

# DeLaveaga Ball Park TOURNAMENT APPLICATION PACKET

Parks and Recreation 323 Church Street Santa Cruz, CA 95060 (831) 420-5267 – Nick Tanza

**WWW.CITYOFSANTACRUZ.COM/SPORTS** 



TO Softball Tournament Directors October 30, 2024

FROM Nick Tanza, Recreation Coordinator

SUBJECT 2025 SOFTBALL TOURNAMENT DATE REQUEST

It is time to request tournament dates for 2025 at DeLaveaga Park Ball Field. You have received this information because you have hosted tournaments at DeLaveaga Park in the past or have indicated an interest in doing so in the future. **Requests will be accepted from November 1, 2024 – January 5, 2025.** Requests received after January 6 will be at a first come, first serve basis.

In an effort for Parks and Recreation to meet program demands and provide softball leagues in 2025, tournaments must follow the below schedule. Refer to the list below for 2025 Sunday field availability.

- Sunday's only until 4pm: 3/2 3/16, 3/30 4/20, 5/4 5/18 (indicated by a \* symbol on the request calendar in your packet).
- Sunday's available all day: 5/25 10/26.
- Sunday's <u>NOT</u> available: 3/23 and 4/27 (indicated by an X symbol on the request calendar in your packet).
- Review the guidelines see next page
- 1. Non-profit groups: provide **proof of <u>current</u> non-profit status** and submit Non-Profit Authorization form in your packet.
- 2. Insurance & endorsement: Certificate of Insurance and endorsement must meet City of Santa Cruz requirements. Insurance information, requirements and samples are enclosed.
  - Certificate of insurance must list the City of Santa Cruz as additionally named insured with an "endorsement" listing "City of Santa Cruz, its officials, officers, agents, employees and volunteers" due in our office a minimum of two weeks prior to your first tournament.
- 3. Submit deposit with your request packet. The deposit payment scale is as follows:

1 - 2 tournaments \$300 3 - 9+ tournaments \$800

- 4. Cancellation Policy:
  - 14 days or less full deposit is forfeited
  - 30 days or less 50% of deposit is forfeited
  - 31 days or more 0% of deposit is forfeited
  - Fees will be deducted from your deposit for extra clean-up or repairs to the ball field complex/park for any direct costs associated with providing law enforcement at your event.
  - ➤ ALCOHOL IS PROHIBITED IN THE PARK without a picnic area rental agreement and alcohol permit. If tournament participants do not abide by park rules and negatively impact the park, the tournament director will be held responsible. Tournament is at risk of being terminated as well as future tournaments cancelled, and rental fees will be forfeited. FYI Alcohol in park violation can be in excess of \$250.

Thank you, Nick Tanza, Recreation Coordinator (831) 420-5267

#### Enclosures:

☑Reservation and Usage Guidelines
 ☑Athletic Facility Application
 ☑Tournament Reservation calendar (green)
 ☑Insurance certificate guidelines & samples

✓ Sample tournament fee sheet (office use only)✓ Athletic Facility Fee handout

#### **Reservation and Usage Guidelines for Tournaments**

Tournament requests will be accepted **November 1**, **2024 - January 5**, **2025**. Requests will be processed according to the following guidelines:

