mutually agreed upon time. Issues related to officials, inclement weather policy, insurance, schedule, etc. will be discussed.

RENTER RESPONSIBILITIES:

Renters of the facilities will be responsible for:

- *Advertising
- *Scheduling Games
- *Providing Balls
- *Scheduling and paying umpires
- *Providing Awards
- *Handling game protest
- *Scheduling and Paying scorekeepers
- *Scheduling and paying gatekeepers
- *Providing tournament rules
- *Providing tournament brackets
- *Providing rain out policy
- *Providing trainers (if required)
- * Paying for security (if required)

SCOREKEEPERS: The facility can supply scorekeepers who have been trained to keep score and are familiar with the scorekeeping equipment at the facility. It will be the responsibility of the renters to pay each scorekeeper. The rate will be \$10 per game.

KNOX COUNTY PARKS AND RECREATION RESPONSIBILITIES

Knox County will be responsible for:

- **FIELD SUPERVISOR:** A “Field Supervisor” is someone who will represent the facility’s interest and make the final decision on such issues as playing conditions of the field, curfews, etc.
- **FIELD PREPARATION:** Before the field rental begins, the field will be prepared to play. This includes mowing the grass, striping the lines, dragging the field, placing of bases, etc. This will be done each morning of the rental before play begins.
- **CONCESSIONS:** Concessions will be provided during the time that the fields are rented. A variety of food and drinks will be available for players and spectators to purchase.
- ***OUTSIDE COOLERS ARE NOT PERMITTED AT THE FACILITIES WITHOUT PRIOR APPROVAL.***
- **RESTROOMS:** Clean restrooms for men and women will be provided.
- **TRASH PICK UP: Knox County will empty Trash daily.** User groups/individuals are strongly encouraged to remind their participants to use the receptacles provided and not throw trash on the ground.
- **SECURITY:** A security individual may be assigned/required at the cost of the renter to periodically be on site to patrol the parking lots, deal with any disturbances and generally assist the facility manager as needed.

GAME TIMES: No games will begin before 8:00 a.m. No game will start after 10:00 p.m.

INCLEMENT WEATHER POLICY: Each user group/individual will have a written “INCLEMENT WEATHER POLICY” on hand for their activity, in case of rain or other weather conditions that might delay or postpone games. There must be a plan of action that allows for speeding up play, or shortening the total number of games to be played in case there are long delays in scheduled games. The “INCLEMENT WEATHER POLICY” must be turned in with written proof of insurance and a tentative schedule by Tuesday before the tournament. KNOX COUNTY PARKS AND RECREATION reserves the right to determine when the field is not playable. Under no circumstances is the field to be used for play when the facility manager has determined that the conditions are unsafe for users or possibly harmful to the fields.

PARK RULES: Knox County Parks and Recreation Department has the following rules for facilities that are expected to be followed by all users of the facilities. VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES.

- *No Alcoholic beverages.
- *No Pets
- *No knives, firearms or explosives (unless authorized permit by law or Knox County)
- *No outside coolers
- *No outside food or beverages
- *No profanity or loud threatening language
- *No hitting into the fences
- *No tobacco products
- *No unauthorized individuals in the scorers area
- *All warm ups must be done in the outfield or designated areas

OUTSIDE VENDORS: Vendors selling items during tournaments (i.e. t-shirts, caps, balls, etc.) are allowed on-site at facilities. Knox County reserves the right to determine where vendors may set up. There will be a \$50 per day vendor booth charge, to be paid by check in advance of setting up by either the vendor or tournament sponsor.

ALL QUESTIONS AND CORRESPONDENCE CONCERNING THE SPORTSPARK COMPLEX SHOULD BE DIRECTED TO:

**Knox County Parks and Recreations
2447 Sutherland Ave.
Knoxville TN 37919
Nathan Nease
865.215.6600
865.215.6603 (fax)**