

2019 TOURNAMENT GUIDEBOOK



CONTENTS

Key Dates	3
Tournament Reservation Process	3
Tournament Directors	3
Priority Dates	3
Forms & Insurance	4
Park Delivery Permit	4
Insurance	4
Fees & Billing	4
Fees	4
Standard Tournament Rental Fees	5
Billing	5
Schedules & Cancellations	5
Cancellations	5
Cancellation Policies	5
Tournament Facilities	6
Field Lights Usage	6
Equipment & Storage	6
Concessions	6
Other Vendors	6
Rules & Regulations	7
Tournament Rental Application	8

Cosumnes CSD (District) offers three facilities for baseball/softball tournaments, Bartholomew Sports Park, Laguna Community Park and Elk Grove Regional Park.

KEY DATES

11/16/18	Deadline to submit applications
11/30/18	Tentative contracts sent to renters
12/7/18	Last day to submit required documentation
12/14/18	Final calendar and signed permits sent to renters
2/1/19	First deposit installment due
2/23/19	First tournament weekend
6/28/19	Second deposit installment due
11/24/19	Final tournament weekend

TOURNAMENT RESERVATION PROCESS

A completed tournament application is required for all tournament rentals. Applications, along with an updated Tournament Guidebook (Guidebook), are available annually in November. After the application deadline, District staff will assign dates for the following year and distribute tentative contracts to all prospective renters.

Tournament renters will then be responsible to submit all required documentation and deposits in accordance with the timeline established in the Guidebook. Failure to do so may result in cancelled reservations.

TOURNAMENT DIRECTORS

Each organization must designate a tournament director (Director) to coordinate their rentals with the District. The Director will be responsible for securing and managing reservations, sending tournament schedules, coordinating the payment of rental fees and performing any other duties related to their organization's rentals.

The District requires a site director at each reserved facility for the duration of all rentals. The Director must submit contact information for each site director no later than the Wednesday prior to any rental.

PRIORITY DATES

At its discretion, the District will grant priority dates to returning renters representing the same organization. Renters must meet the following conditions to establish priority status:

1. The Director requests the same complex and weekend that they utilized during the prior calendar year. For example, if Organization A rented Bartholomew Sports Park the second weekend of July in 2017, they may receive repeat renter priority for the second weekend of July in 2018.
2. The Director utilized all fields at the complex for the duration of last year's rental.
3. The Director pays the applicable deposit on or before the due date.

4. The organization name and director has not changed.

FORMS & INSURANCE

Directors must complete and submit the following forms in accordance with the dates listed in the Guidebook:

- Tournament Renter Application
- Hold Harmless Tournament Renter Contract
- Sports Damage Deposit Form
- Certificate of Insurance
- Park Delivery Permit*

**optional*

PARK DELIVERY PERMIT

Directors can apply for a Park Delivery Permit by completing a Park Delivery Permit Request. Park Delivery Permits are required to access park grounds with a vehicle. The requesting party must agree to and abide by the conditions listed on the permit.

INSURANCE

Directors must submit a Certificate of Insurance no later than 14 days prior to their rental.

INSURANCE REQUIREMENTS

1. The certificate of insurance must be in the name of the organization listed on the contract.
2. Insurance certificates for rentals at Bartholomew Sports Park and Laguna Community Park must include the following statement:
“Additional Insured Endorsement names the Cosumnes Community Services District, its directors, agents, or employees as additional insured.”
3. Insurance certificates for rentals at Elk Grove Park must include the following statement:
“Additional Insured Endorsement names the Cosumnes Community Services District and Sacramento County, its directors, agents, or employees as additional insured.”

FEES & BILLING

The District requires a \$300 deposit per reserved facility in order to secure a rental date. Failure to submit a deposit by the required due date may result in a cancelled reservation.

FEES

The District requires a minimum of two fields at the all-day rate for all tournament rentals. Furthermore, a District staff person must be on-site for the duration of the

rental. Tournament rentals with more than three fields at a complex will require an additional staff person. Lights are available at an additional cost.

STANDARD TOURNAMENT RENTAL FEES

Field Use		Extra Fees	
Full Day	\$160/field	Staff	\$23/hour
		Lights	\$20/hour
		Turf	\$12/bag

Additional fees may apply for especially large rentals or property damage.

BILLING

District staff will send a detailed invoice within one week of a rental's conclusion. Full payment is due upon receipt of the invoice.



Failure to pay invoices by the due date may result in cancellation of future reservations and/or forfeiture of repeat renter priority.

SCHEDULES & CANCELLATIONS

Directors must submit a complete tournament schedule including field preps, set ups and site director information to District staff by 5:00 pm on the Wednesday prior to a rental.

CANCELLATIONS

Cosumnes CSD reserves the right to cancel any activity due to weather, unsafe playing conditions or for any other reason that may endanger the health, safety or welfare of participants.