- Tournament directors with seniority, who have hosted successful tournaments, will be granted priority for duplicate date requests. For example, USA Softball tournament director SC Blues Breaker, Wendy McDonnell hosted a successful tournament on Sept. 14 & 15, 2024. If SC Blues Breakers and another tournament director request the same weekend in 2025, SC Blues Breakers will be assigned the date.
- 2. Dates requested must be <u>circled</u> on the enclosed calendar form (green paper) and you must submit an official Athletic Facility Application form (enclosed). Please indicate the times for each tournament, including setup and cleanup, for each date, also include the type of tournament (i.e. youth baseball U12, Girls, Women's, Men's E, Coed D/E, etc.). Tournament Directors will have access to the ballfields by 7:00 am (no earlier).
- 3. Deposits are due with 2025 request packets (Payable to: City of Santa Cruz).
- 4. SUNDAY AVAILABILITY:
  - Sunday's only until 4pm: 3/2 3/16, 3/30 4/20, 5/4 5/18 (indicated by a \* symbol on the request calendar in your packet).
  - Sunday's available all day: 5/25 10/26.
  - Sunday's NOT available: 3/23 and 4/27 (indicated by an X symbol on the request calendar in your packet).
- 5. Tournament dates will be assigned the week of January 13, 2025. Written confirmation of the tournament dates you were awarded will be mailed by January 20, 2025.
- 6. Failure to pay the required fees and to provide insurance will result in cancellation of your entire request and the dates will be made available to others.
- 7. The annual City of Santa Cruz DeLaveaga Ball Field Tournament Guide will be published by mid-February and posted on our website. Make sure we have the correct contact information for potential registrants.
- 8. Final tournament fees are due by 2pm the Thursday prior to each tournament. The fees are \$290 per day (\$165 per day non-profit rate), per field. Lights are \$25 per hour, 2-hour minimum, per field. Finally, 10% of the gross revenue is due. If you wish to have a concession stand the fee is \$50 per day, BBQ'ing or cooking is not allowed unless you rent a designated picnic area with a BBQ. 5% admissions tax of gross taken at gate due 10 days after event
- 9. Equipment provided in score booth #1 includes: rake, tamp, 2 hoses and 2 sets of bases, 1 chalker and 1 bag of chalk per weekend. Extra chalk, softballs, score sheets, string, shovels, drag mat, hammer, and any other items are not provided. City staff will drag the fields on Friday night after City league for Saturday games. For two-day tournaments, City staff will drag the fields Saturday night for Sunday games. A \$45/day dragging fee is charged if requested by tournament directors. Tournament personnel cannot use vehicles to drag the field themselves they must hand drag.
- 10. \$50 fee will be charged for each lost or stolen padlock or key! Lock all padlocks to something stationary at all times, even when you need something to remain unlocked.
- 11. Tournaments do not have access to the score booth on Field #2 or the tractor shed. These sheds are secured for City equipment and supplies.
- 12. Tournament directors are responsible for cleaning up trash & debris in the ball field complex: score booth #1, bleachers and dugouts. Tournament directors who do not leave the facility clean will be charged from your deposit for the time taken by Parks staff to clean.
  - Fees will be deducted from deposit for extra clean-up or repairs to the ball field complex/park for any direct costs associated with providing ranger/law enforcement at your event.
  - ALCOHOL IS PROHIBITED IN THE PARK without a picnic area rental agreement and alcohol permit. If tournament
    participants do not abide by park rules and negatively impact the park, the tournament director will be held responsible.
    Tournament is at risk of being terminated as well as future tournaments cancelled, and rental fees will be forfeited. FYI Minimum fine for alcohol in park can be in excess of \$250.
  - Failure to comply with policies and ordinances may require tournament director to provide private security arranged by the Parks & Recreation Dept. at \$45/hr./guard.
- 13. Tournament directors or assigned staff must be on-site during the tournament at all times.
- 14. Tournament directors MUST provide their own portable bathrooms an ADA unit and a standard unit.

#### DELAVEAGA PARK TOURNAMENT DIRECTOR NOTICE!

REMINDERS! The following list will be added to the conditions of use to your reservation contracts.

- 1. Park all vehicles in a designated parking place after unloading at the ball fields.
- 2. Concessions stand Cooking or BBQ'ing in the ball field complex is not allowed (pre-cooked food only). To cook or BBQ, rent a designated picnic area and pay the \$50 concession fee (in-lieu of 5% Ad Tax).
- 3. Disposal of oil/grease down any storm drains/drains/ sinks etc... is prohibited and tournament permits will be revoked and fees forfeited.
- 4. Pack your trash extra trashcan liners are provided in score booth #1. Tie up full trash bags, place them next to the port-a-potties outside the field #1 fence, and re-line trashcan. Park staff will dispose extra garbage bags.
- 5. Checkout keys to score booth #1 & field lights a week prior to your tournament from the sports supervisor. Only the 3204 key is used.
- 6. Score booth #1 tournament supplies:2 hoses (wound & hung up), 2 sets of bases, 1 tamp, 1 H2O key, 1 rake, 1 batter's box template, 1 chalker and 1 bag of chalk. Replace all equipment and leave score booth in order.
- 7. Lock up all equipment when not in use. Lock all padlocks to something stationary at all times, even when you need an area to remain unlocked. \$50 fee will be charged for each lost or stolen padlocks.
- 8. Lock all buildings before leaving the facility.
- 9. Dump food and trash into trashcans. Use blue recycle cans for recyclable items only.
- 10. ALCOHOL IS PROHIBITED IN THE PARK without a picnic area rental agreement and alcohol permit. If tournament participants do not abide by park rules and negatively impact the park, the tournament director will be held responsible. Tournament will be shut down and rental fees will be forfeited.



