



# POST COVID-19 GUIDELINES FOR ATHLETIC FIELD RENTALS

The City of Lake Jackson will begin allowing athletic field rentals at the MacLean Adult Softball Fields and Dunbar Football Field beginning June 15, 2020 with some restrictions. As we know, the Governor and, more importantly, the CDC still recommends continued social distancing. Our priority as we start opening back up is the health and safety of all involved. We all wish this would go away, however for the foreseeable future social distancing to reduce the spread will be the new normal.

Hourly Field rentals for practice can be reserved at the Lake Jackson Recreation Center. We suggest groups:

- Maximize physical distance from other and stay at least 6 feet apart from others.
- Bring their own water and hand sanitizer.
- Follow any posted facility specific guidelines as well as CDC guidelines.

We advise against:

- Visiting parks if you are sick or were recently exposed to COVID-19
- Visiting crowded areas

Any groups requesting to rent fields all day events or tournament play must submit their rental application and a written plan for limiting large group gatherings and how they plan to manage social distancing. Plans should include additional hand washing stations, additional hand sanitation stations, limiting the number of guests, and managing social distancing for seating. Applications and plans must be submitted within 14 business days of the event to allow time for reviewing plans. Groups will be notified within 3 days of the application being submitted if it was approved or denied.

### **All Rentals:**

1. Before a date can be reserved, all applicable fees must be paid in full, and a facility rental agreement must be completed.
2. **DEPOSITS:** Events with amplified music (live music, DJ, etc.) alcohol, or 100 or more people in attendance, require an additional security deposit of \$200. (**Does not apply to hourly practice rentals**).
3. All events are subject to inspection by the Lake Jackson Police Department and Parks and Recreation staff.
4. The renter is responsible for the actions of their guests and will be held responsible for any complaints, damage or rule or law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. In addition, if the Lake Jackson Police Department is required to respond to your event due to a complaint, damage or rule or law violation, ALL deposits will be forfeited.
5. **MOONWALKS:** Moonwalks are not allowed on athletic fields.
6. Parking is allowed in designated areas only. Absolutely no parking on grass or driving on trail. Vehicles that parked in undesignated areas are subject to being ticketed and/or towed at the owner's expense; however, unloading is permitted as long as vehicles are removed immediately.
7. The facility must be cleaned and returned to its original condition by picking up litter in and around the facility and emptying all trash cans into the provided dumpster early enough to cleanup and be out of the facility on time.
8. The Lake Jackson Parks and Recreation Department reserves the right to not create a reservation until the tournament dates, league schedules, programs, etc. for primary tenants.
9. MacLean Adult Softball fields are for adult teams only and may not be rented for youth teams to practice.
10. Individuals who are eligible for a refund will receive their deposit in the mail if paid by check or cash or refunded back to their credit card within 3 to 4 weeks after their rental.

### **Cancellations/Changes**

11. Cancellations made at least 14 days prior to rental date are eligible for a full rental refund, **less cancellation/change fee**. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund.
12. Any cancellation, and/or change in date and/or time, and/or change in location of facility rental will result in an additional \$12 cancellation/change fee.

### **Inclement Weather**

13. In the event of inclement weather, as determined by Parks & Recreation staff, a full rental refund will be issued if the renter cancels the event **IN WRITING 48 HOURS PRIOR** to the event. **LESS THAN A 48 HOUR NOTICE AND UP TO 2 HOURS PRIOR** to the event, the renter may contact the Recreation Center during *normal facility hours* and **reschedule** their rental to any available time slot for the same facility at no additional charge. **FAILURE TO CANCEL OR RESCHEDULE UP TO 2 HOURS PRIOR TO THE RENTAL WILL RESULT IN FORFEITURE OF THE RENTAL FEE.**

### **MacLean Adult Softball Field Rentals:**

14. In the event the lights malfunction, contact the Parks and Recreation Department at 979-297-4533, or the Lake Jackson Police Department at 979-415-2700 and maintenance personnel will be dispatched.
15. Rentals requiring lights renter will be given a code to enter in the key pad located on the field house. Code is only good for your event.
16. Irrigation timers are not to be tampered with. Irrigation timers are reset; access is prohibited. In the event of a system malfunction, contact the Parks & Recreation Department at 979-297-4533, or the Lake Jackson Police Department at 979-415-2700 and maintenance personnel will be dispatched to the facility.
17. Fields are to be litter-free during and after games. All litter on fields, in dug-outs and around the rented area must be bagged and placed in trashcans.
18. In accordance with the city ordinance Sec. 86-67 regarding sound amplification: it shall be unlawful for any person, group or entity, while in a public park or on a public street or sidewalk, to amplify noise, music or speech to such a volume that it would disturb the sensibilities of a reasonable person residing in a surrounding neighborhood.
19. Ball field lights are programmed to turn off at 12:00 am (midnight). Renter should schedule event accordingly.
20. Glass Bottles are prohibited in all City of Lake Jackson Parks and Recreation parks and facilities.
21. The sale of alcoholic beverages is prohibited.
22. Renters may request to meet with a Parks & Recreation employee at the complex during regular business hours to ensure there is a clear understanding of facility rules, applicable City ordinances, use of bases, tools, etc.
23. **Softball Field Daily Rentals:** The Lake Jackson Parks and Recreation Department will prepare fields before the event. It will be the renter's responsibility during the event and they must provide their own field supplies.
24. The Lake Jackson Parks & Recreation Department reserves the right to cancel the field rental for the following reasons: weather conditions, scheduling conflicts, field conditions and/or facility misuse. Rental or approved events have priority over practices or open field use. Fields may be locked at times to preserve field conditions for such events.



## ATHLETIC FACILITY RENTAL AGREEMENT

<b>Renters Name:</b> (must be 18 or over)										
<b>Name of Person Receiving Deposit:</b> Deposits paid with a credit will be refunded back to the card unless specified otherwise										
<b>Mailing Address/City/State/ZIP:</b> (needed to mail deposit refunds)										
<b>Contact Phone:</b>					<b>Alternate Phone:</b>					
<b>Email:</b>										
<b>Date of Event:</b>				<b>Start Time</b>		<b>End Time</b>		<b>Estimated Attendance</b>		
<b>Description of Event:</b>						<b>Will there be Alcohol?</b> _____ Yes _____ No		<b>Will there be amplified music?</b> _____ Yes _____ No		
<b>Ball Field Light Code:</b>			<b>To turn on Ball Field lights you must enter the code in the key pad located on the Field House near restrooms. Code are only good for you event.</b>							
<b>Circle Field Renting</b>				<b>Facility</b>		<b>Rental</b>	<b>Fee</b>		<b>Deposit</b>	<b>Add'l Security Deposit</b>
1	2	3	4	MacLean Adult Softball Flds		Hourly	\$20/Per Field		N/A	N/A
1	2	3	4	MacLean Adult Softball Flds		Daily	\$110/Per Field		\$100	\$200
				Dunbar Football Field		Daily	\$110		\$100	\$200
<b>Deposit Required:</b>									\$	
<b>Additional Security Deposit if Required:</b>									\$	
<b>Rental Fee Required</b>									\$	
<b>TOTAL AMOUNT DUE</b>									\$	

Signature designates applicant has read, understands and agrees to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Directors Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check Number \_\_\_\_\_ Credit Card: Visa MC Discover