



City of Fairborn
Parks and Recreation Department

2024 Fairfield Diamond Reservation Guidelines
(Updated January 2024)

These guidelines apply to individuals who use the softball diamonds at Fairfield Park or Community Park for weekend tournaments beginning April 6, 2024 through October 27, 2024. 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 due 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+ field repair costs and a 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:

Permit & Reservations

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, by email or online request via MyRec. 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 2023 tournaments can reserve that corresponding weekend in 2024 between December 4, 2023 and January 27, 2024. 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. 2023 rain outs will be given this same priority status unless the tournament was previously canceled.
4. For 2024, open reservations begin for available tournament dates on Monday, January 29, at 10:00 A.M. at the Parks and Recreation Office, by email to recreation@fairbornoh.gov, online via MyRec, or by phone.
5. The Parks and Recreation Director 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 and loss of future dates.**
7. Reservations will be made on a first-come, first-serve basis. City sponsored recreation leagues/programs or tournaments receive priority.
8. Diamond permits are not transferable.

Fees

9. Diamonds are rented for the day that play is to be expected. There is no designation for day or night play. **No overnight play is permitted.** Prices are as follows.

10. Rental Fees are:

Fairfield Park	Softball Diamonds #1, #2 & #3	(each) \$125 per day/night
	Softball Diamonds #4, & #5	(each) \$100 per day
Community Park	Softball Diamonds #1 & #2	(each) \$100 per day
	Softball Diamonds #3 & #4	(each) \$75 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 or buried.** The fee will be \$38.97 per WEEKDAY hour / per man or \$55.16 per WEEKEND 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 Director of Parks and Recreation, based on diamond conditions.

Restrooms & Port-o-lets

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 Parks & Recreation Department no later than ten (10) working days prior to the scheduled tournament. These specific requests will be granted at the discretion of the Director 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. 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 2024 tournaments. **If emergency services are required to address a restroom or port-o-let issue, a \$500 service fee will be applied to the tournament invoice.**

Confirmation/Cancellation

13. **Tournament directors must contact the business office no later than 7 days/1 week 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 or FIELD CONDITIONS– the tournament director will be assessed a forfeiture fee of \$50 per diamond.**
 - b. **If you do not contact the business office by 7 days/1 week before your tournament we assume you are canceling the tournament and no diamonds will be prepared for you. Your deposit will be surrendered.**
 - c. **The \$50 deposit will be held until the end of the reservation. If the tournament was successful, the deposit is applied to the final bill. If tournament is cancelled, the \$50 will either be returned or may be applied to the next scheduled 2024 tournament if requested.**

Chalk/Field Dry

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 of field dry. 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 of chalk. 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 + repair costs and two (2) year probation or loss of future dates.

Concessions

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 7 days/1 week at 937-754-3090 to inform them if the concession stand will be utilized. If the concession stand will be open for the tournament, then “\$250” must be spent at the concession stand. If this minimum is not spent at the concession stand, the balance (minimum fees- money spent at the stand) will be accessed to the tournament bill.** If the Concession Stand is not in operation during your event call Chris Barker, Parks and Recreation Director, at 937- 414-6340.

Trash & Litter

16. Trash and litter from the tournament must be placed in the containers provided. The tournament director will be billed additionally, as referenced 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 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. Tip: empty the trash can when it is 1/2- 2/3 way full to make it easier to empty and prevent trash from blowing out. All trash receptacles by the ball diamonds must be emptied and taken to the dumpster with NEW clean bags in the barrels. The concrete receptacles by the parking lot must not be beyond the brim. If they are full, you must empty these too. Any trash found outside of the receptacle is a \$300 trash clean-up fee.

Vehicles & Parking

17. **No vehicles may be driven on the grass or on the asphalt surface near the concession stand.** Failure to comply may result in loss of returning rights. The onsite director will ask for the vehicle to be moved. Failure to comply will result in the car being towed at the owner's expense.

Sanctioning

18. Every tournament must be properly sanctioned by a softball governing body, with documentation provided to the Parks Office prior - The Director 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. Failure to show sanctioning when confirming tournament will result in forfeiture of the tournament. If sport is not sanctioned, then a letter or email concerning this must be sent to the parks office to placed in your file.

Insurance

19. 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.

Signs

20. Sales or solicitations or placement of any signs within the parks required permission from the Recreation Program Coordinator or the Director of Parks & Recreation.

Park Rules

21. 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.

Emergencies

22. 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 Director within 24 hours if emergency services were needed and/or fights or rule violations by participants.

This following application and signature reflect that I have read and understand these Guidelines.

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.

Important Reminders

*Confirm your tournament one-week beforehand. If your tournament is one on Saturday, then you must confirm by the Friday before (8 days). Failure to confirm will result in an assumed cancellation and the \$50 deposit will be kept.

*New 2024 Fees: Hourly rate for service calls, clean-up, etc. \$38.97/weekday hour/per person.
\$55.16/weekend hour/per person. 3-hour minimum fee per person.

*No alcohol. No parking on the grass.

***Don't forget to submit the sanctioning and/or insurance! Any sanctioning/insurance not received when the tournament is confirmed will be cancelled. Deposit will be forfeited.**

*Please consider using the concession stand: chips, drinks, candy and more. If you do not use the concession stand, you may bring in your own food. HOWEVER- all trash including boxes for trophies, buffet trays, plates, etc. must be cleaned up. Not doing so attracts wildlife (like raccoons) or wind to scatter debris over the ballpark. It is not the responsibility of park staff to return the ballpark to working condition. Please leave the ballpark clean!



**APPLICATION FOR THE USE OF FAIRFIELD PARK
ATHLETIC FIELDS**

Date of Application: _____/_____/_____

Organization Submitting Application: _____

Organization's Representative: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

ATHLETIC FIELD REQUESTED

Field/Location (Circle): Fairfield Park Community Park Number of Fields: _____

Type of Activity: _____ Number of Teams: _____

Dates/Hours of Use: _____ Concession: YES NO

Insurance/Sanctioning Submitted (Circle): YES NO Size of Crowd: _____

Additional Fees/TBD: _____ Number of Cars: _____

Deposit Amount and Date: _____ Cancelled: YES NO

Brief Description of Special Arrangements Needed

RELEASE AND INDEMNITY AGREEMENT

The participant or organization, intending to be legally bound for themselves and their heirs, executors, and administrators, waive and release all claims for injuries and damages they may have against the City of Fairborn, the Parks & Recreation Division, all officials and employees of the division, and their successors and assigns for any and all injuries and damages suffered in connection with participation in recreation programs. I further grant permission to the City of Fairborn to use my or my child's name, likeness, picture, and/or voice in printed or audio/visual materials to promote park activities in the City of Fairborn.

_____/_____/_____ Date

Signature of person/organization representative

_____/_____/_____ Date

Approved Signature (Parks & Recreation Representative)

STAFF USE ONLY

	Parking	Concession	Accident/Incident	Trash	Restrooms	Bases/Lines	Signs/Banners	Misc.	Verified By
Softball									
Cricket									
Other									

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