# CITY ORDINANCES FOR DELAVEAGA TOURNAMENTS

PARKS & RECREATION

- No alcohol anywhere in the park (Municipal Code 13.08.030)
- No dogs in the softball complex (Municipal Code 8.14.200)
- No smoking anywhere in the park (including E- cigarettes)
  (Municipal Code 6.04.060 (1)(s))
- Everyone must abide by park rules and laws.
- Participants & fans who negatively impact the park or other park users may cause the tournament to forfeit their permit.

www.cityofsantacruz.com Parks & Recreation, 831-420-5270



#### **Parks and Recreation Department**

323 Church Street Santa Cruz, CA 95060

Ph: 831-420-5270 Fax 831-420-5271

www.santacruzparksandrec.com

### USE APPLICATION FOR CITY ATHLETIC FACILITES

Park/Beach:	
Field(s) /Court:	
Date(s):	_
Times: <i>startend</i>	-
Purpose of Use (e.g. games, practice, tournament, etc):	
Number of people expected:	
Company/Organization (if applicable):	_
Non-Profit #	_
Applicant/Coach:	_
Address:	
City: State: Zip:	_
Email address:	
Home phone: Work/Cell phone:	_
Fax number:	_
Please indicate the following:	
YES NO YES	NO
Have you reserved with us before? □ □ Will other equipment be used? □ Will field lights be used?(\$20/ hour charge) □ □ Please explain	
Will field lights be used?( $\$20$ / hour charge) $\square$ Please explain	_
Will amplified sound be used? □ □	
I declare under penalty of perjury that I am the authorized representative of the organization (active listed on this application and that the information I supplied here in is true and correct. I have careful read, considered, and agreed to abide by all rules and regulations shown on the reverse.	
Applicant's Signature date	

## Santa Cruz Parks & Recreation Department



323 Church Street, Santa Cruz, CA 95060 (831)420-5270 FAX (831)420-5271

#### **DELAVEAGA TOURNEY REQUEST**

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#### INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

WHEREAS, the	hereinafter referred to as the Permittees,
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have been afforded the privilege of t	
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during theEvent	to be held on  Date(s)
	sideration of the granting and exercise of the above-mentioned to hereby promise, agree and covenant:
employees from any and all claid damages of any kind for liability wh	es and defend the City of Santa Cruz, its officers, agents and ms, demands, actions, judgments, costs, attorney's fees and ich the City may incur for injury to or the death of any persons or in any manner related to the above-described Permittee's use or .
	List Specific Facility
Said obligation to indemnify, by the City.	defend and hold the City harmless extends to active negligence
processes, either legal or equital departments, agencies, bureaus or personnel, property, reputation, or connected with the use of said Sant	make any claim, institute any suit, or otherwise resort to any legal ble, against the City of Santa Cruz, or any of its affiliated r boards for any loss or damage, financial or otherwise to their business arising out of the Permittees' presence and activities a Cruz City property or arising out of any arrangements to or from e City of Santa Cruz might otherwise be responsible;
action, or should the Permittees b	ssary to enforce the terms of this agreement by legal or equitable breach this agreement, the Permittees will pay legal costs and of Santa Cruz either in defense of a suit by the Permittees or in Permittees.
To provide suitable supervi Santa Cruz property or	sion of individuals of their organization who use any City of
	Special area to be used
5) No non-appropriated or app agreement;	ropriated funds of the City of Santa Cruz are obligated by this
6) The City of Santa Cruz reser notice to the Permittees.	ves the right to terminate this agreement at any time without prior
For:	
Organization Name	Organization Representative
 Date	



#### Certificate of Insurance Requirements

#### Certificates of Insurance must be current and include the following:

- 1. Required liability limits (minimum of \$2,000,000 per occurrence, based on scope of work, degree of risk or other circumstance)
- 2. Name and address of insured
- 3. Location of event or operation
- 4. Description of class, event or operation
- Date issued
- 6. Policy effective date and policy expiration date expiration date must be effective through class, event or operation date(s)
- 7. The City of Santa Cruz must be listed as additional insured on liability insurance policy as follows: "The City of Santa Cruz, its officers, officials, employees, agents and volunteers" Additional Insured Endorsement required: Certificate of insurance alone will not be accepted.
- 8. The certificate holder must be the City of Santa Cruz. The address should be:

The City of Santa Cruz 1200 Pacific Street Suite #290 Santa Cruz, CA 95060

- 9. Primary coverage Any contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers.
- 10. Advance written notice must be provided to the City of Santa Cruz of any modification, change or cancellation of any component of the insurance coverage.
- 11. Certifications of Insurance and Endorsements are due in advance of class, event or operation.
- 12. If contractor has employees, Worker's Compensation Insurance meeting statutory limits and a Waiver of Subrogation Endorsement are required. (If no employees, contractor must fill out a Waiver Form stating there are no employees in order to be exempt from the Worker's Compensation Insurance Requirement.)
- 13. The liability insurance must be on an "occurence" basis, including products-completed operations, covering the participants in the event or operation, as well as spectators (if applicable).

City reserves the right to modify any of insurance limits (higher or lower coverage amounts) or require additional specialized insurance coverages for specific risk exposures depending on the scope or work or other circumstances. In addition to meeting the insurance requirements, contractors will be required to indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any potential liability relating to the event or operation.