CANCELLATION POLICIES

Reason	Procedure
CSD cancels event prior to the start date.	The District will refund all rental fees.
CSD cancels the event while activity is in progress for reasons <i>not</i> caused by the renter or participants.	The District will refund rental fees less direct costs.

CSD cancels the event while activity is in progress for reasons caused by the renter or participants.	The District will not refund any rental fees.
Renter cancels the event 91 days or more prior to the start date.	The District will refund the full deposit.
Renter cancels the event between 8-90 days prior to the start date.	The renter will forfeit the deposit.
Renter cancels the event 7 days or less prior to the start date.	The renter will forfeit the deposit and be assessed a \$150 cancellation fee.

TOURNAMENT FACILITIES

The District's two primary tournament facilities are Laguna Community Park (LCP) and Bartholomew Sports Park (BSP). The Kloss Complex (Kloss) in Elk Grove Regional Park is available periodically for tournament rentals.

There are no gates around the two fields at LCP. BSP and Kloss are gated facilities with three fields each. There are lights and bases at all three facilities, but no permanent baseball mounds.

Facility	Address	Fields
Laguna Community Park	9014 Bruceville Road	2
Bartholomew Sports Park	10150 Franklin High Road	3
Kloss Complex	9950 Elk Grove Florin Road	3

FIELD LIGHTS USAGE

The District will program lights based on the schedule provided by the director. Lights will turn-on at sunset and turn-off 30-minutes after the conclusion of the last scheduled game. If necessary, District staff will use lights to prepare fields for play. On-site District staff are able to change the lighting schedule when necessary. *All field lights must be off by 10:00 pm.*

EQUIPMENT & STORAGE

The renter is responsible to remove any outside equipment from District property at the conclusion of the rental. The District is not responsible for any lost, stolen or damaged equipment. The renter may be assessed an additional fee if outside equipment is left on District property without prior approval.

CONCESSIONS

The District operates a concession stand at BSP during rentals. The District staffs the facility in 8-hour increments. Prior to the rental, Directors may submit a request for additional operating hours.

OTHER VENDORS

Directors who wish to provide goods or services at their rental must first obtain permission from the District. Additionally, any organizations providing goods or services must secure all of the applicable licenses and permits. These permits may include:

1. Sellers Permit from the State of California Board of Equalization.
 - a. Phone: 1-800-400-7115
2. Temporary Food Facility Operators Permit from the Sacramento County Environmental Health Department.
 - a. Phone: 916-875-8440

It is the sole responsibility of the renter to obtain all necessary licenses and permits.

RULES & REGULATIONS

Below is a listing of the standard rules and regulations for tournament rentals:

1. Tournaments may begin as early as 8am and must end no later than 10pm.
2. The District reserves the right to deny field usage based on maintenance needs and/or field conditions.
3. Renters may not sub-lease to another party.
4. The District does not permit alcohol, glass containers or pets during a rental.
5. The District will provide concessions at BSP during rentals and has first-priority to do so at Kloss.
6. Renters are responsible to clean all facilities and clear any garbage after a rental. The District will assess an additional fee if the renter leaves a facility in unsatisfactory condition.
7. Available parking may be limited. The District strictly prohibits parking on grass.
8. The District must approve the use of amplified sound prior to the rental date.

Additional rules and regulations may apply in certain circumstances. Directors are encouraged to discuss any questions or concerns they may have with District staff.

Ordinance No. 15 regulates all Cosumnes CSD property.



Cosumnes Community Services District
Enriching Community • Saving Lives
www.yourcsd.com

Tournament Rental Application

Organization

Tournament Director

DOB

Mailing Address

City

State

Zip Code

Email Address

Phone

Alternate Contact

DOB

Email Address

Phone

What type of tournament is this?

- Youth Baseball Youth Softball Adult Softball Football
- Youth Soccer Adult Soccer Other: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

- Would you like to sell food? Yes No
- Will you like to sell merchandise? Yes No
- Are you requesting non-profit rate? Yes No
- Will there be an admission fee? Yes No
- Will you be renting an inflatable attraction? Yes No
- Would you like to amplify sound? Yes No

Date(s) & Facilities Requested

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

_____ BSP SB LCP SB Kloss SB Other: _____

Key
BSP SB – Bartholomew Sports Park
(3 lighted softball fields; does not include baseball field)
LCP SB – Laguna Community Park
(2 lighted softball fields)
Kloss SB – Kloss Softball Complex
(3 lighted softball fields; does not include any other fields in Elk Grove Park)

By signing below, I acknowledge that I have read, understand and agree to and will adhere to the Tournament Rental Guidebook. I understand that I will be held responsible for all policies, deadlines, and rules. Failure to do so could result in financial penalties or the loss of reserved rental dates. I understand that the Cosumnes Community Services District has the right to change or cancel my reserved dates at any time with or without cause.

Tournament Director (*Print Name*) Date

Tournament Director (*Signature*) Date