

2010 Outside Use Facility Reservation Policy Keizer Little League Park

Keizer Youth Sports Association (KYSA) has been designated by the City of Keizer as the operator of Keizer Little League Park. KYSA manages all facets of the facility including the allocation of all field space. All games and organized practices at Keizer Little League Park by participants of any organization or team **require** a confirmed field use slot **prior** to use.

Field use slot requests fall under various allocation processes, depending on the dates requested and when the request and all required supporting requirements are provided.

Initial Allocation of Field Use Slots for Use between 3/1/10 to 8/30/10 (Requested 3/1/10 or earlier)

1. A request for specific field use slots must be received by **3/1/10** to be considered in the initial allocation of field use slots for this period. The request should specify the number of slots being requested for each field and the range of dates the field use is desired. More specific requests (specific dates and times) will be considered but not guaranteed.
2. A deposit of 50% of the amount due for the requested field use slots made payable to Keizer Youth Sports Association must accompany the request.
3. Proof of General Liability Insurance in the amount of at least \$1 million for the period of anticipated use and listing Keizer Youth Sports Association and the City of Keizer as additional Insureds must be received along with the initial request for field slots.
4. Intended and actual use of individual fields must be in accordance with the designated use of the specific field unless specifically authorized in advance by a KYSA representative (i.e. softball use only on fields 2, 4 and 10).
5. Initial field use slot allocation will be determined after consideration of KYSA sponsored or sanctioned tournaments and then allocated equitably. Allocation will be determined using each of the following criteria : 1) the overall capacity of the facility for the type and size of field(s) requested, 2) the range of dates selected, 3) the number of verified Keizer based participants in your organization specific to each individual field use request in comparison to the number of verified Keizer based participants of other organizations requesting the same field usage including KYSA participants, and 4) youth participant organizations will take precedence over adult participant organizations. KYSA may schedule up to three (3) tournaments for each level of play between April 1 and June 30 that will take precedence over all initial field use slot allocations.
6. Every effort will be made to accommodate all initial field use slot requests subject to the facility's overall capacity. At the discretion of KYSA, fields comparable to the fields requested may alternatively be scheduled or alternative dates/times may be provided to accommodate the overall scheduling of the facility.
7. Confirmed initial field slots including the specific field, date and time will be provided by **3/21/10** along with notice of the balance due for the confirmed

scheduled field use slots. The balance due must be received by **4/3/10** to maintain the reserved field use slots.

8. Unless formally withdrawn **at least 30 days prior** to the scheduled use, slots are considered “used” and the full rental fee considered “earned”, whether or not each field slot is actually used. There are no exceptions other than when KYSA unilaterally cancels the opportunity for field use as outlined below in the “Cancellation of Field Use Activity” section of this Policy. Field use requests withdrawn at least 30 days prior will be entitled to a full refund less 10% of the rental expense for the requested field use slots to compensate for rebooking efforts and administrative expenses.

Supplemental Allocation of Field Use Slots for Use between 3/1/10 to 8/30/10 (Requested After 3/1/10)

1. Requests for field slots received **after 3/1/10, or** that do not include the required amount of deposit by 3/1/10 will be deemed a “supplemental field slot request” and considered strictly on the criteria noted in paragraph #5 below as of the date the request is received. Supplemental field slot requests are not guaranteed to be filled.
2. A deposit of 50% of the amount due for the requested field use slots made payable to Keizer Youth Sports Association must accompany the request.
3. Proof of General Liability Insurance in the amount of at least \$1 million for the period of anticipated use and listing Keizer Youth Sports Association and the City of Keizer as additional Insureds must be received, if not already provided as part of an initial field slot allocation request.
4. Intended and actual use of individual fields must be in accordance with the designated use of the specific field (i.e. softball use only on fields 2, 4 and 10) unless specifically authorized in advance by a KYSA representative.
5. Supplemental field use slot allocation will be determined solely on the basis of each of the following criteria: 1) the overall capacity of the facility for the type and size of fields requested, 2) the dates requested, 3) date which request and all supporting materials are received with priority given to earlier requests, and 4) remaining availability for the type and size of field(s) requested.
6. Fields comparable to the fields requested may be scheduled at the discretion of KYSA as an alternative to accommodate the overall scheduling of the facility.
7. Confirmed initial field slots including the specific field, date and time will be provided within 10 days of the request along with notice of the balance due for the scheduled field use.
8. Payment for the balance due of the confirmed field slots fees must be received prior to the date of the first scheduled use to maintain the reserved field use slots.
9. Unless formally withdrawn **at least 30 days prior** to the scheduled use, slots are considered “used” and the rental fee “earned”, whether or not each field slot is actually used. There are no exceptions other than when KYSA unilaterally cancels the opportunity for field use as outlined below in the “Cancellation of Field Use Activity” section of this Policy.