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ACORD 25 (2010/05)

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This notice confirms the provisions of the California Insurance Code, §384. Other states have similar provisions. It states that the policy, not the certificate governs coverage.

#### CERTIFICATE OF LIABILITY INSURANCE

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IS SSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS IS NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES RTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED OR PRODUCER, AND THE CERTIFICATE HOLDER.

certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to litions of the policy, certain policies may require an endorsement. A statement on this certificate does

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#### THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

#### ADDITIONAL INSURED – OWNERS, LESSEES OR **CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
WHERE REQUIRED BY WRITTEN CONTRACT.	WHERE REQUIRED BY WRITTEN CONTRACT.
Information required to complete the schedule of no sport	w some will be shown the Declarations
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- A. Section II Who is An insured is amended to B. With respect to the insurance afforded to these include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
  - 1. Your acts or omissions: or
  - 2. The acts or omissions of those acting on your behalf:

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

#### However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law: and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- 1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- 2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

**2.** Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

## **EXAMPLE**



## PARKS & RECREATION DEPARTMENT 323 Church Street • Santa Cruz, CA 95060 [p] (831) 420-5270 • [f] (831) 420-5271

#### Nonprofit Authorization Form

Non-profit organization (to be completed	i by authorized personne	er or board representative)
Name of Organization:		
Address:		
City:	State:	Zip:
Non-Profit Tax ID #	Phone:	
This document certifies that the Board of Dagency has approved the following indiverservations at City of Santa Cruz facilities	idual(s) to use this ager	*
Authorized User:	P	hone
Authorized User:		
Authorized User:		
Authorized User:		
List any additional names on back or an at	tachment.	
<ul> <li>allows the aforementioned individu Recreation facilities and that;</li> <li>the non-profit assumes full liability within the period of authorization.</li> </ul>	· ·	
This authorization extends until	(Not greater t	han 1 year from today's date)
It is understood and agreed that the applicant assume that may arise during or be caused in any way by sufurther agrees that in consideration of being permitted City of Santa Cruz and/or their employees free and injuries to persons or property that in any way may I, the undersigned, hereby certify that I will be persustained by the grounds, building, furniture, or equapplicant.	ach use of the facilities of the ted to use said facilities the a harmless from any loss, clai be caused by applicant's use onally responsible on behalf	e City of Santa Cruz; the applicant pplicant will save and hold the said m and liability or damages, and/or e or occupancy of said facilities.  of the applicant for any damage
As the representative of this event, I agree that while disability. I, the undersigned, have read, and agree to on supplemental materials. The terms of this agree the City of Santa Cruz agree in writing to such an a amended or altered.	to abide by the rules and reg ment may not be altered or a	ulations for the facility use as listed mended unless the undersigned and
Signature	Date	
Title		



Kei	ntal Group: Facility:
Col	ntact person: Date:
<u>Op</u>	ening Checklist
	Turn off alarm (if necessary depending on facility) Open facility – unlock doors/gates, etc Lights on Restrooms checked Inspect facility - document any issues on "notes" section below tes:
	Equipment/supplies cleaned up Trash picked up Sweep floors/walkways - dispose debris in outside trash receptacles Renters "Lost and Found" items picked up and taken away Restrooms picked up and locked (if necessary depending on facility) Inspect facility and document any issues on "notes" section below Doors secured and properly locked Alarm set (if necessary depending on facility) Lights off Doors double-checked
No	tes:



#### **Light Charge Schedule**

March-May: 6pm start time

June - September: 7pm start time

October: 6pm start time November: 5pm start time

Rate = \$25.00/hour - 2 hr. minimum, per field



### SOFTBALL TOURNAMENT FEES

Tournament Name			
Tournament Director		Dates	
Deposit # O			Total
RENTAL FEES			
Day 1 Date			
Fld. # #hrs./day_		Rate	_ Total
Lights: #hrs		Rate	_ Total
Fld. # #hrs./day_			_ Total
Lights: #hrs	<	Rate	_ Total
Day 2 Date			
Fld. # #hrs./day_		Rate	Total
Lights: #hrs			Total
Fld. # #hrs./day_			Total
Lights: #hrs.			Total
3,	<del></del>		
BRACKET FEES			
# Of Teams Team Ad	dmission Fee_	Total_	10%
FIELD PREP FEE: # Of	Days	@ \$45.00/da	ay Total
CONCESSION FEE: \$50			 Total
	TOTAL	FEES DUE:	
		Date Paid	Int

<sup>\*\*</sup> See the back of this sheet for Deposit Refund Information

#### DEPOSIT REFUND

Rate/Hr	_ # Of Hrs	Total Total
Int		
		Rate/Hr # Of Hrs   _Int