

City of Auburn, AL – Parks and Recreation Athletic Facility Rental Application: Facilities, Fees and Descriptions

Applications and fees must be submitted one week prior to rental date.

Auburn Soccer Complex: 2340 Wire Road

6 Lit Fields, 1 Unlit Field: 115 x 70 yds.
Amenities: Conference room, Lights, Playground,
Restrooms, Wall Field

Auburn Soccer Fields: 950 Pride Avenue

Field 1: 115 x 60 yds.
Field 2: 110 x 55 yds.
Field 3: 75 x 45 yds.
Amenities: Lights, Restrooms, Scorer's booth,
Shooting wall

Cary Woods Multi-Use Field: 785 Sanders Street

Duck Samford Baseball Park:

Old Duck:

Fields 1-3: 1720 E. University Drive

Field 1: 325' Fence, Grass infield
Field 2: 285' Fence, Grass infield
Field 3: 185' Fence, Skinned infield
Amenities: Batting Cages, Lights, Playground
& picnic area, Restrooms, Scorer's booths

Fields 4-7: 335 Airport Road

200' Fences, Grass infields
Amenities: Batting Cages, Lights, Playground,
Press box, Restrooms

New Duck:

Field 8-10: 333 Airport Road

Field 8: 200' Fences, Grass infields
Field 9: 200' Fences, Grass infields
Field 10: 275'/290'/275' Fence, Grass infield
Amenities: Batting Cages, Lights, Playground,
Press box, Restrooms

Duck Samford Stadium Parking Lot:

1623 E. Glenn Avenue

Upper: 200'x480' (66 x 160 yds.)
Lower: 200'x400' (66 x 133 yds.)
Amenities: Lights

Felton Little Park: 341 E. Glenn Avenue

Fields A, B and C: 180' Fences, Skinned infields
Amenities: Batting Cages, Lights, Playground &
picnic area, Press box, Restrooms

Margie Piper Bailey Field: 910 Wrights Mill Road

2 Backstops, Grassed field – 53 x 100 yds.
Amenities: Lights, Restrooms, Scorer's booth

Martin Luther King, Jr. Park: 190 Byrd Street

Amenities: Baseball Field, Playground,
Restrooms, *No Lights

Classification of Users:

Civic / Non-Profit: Defined as any group or Non-Profit Organization determined so by federal regulations. A group may request civic/non-profit status, for reservation purposes (facility rental fee only), through the Director of Parks & Recreation. A copy of the IRS Determination Letter must be submitted with the Athletic Facility Rental Application. Non-profit entities from inside the City of Auburn will be charged ½ of the reservation rate plus the fees for extra staffing. Non-profit entities that have addresses outside the City of Auburn will pay full fees. The City of Auburn Parks and Recreation Department reserves the right to waive fees for any group affiliated with the City of Auburn at the discretion of the department head. Fees will be determined for non-profit status from the address of the organization, not the person filling out the form.

Private: Defined as any individual or group not defined as Civic / Non-Profit or any group or organization that represents a business or for-profit institution.

Emergency Contact on Reservation Date:

Houston Manning, Athletics Programs
Administrator, 334-501-2942,
hmanning@auburnalabama.org

Alcohol Policy:

Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3) for more information.

City of Auburn, AL – Parks and Recreation

Athletic Facility Rental Application: Rules, Procedures and Fees

1. The renter will be contacted regarding final decisions on field conditions. Cancellations will be made by City of Auburn Parks and Recreation personnel.
2. Field modifications and preparations will be performed by City of Auburn personnel. Minor touch-up work may be performed by renter with the consent of the field supervisor.
3. A \$1 million liability policy is required for organized teams/travel teams playing games and proof presented at time of application.
4. No equipment is furnished with the facility rental (i.e. coolers, tables, helmet racks.)
5. Practices may be scheduled on a monthly basis, up to 4 practices per month per application.
6. Outside vendors require prior approval. Vendor set-up areas must be pre-approved. All outside vendors must show proof of a City of Auburn business license. Vendors are required to pay the City of Auburn 10% of the revenues collected. Any vendor that sets-up without approval is subject to being prosecuted for trespassing.
7. Tents larger than 12x12 must be pre-approved.
8. No grills are allowed inside the fences at Duck Samford Baseball Park, Fields 4 –10 or the Auburn Soccer Complex.
9. Fees:
 - a. \$50.00 per play date, per field
 - b. \$150.00/Initial Field Set-up & Lining
 - c. \$50.00/Field for Lining/Re-lining
 - d. \$20.00/hr./Staff Member
 - e. \$50.00/hr./per Field for Lights
10. For a League, the organizer must show proof that at least 80% of the participants live or work in the City of Auburn.
11. For Leagues and Tournaments, the fee to the City of Auburn will be \$50.00 per play date, per field. The fee must be paid at the time the reservation is made. Registration forms will not be taken without payment. (Example: If four dates are reserved, the fee for all four dates must be paid at the time of the reservation.)
12. A \$250.00 deposit is required at the time of application for tournaments. The deposit will be refunded after the event providing no damages or repair costs are necessary.
13. For a tournament, a fee of \$40.00 per team will be due at least 7 days prior to the date of the tournament. Failure to do so will result in the tournament being cancelled.
14. For tournaments, outside teams may play but host team must be an Auburn team with at least 80% of the participants living or working in the City of Auburn to use facility or rent for tournaments.
15. Applications must be completed at least 2 weeks (10 working days) in advance for a 1 day tournament, 3 weeks (15 working days) in advance for a 2 day tournament, and 1 week (5 working days) in advance for single or double header games.
16. All leagues and tournaments must be pre-approved by the Athletic Director prior to applications being accepted. Final approval/denial will be determined by the P&R Director after application and fees are received.

