

## RENTAL POLICIES AND RULES

### Rental Policies

- **Fees:** Please see the respective section on practice, game, and tournament rental fees listed within the packet.
- **Booking Deadline:** Rentals must be requested at least twenty-four (24) hours in advance for requested practice or game usage and at least ninety (90) days in advance for requested tournament usage date.
- **Sanctioned Events:** Any game or tournament reservation must be sanctioned by a governing body.
- **Practices:** Practices will be allowed to take place any day of the week as availability allows; however, practices on any baseball fields will not be allowed on Wednesday or Sunday.
- **Games:** The City of Allen and Allen Sports Association will be given priority for their respective adult and youth league games and practices over outside organizations and teams.
- **Tournaments:** Most tournaments will be required to be one-day, Saturday tournaments only. Friday and Sunday availability will be based on City of Allen and Allen Sports Association league schedules. Game times may start no earlier than 8AM and end no later than 11PM. Overnight tournaments are not permitted due to our City light ordinance.
  - Tournament brackets must be provided by at least 48 hours prior to the tournament.
  - An annual tournament calendar will be created by the Parks Superintendent and respective City of Allen staff by December of the current year. Any requests to host tournaments must be received by October 31 of the current year to be given consideration to be held between January 1 and December 31 of the upcoming year.
- **Deposit Fee:** The deposit fee as well as the certificate of insurance will be required at the time of booking for all games and tournaments.
  - **NOTE:** The deposit fee will be retained if any damage is done to the facility or fields OR if a tournament director opts to cancel the tournament at any time. The City of Allen will NOT retain the deposit fee if the tournament is canceled due to weather.
- **Food Vendor:** Tournament directors will be responsible for providing accurate tournament start and end times to ensure that the food vendor will be present to serve. Tournament directors will NOT have the ability to provide their own food vendor unless the requested fields do not have a food vendor agreement. If there is not a food vendor agreement in place, then the tournament director can provide their own food vendor; however, the food vendor must receive a permit from the City of Allen as well as provide 10% of the tournament food and beverage net profit to the City of Allen.
- **Alcoholic Beverages:** Alcoholic beverages are prohibited within any City of Allen park premises unless sold by the food vendor. Tournament directors will be required to remove any individuals which bring their own alcohol into the complex or they catch in possession in the parking lot.
- **Smoking:** Smoking is prohibited in any City of Allen complex.
- **Pets:** No pets are allowed on any game fields or inside any dugouts and all pets must remain on leashes. Agree
- **Propane Grills:** Propane grills are allowed. Charcoal grills will NOT be allowed.
- **RVs:** Recreational vehicles will NOT be permitted on site.
- **Trash:** The City of Allen will provide staff to assist with picking up trash; however, the tournament director and their staff will also be expected to assist as well as ensure that the park is left free of any trash or litter when the last set of games conclude.

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### Rental Rules

#### All Fields

- No authorized City of Allen vehicles will be allowed to drive into any complex.
- Pets must always remain on leashes.
- All storage closets must remain closed and locked when equipment is not being set-up or broken down.
- Young children are:
  - To be supervised by an adult who is not participating in the practice/game.
  - Not permitted to run or play on/underneath bleachers at any time.
  - Not permitted to climb any fences.
- Pre-game warm-ups should only take place within the designated areas.
- Inform the City of Allen or Allen Sports Association of any damage to field gates, bases, goal posts, soccer goals, scoreboards, toilets, or restroom stalls.
  - Allen Sports Association will notify the City of Allen of any issues so the issues can be addressed as soon as possible.
- After each practice/game, please properly dispose of all trash and debris from your dugout or team bench area.

#### Baseball & Softball Fields

- Bases are not allowed to be moved to a different distance for any practices as they must remain at the set distance.
- No soft toss into any fences.
- No pepper.

#### Artificial Turf Fields & Mounds

- No metal spikes are allowed on any artificial turf fields or temporary mounds.
- No sunflower seeds or gum allowed.
- Only water will be allowed on these fields and mounds.