Allocation of Field Use Slots for Use between 8/31/10 to 12/31/10

1. A request for specific field use slots must be received by **8/7/10** to be considered in the initial allocation of field use slots for this period. The request should specify the number of slots being requested for each field and the range of dates the field use is desired. More specific requests (specific dates and times) will be considered but not guaranteed. Requests received after 8/7/10 and/or that do not include the required deposit will be considered only after the initial allocation of field use slots is completed and are not guaranteed to be filled.
2. A deposit of 50% of the amount due for the requested field use slots made payable to Keizer Youth Sports Association must accompany the request.
3. Proof of General Liability Insurance in the amount of at least \$1 million for the period of anticipated use and listing Keizer Youth Sports Association and the City of Keizer as additional Insureds must be received along with the initial request for field slots.
4. Intended and actual use of individual fields must be in accordance with the designated use of the specific field unless specifically authorized in advance by a KYSA representative (i.e. softball use only on fields 2, 4 and 10).
5. Initial field use slot allocation will be determined after consideration of KYSA sponsored or sanctioned tournaments. Allocation will be determined using each of the following criteria: 1) the overall capacity of the facility for the type and size of field(s) requested, 2) the range of dates selected, 3) the number of verified Keizer based participants in your organization specific to each individual field use request in comparison to the number of verified Keizer based participants of other organizations requesting the same field usage including KYSA participants, and 4) youth participant organizations will take precedence over adult participant organizations.
6. Every effort will be made to accommodate all field use slot requests subject to the facility's overall capacity. At the discretion of KYSA, fields comparable to the fields requested may alternatively be scheduled or alternative dates/times may be provided to accommodate the overall scheduling of the facility.
7. Confirmed initial field slots including the specific field, date and time will be provided by **8/21/10** along with notice of the balance due for the confirmed scheduled field use slots. The balance due must be received by **8/31/10** to maintain the reserved field use slots.
8. Unless formally withdrawn **at least 30 days prior** to the scheduled use, slots are considered "used" and the full rental fee considered "earned", whether or not each field slot is actually used. There are no exceptions other than when KYSA unilaterally cancels the opportunity for field use as outlined below in the "Cancellation of Field Use Activity" section of this Policy. Field use requests withdrawn at least 30 days prior will be entitled to a full refund less 10% of the rental expense for the requested field use slots to compensate for rebooking efforts and administrative expenses.

Field Usage Rates (all seasons)

Fields 1, 9 and 12 \$15
Rates are per field, per slot and for a 120 minute period.

Fields 2, 3, 4, 5, 7, 8, 10 and 11 \$25
Rates are per field, per slot and for a 150 minute period.

Field 6 (without any use of field lights) \$35
Field 6 (with use of lights) \$90
Rates are per field, per slot and for a 180 minute period.

Field usage rates take into account the exclusive use of the field for the designated period, the amount of wear and tear and the materials and resources needed to accommodate desired use. Rates apply to all games or practices except practices conducted prior to 3/28/10 which are at no charge.

What is Included with Field Usage?

Field use pricing includes: undivided access to the reserved field for the time allotted and access to bathroom facilities and field preparation materials including field chalk (for games only), rakes and brooms. All items should be returned and secured following each use.

Field use pricing does NOT include: oversight or umpiring of the activity, playing equipment including balls, pre game or post game field preparation or clean-up of the dugouts and bleachers.

To assure a quality experience for all, please be courteous to teams using the field following your scheduled use by only occupying the field for your designated time and leaving the dugouts and bleachers in the appropriate condition. Failure to leave the bleachers and dugouts in the appropriate condition may result in suspension or revocation of future use of the facility. Any field preparation tools or other items such as bases, pitching rubbers or storage container locks included with the field use that are not returned or are broken will be billed for replacement accordingly.

See the Satellite View of the facility on our web site (www.keizeryouthsports.org) to view the configuration of the fields. Note, Field 10 is now “skinned” and configured for softball.

Cancellation of Field Use Activity

KYSA reserves the right to cancel all activity on any or all fields at the facility due to adverse weather or unsafe playing conditions. Replacement field use slots will not be provided when cancellations occur however the rental fee for the field use slots cancelled solely by KYSA will be credited in full to your organization. Any net credit will be paid at the conclusion of the renting organization’s 2010 facility use. **It is suggested anticipated game “make up” slots are requested as part of initial or**

supplemental field slot requests in anticipation of “rain-outs” or poor field conditions to assure field availability.

Facility and Field Maintenance Equipment Access

No participants of any organization may access any portions of the Fieldhouse, Concession Stand or other permanent structures (other than unlocked bathrooms) or use KYSA field maintenance or preparation equipment or tools (other than those designated for specific fields) without the explicit advance permission of a KYSA representative.

Requesting a Field Use Slot

All field use slot requests should include at a minimum: 1) a signed copy of this Policy, 2) which field(s) are being requested, 3) how many slots are being requested for each field, 4) what specific activity will be conducted (include sport and level) and 5) what date or date range is requested. Initial field slot requests should also include sufficient information to satisfy the field use allocation requirements under #5 of the Initial Field Use Slot section.

Inquiries or requests for field use slot can be emailed to: scheduling@keizeryouthsports.org however field use slot requests will not be considered as “received” for purposes of this Policy until the appropriate deposit is received. Deposits and completed hard copies of this Policy should be mailed to:

KYSA
PO Box 20033
Keizer, Oregon 97307

I acknowledge receipt of this Policy (5 pages), and that I have reviewed, understand and agree to abide by its terms on behalf of the organization noted below that I represent. I further acknowledge as a condition to use, that repeated failure to follow the terms of this Policy will cause forfeiture of our organization's rights to field use for the rest of the 2009 season.

Requesting Organization _____

Responsible Party for Requesting Organization _____

Title of Responsible Party in Organization _____

Date Signed _____