All persons/organizations wishing to use the facility *must* fill out an Athletic Facility Rental Application for Department Head approval. Facility Applications must be submitted to the Administrative Office at the Harris Center at least one (1) week prior to the requested date, otherwise application will not be accepted.

All fees for rental of the athletic facility must be paid at the time this application is submitted. Payment can be made at the Harris Center, 8:00a.m.-5:00p.m, Monday through Friday. Payment will be refunded if the application is not approved. The athletic facility is not reserved until payment has been made and the Director of Auburn Parks & Recreation approves the application.

The Parks & Recreation Administrative Secretary will notify the person making the request if the reservation and any

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other items requested has been granted or denied. This notification is made by telephone or e-mail. The renter will be required to pick up a copy of the Approved Athletic Facility Rental Application once the Parks & Recreation Administrative Secretary notifies them or it can be e-mailed to the Renter.

Refunds are given only when the activity is canceled two (2) business days or more prior to the event. The Administrative Office must be notified in order to receive a refund.

The Auburn Parks and Recreation Department reserves the right to refuse the use of its facility to any group or individual which may be in direct conflict with the goals of the department or the City of Auburn.

No program/event may be scheduled that interferes with a regular, planned program or activity sponsored by the Auburn Parks and Recreation Department. Activities are expected to start and end on time. Curfew time for all Facilities will be set at the discretion of the Parks and Recreation Department.

City of Auburn staff members are not responsible for chaperoning an event, setting up or decorating for an event (with the exception of tables and chairs provided by the facility), or event clean-up. The City of Auburn requires a Recreation Department staff member(s) to be on duty during or after hours at all facilities while the facility is reserved.

Any group using the facility must be organized with a responsible adult (19 years or older) leader. The activity may be canceled and the participants sent home if the person responsible for the request does not arrive within the first fifteen minutes of the reservation for the facility. All fees are still applicable.

For events and parties with children in attendance, it is the renter's responsibility to provide one (1) adult chaperone per every ten (10) children, except for athletic events. The Athletic Director will determine the number of chaperones needed for athletic events.

No City facility can be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by a political party.

Parking is allowed only in designated parking areas.

All food, beverages, trash, etc. must be removed from the facility and the site returned to its original state at the end of the activity. Decorations must be approved in advance by the Parks & Recreation Department. The decorations must also be removed at the end of the activity. Decorations can leave no trace on the property.

The renter will be held responsible for all damages to City property. If a facility is not returned to its original state, any future use will require a refundable deposit at an amount to be determined by the Parks & Recreation Director or could result in forfeiture of use of any facility by the renter.

The renter agrees that placement and use of any inflatables, tents, sound system or other outside entertainment equipment is subject to approval by Parks and Recreation at the time the reservation is approved and it is the renter's responsibility to provide an outside power source, such as a generator, to power the equipment. Parks and Recreation will not provide repair to interruptions to the Parks electrical service on the day of an event that is caused by violation of this policy. No water inflatables are allowed.

All outside vendors are required to have a valid City of Auburn Business license. Vendors may be required to have a minimum of \$1 million in liability insurance, naming the City of Auburn as an additional insured, and a copy of this insurance must be on file with the Administrative Office at least one (1) week prior to the event.

Any violation of these rules, regulations, policies and/or procedures pertaining to the use of the facility will result in forfeiture and possible restriction from future use of any Parks and Recreation Department Facilities.

