



City of Fairborn
Parks and Recreation Department

2022 Fairfield Diamond Reservation Guidelines
(Updated March 2022)

These guidelines apply to individuals who use the softball diamonds at Fairfield Park or Community Park for weekend tournaments beginning April 9, 2022 through October 31, 2022. All reservations are weather dependent. **April diamond conditions are dependent on spring weather and preparation time.**

Unplayable Fields Policy:

Purpose: to avoid damage to our sport fields and injury to players.

Policy/Procedure: Municipal fields/pitches/diamonds will be considered unplayable if the following conditions exist:

1. Ponding of water on the surface of the field/pitch/diamond
2. Water sponging up around one's feet when walking on the field/pitch/diamond.
3. Leaving a foot print in the diamond dirt when stepping or walking in the playing field.
4. Weather conditions – lightning, thunderstorms.

If any of these conditions occur, the field/pitch/diamond will be considered “UNPLAYABLE” and the practice cancelled or game rescheduled. The department, through the Fairborn Parks & Recreation Representative or designate, shall have the exclusive rights to cancel any game booked to wet field conditions.

If any participant of the group scheduled to be on the field/pitch/diamond arrives to find any of these conditions existing OR the conditions develop during the course of a game, they are NOT permitted to play on the field/pitch/diamond.

Factors to be considered include:

- Safety of participants
- Possibility of liability through accident or injury
- Expense of field/pitch/diamond repair and maintenance.

If a scheduled group ignores the “UNPLAYABLE” conditions:

1. Permit holder/named user will be required to pay for all damages to the field/pitch/diamond arising from abuse to the facility.
2. Permit holder/named user could be held liable and responsible for accidents or injuries incurred because of unsafe conditions.
3. Permit holder/named user will have their permit suspended or revoked for any future use of the field/pitch/diamond.
4. **Permit holder must use proper drying methods if field is wet. Rake and/or drag field before applying field dry. Use no more than 1-2 bags of field dry per field. If fields are still UNPLAYABLE- practices and tournaments must be postponed or cancelled. Failure to adhere to this will result in a \$250 fine + 2 year probation of use at Fairfield Softball Complex.**

Fields/pitches/diamonds shall not be used if lightning is visible. Immediately move to a safe location – away from metal structures (backstops, fences, etc.) tall structures (light standards, trees, etc.) and out of the open field.

General Rules and Guidelines:

1. The permit must include the date for **each** weekend’s request for use of ball diamonds. If you have multiple weekend tournaments arranged through this office, a reservation form and deposit must be completed for each tournament weekend.
2. Reservation requests **may** be made in person, by phone or by email; however, the reservation form and permit must be signed by the responsible party for the event and submitted prior as deemed required in these guidelines.
3. Individuals or partners with successful 2021 tournaments can reserve that corresponding weekend in 2022 between December 13, 2021 and January 30, 2022. A successful tournament is identified as one in which the original permit request was paid in full and not canceled and where no violations of the rules/guidelines/policy were identified. 2021 rain outs and games cancelled due to COVID will be given this same priority status, unless the tournament was previously canceled.
4. For 2022, open reservations begin for available tournament dates on Monday, February 8, at 10:00 A.M. at the Parks and Recreation Office or by email to recreation@fairbornoh.gov.
5. The Parks and Recreation Superintendent reserves the right to assign open tournament dates with the City’s benefit in mind.
6. **The individual(s) who take(s) out the permit must remain the contact for the event, will be recognized by the City as the tournament director, and must be on the premises during the event. Failure to do so forfeits all tournament privileges at Fairfield Park and/or Community Park; and, the permit holder/named user will receive a penalty fee of \$250.00 per event scheduled.**
7. Reservations will be made on a first-come, first-serve basis. City sponsored recreation leagues/programs or tournaments receive priority.
8. Diamonds are rented for the day that play is to be expected. There is no designation for day or night play. Prices are as follows.
9. Rental Fees are:

Fairfield Park	Softball Diamonds #1, #2 & #3	(each) \$100 per day/night
	Softball Diamonds #4, & #5	(each) \$75 per day
Community Park	Softball Diamonds #1 & #2	(each) \$75 per day
	Softball Diamonds #3 & #4	(each) \$50 per day

NOTES:

There will be an additional charge for clean-up if city staff is required to expend city work hours on placing the facility and surrounding areas back to a presentable condition, this includes putting back in plugs that have been removed. The fee will be \$25.00 per hour / per man that is required to clean-up after your event. **A minimum of 3 hours will be charged.**

10. A \$50 deposit per weekend is required to hold dates. The balance is due by 5:00 P.M. on the second business day following the event. **If the balance is not paid by the second business day, any additional weekends and prior successful tournament dates will be forfeited. This includes any and all applicable fees (balance due for tournament, additional port-o-let cleanings, excessive trash pick-up, and any rule violation fees hereby aforementioned).**
11. Individuals may request specific diamonds by number, but assignment will be at the discretion of the Superintendent of Parks and Recreation, based on diamond conditions.

