



SPORTS COMPLEX 2009 POLICY MANUAL

The Sportspark Complex 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. This facility was built for both the citizens of Knox County and out of town guests for their recreation use and enjoyment. Below is a list of policies that apply to the use of this facility. Groups and/or individuals who wish to use this facility on a short-term basis must abide by these policies. The facility is maintained by Knox County Parks & Recreation and managed by Metro Concession - Knoxville.

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 the Knox Co. Parks & Recreation, and Metro Concessions specifically named as an additional insured. This written proof of insurance must be provided to the Sportspark when the schedule of games is submitted.

DEPOSIT FEE: A deposit check in the amount of 100% of the rental price for events in (May, June, July, August) and 50% for events in (March, April, September, October), made out to "METRO CONCESSIONS-KNOXVILLE", must be provided once a "Facility Request Form" has been submitted and an event approved by the Facility Manager. This deposit will be applied toward the final total cost due to Metro Concessions 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 "washed out".

UMPIRES: The MC-K through its agent's reserves the right to approve all umpires used for games played at the facility. The Facility Manager will make this decision. We prefer that local, qualified umpires 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 MC-K designated representative and person(s) holding a tournament at the Sportspark Complex the Monday before the scheduled tournament at 11:00 a.m. in the team room at the Complex. Issues related to officials, inclement weather policy, insurance, schedule, etc. will be discussed.

RESPONSIBLE PARTIES: User groups/individuals of the Sportspark Complex will be responsible for:

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|--------------------------------------|-------------------------------------|-------------------------|
| * 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) | |

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 user groups/individuals of the Sportspark Complex to pay each scorekeeper. The rate will be \$10 per game.

The METRO CONCESSIONS-KNOXVILLE 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 SPORTSPARK COMPLEX. WITHOUT PRIOR APPROVAL..

***RESTROOMS:** Clean restrooms for men and women will be provided.

***TRASH PICK UP: Knox County and METRO crews 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. The METRO CONCESSIONS - KNOXVILLE 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 the SPORTSPARK COMPLEX that are expected to be followed by all users of the facility. VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES.

- *No Alcoholic beverages.
- *No Pets
- *No knives, firearms or explosives
- *No outside coolers
- *No outside food or beverages
- *No profanity or loud threatening language
- *No hitting into the fences
- *No tobacco products
- *No individuals under 14 years of age to be in the scorers area
- *All warm ups must be done in the outfield or designated areas

FEE SCHEDULE: The cost for renting Sportspark Complex facilities is \$500 per day with a minimum of two (2) fields. One day only tournaments will be considered if the schedule allows. This cost includes preparing the field (s) for play each day. Additional preparations during the course of the day will be charged \$30 for labor plus the METRO'S cost for conditioner, if needed.

OUTSIDE VENDORS: Vendors selling items during tournaments (i.e. t-shirts, caps, balls, etc.) are allowed on-site at the Northwest Sports Complex. The METRO 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:

Managed By:
METRO CONCESSIONS KNOXVILLE
Allen Lambert
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KNOXVILLE, TENNESSEE 37922
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