City of Auburn, AL – Parks and Recreation

Athletic Facility Rental Application

Facility Requested: _____

Organization / Person Completing Application: _____

Address, City, State, and Zip: _____

Phone: (W) _____ (Cell) _____ (H) _____

Email Address: _____

Purpose of Facility Rental (Please be Specific): _____

Date(s) Requested: _____ Day(s) Requested: _____

Time Requested: Open: _____ Time Close: _____

Expected Attendance: _____ Admission Charged? No Yes, Amount Charged? \$ _____

Will lights be needed? No Yes, Which Fields? _____

Will you need the Restrooms unlocked? No Yes

Will you require field prep? No Yes, Which Fields? _____

Initial Field Prep? No Yes Re-Lining? No Yes

VENDOR/PROVIDER NAME	PHONE #	ACTIVITY	INS	BL	PS

In making this application, I or my organization understands the fees, reservation hours, rules and regulations (see attached) of the Auburn Parks & Recreation Department and will abide by all rules and assume financial responsibility for any damages to facilities/areas/parks and equipment.

I or my organization further acknowledges that using this facility/area/park and equipment may involve risks and dangers. I or my organization will not hold any person involved with the City of Auburn liable for any accidents or injuries that may occur while using this facility/area/park and equipment.

I or my organization understand that ALL outside, paid vendors must be approved a minimum of one (1) week prior to the reservation. Vendors may be required to have a minimum of \$1 million in liability insurance, naming the City of Auburn as an additional insured, and a copy of this insurance must be on file with our office at least one (1) week prior to the event. I understand that upon approval, I will be given a copy of this sheet with the approval shown. This approval should be taken to the event for proof. I understand that if I do not get approval for an outside vendor, the vendor will be removed immediately, or my event will be cancelled immediately.

By making use of a City facility, organization/applicant understands that it may be subject to the Alabama Coach Safety Act, which requires, among other things, that coaches and athletic personnel complete certain injury mitigation training as approved by the State of Alabama Department of Public Health. Organization/applicant understands that it bears the responsibility to ensure that all its coaches and athletic personnel who will be using City facilities meet the requirements of the Act. As a material term for the use of City facilities, organization/applicant hereby agrees to indemnify, hold harmless and defend the City, its officials, representatives, agents, servants and employees from and against all liability and loss that the City may sustain as a result of claims, demands, costs or judgments, including the payment of all of the City's attorney fees, arising from any violation of the Coach Safety Act by organization/applicant. This indemnification shall survive the payout from any of organization/applicant's insurance carrier and shall be binding on all successors and assigns. Initial: _____

Signature of Renter

Date

Director, Auburn Parks & Recreation

Date Received: _____ By: _____
 Fees Due: _____
 Date Paid: _____
 Staff Required: No Yes # _____
 Restrooms Approved: No Yes
 Field Prep Approved: No Yes
 Lights Approved: No Yes

For Office Use Only

Posted on Calendar & Approved by Staff: _____
 Date Renter Contacted: _____
 Date Permit Picked Up: _____
 Notes: _____

 Problems Reported on Renter: _____

City of Auburn, AL – Parks and Recreation
Athletic Facility Rental Application: Private Lessons Policy for Athletic Facilities

This policy is intended to refine and make clear the policy for private lessons in sports skills at City owned facilities.

For any Rental reservation charging admission, a 10% fee is due to the Administrative Office at the Harris Center within five (5) business days of the rental.

For athletic facilities, the policy will be as follows:

Baseball, softball, football, lacrosse, basketball and soccer: A private instructor must reserve time through the League Sports Coordinator or Athletic Director responsible for the facility. The times must be approved by the City of Auburn. 10% of the fees are due to the City of Auburn for the use of the facility. In the event that lights are used or staffing is required, an additional fee may be charged.

Any private instructor is prohibited from teaching lessons to a minor without another adult present at the facility. Parents are encouraged to stay for their child’s lesson.

The City of Auburn reserves the right to require a background check or references for anyone desiring to teach private lessons on its properties. The City of Auburn reserves the right to cancel any scheduled lessons at any time.

Instructor hereby agrees to indemnify, hold harmless, and defend the City, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney’s fees and litigation expenses, in whole or in part arising out of, connected with, or in any way associated with the activities of the Instructor, its employees, or its sub-contractors in connection with the work to be performed under this contract. This obligation survives the payment of any loss by Instructor’s insurance carrier.

Instructor/Applicant

Date

For Private Lessons Only:

Type of Lesson: _____

Number of Contracted Students: _____ Amount Charged per Lesson: \$_____

Names of Contracted Students: _____