12. Specific requests for additional services (**extra port-o-lets, additional port-o-let cleanings, extra bleachers, etc.**) must be submitted in writing to the Division of Parks & Recreation no later than ten (10) working days prior to the scheduled tournament. These specific requests will be granted at the discretion of the Superintendent of Parks and Recreation. Requests for additional services may require additional fees. Fairfield Softball Complex has 6 port-o-lets for use. Guidelines require 1 port-o-let/100 people for up to 6 hours of use before cleaning. All tournament directors will only have use of port-o-lets (NO access to the bathrooms in the building during tournaments). It is the director's responsibility to order additional port-o-lets and schedule cleanings. If an additional cleaning is required the Monday following a tournament in the 6 available for use, an additional cleaning will be scheduled by the Parks & Recreation Division. This additional cleaning fee will be assessed to the remainder of the tournament bill. Failure to adhere to this rule will result in termination of remaining 2022 tournaments.
13. **Tournament directors must contact the business office no later than Monday at 11:00 A.M. preceding the tournament to reconfirm the reservation. Final notification of start time and number of diamonds to be prepared must be called in at this time.**
 - a. **Once the tournament is scheduled, cancelling the tournament NOT DUE TO WEATHER, FIELD CONDITIONS, or PANDEMIC – the tournament director will be assessed a forfeiture fee of \$50 per diamond.**
 - b. **If you do not contact the business office by Monday 11:00 A.M., we assume you are canceling the tournament and no diamonds will be prepared for you. Your deposit will be surrendered.**
14. The City of Fairborn has approved two kinds of diamond dry material. It is called Turface Dry and Primera One Field Dry and can be purchased from the City of Fairborn Parks Division. The City charges \$15.00 per bag. Tournament directors should contact the Parks & Recreation Division on Friday morning prior to the tournament to make arrangements for dry material. The cost per bag will be added to your final bill. The City of Fairborn will supply use of field chalk to line fields. The City charges \$10 per bag. The cost per bag will be added to your final bill.

ONLY TURFACE DRY AND PRIMERA ONE FIELD DRY CAN BE ADDED TO THE DIAMONDS. A fine of \$250.00 will be charged to the tournament director and diamond reservation will become void immediately, if any material other than Turface Dry and Primera One Field Dry is added to the diamonds. This includes, but is not limited to, diamond dry, kitty litter, sand, etc., and a two (2) year prohibition of that tournament director will be in effect. There will be no refunds. Only 1-2 bags of Field Dry may be used per field. Field Dry and Chalk bags will be counted before and after tournaments. Any violation of use will result in a \$250 fine and two (2) year probation.
15. A concessionaire has been contracted by the City of Fairborn to sell concessions at all functions in Fairfield Park. At NO time is a Tournament Director permitted to sell concessions at the Park. The concession stand shall be open the entire length of any event held at Fairfield Park. **The tournament director must contact the Parks Office on Monday before the tournament at 937-754-3090 to inform them about how many teams are in the tournament and what time play will begin.** If the Concession Stand is not in operation during your event call Chris Barker, Parks and Recreation Superintendent, at 937- 414-6340.
16. Diamond permits are not transferable.
17. Trash and litter from the tournament must be placed in the containers provided. The tournament director will be billed additionally, as references below, if park staff has to clean debris following the tournament. The tournament director is responsible for maintaining the cleanliness of the restrooms throughout the tournament- For tournaments, only use of port-o-lets is permitted. Leagues may have access to restrooms. For procedures regarding port-o-lets- see Rule #12.

All trash must be in a trash receptacle and must not be beyond the brim/top of the receptacle. Extra bags and gloves are provided in the maintenance shed at Fairfield Park. If a receptacle is full, the full trash bags must be placed in the dumpster and trash bag replaced in the trash receptacle. Any trash found outside of the receptacle is a \$100 trash clean-up fee.

If anything requires an emergency service (i.e. restroom issues), a \$25/hour fee will apply to send someone to address the issue. A minimum of 3 hours will be charged.

18. **No vehicles may be driven on the grass or on the asphalt surface near the concession stand.** Failure to comply do so may result in loss of returning rights.
19. Every tournament must be properly sanctioned by a softball governing body, with documentation provided to the Parks Office prior - The Superintendent of Parks and Recreation must be made aware of the sanctioning body and type of tournament and insurance prior to the start of the event.
20. Permit holder shall maintain and provide proof of liability insurance to the City **PRIOR** to reserving fields for tournament and/or league use. Insurance needs to be at least \$1,000,000 in coverage and list the City of Fairborn as the certificate holder. *(Please submit a copy along with your field confirmation the Monday before the tournament).* By signing this agreement, the participant agrees to hold the City of Fairborn and its designated officials or heirs harmless of any and all liability that could or may happen as a result of participation in the leagues and tournaments at Fairfield Softball Complex.
21. Sales or solicitations or placement of any signs within the parks required permission from the Recreation Program Coordinator or the Superintendent of Parks & Recreation.
22. All Park rules must be observed and enforced by the Tournament Director. **NO ALCOHOL.** Failure to enforce these rules forfeits all tournament privileges at Fairfield Park for the permitted.
23. It is the responsibility of the Tournament Director to request emergency services as needed, i.e. police, fire, EMT, etc. The Tournament Director must notify the Superintendent within 24 hours if emergency services were needed and/or fights or rule violations by participants.

This signature reflects that I have read and understand these Guidelines.

Tournament Director Signature

Print Name

Date

Date of Tournament Request

Location of Tournament

Diamonds Requested

Contact information of Tournament Director/Responsible Party on Site:

NAME	
ADDRESS	
CITY, STATE, ZIP	
CELL PHONE NUMBER	
E-MAIL	

Dates of Tournaments currently scheduled, along with the corresponding Tournament Director are listed on the attached following schedule. Please review and notify Molly Gross, Recreation Program Coordinator, if any discrepancies are found.

Office Use Only:

	<u>Pitch Distance</u>	<u>Base Distance</u>	<u>Lined</u>	<u>Batter's Box</u>
Diamond 1				
Diamond 2- closed	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Diamond 3				
Diamond 4	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Diamond 5				