

**CITY OF PRESCOTT**  
**FIELD/GYM USE POLICIES AND FEES (Revised 11/18/08 for 2009)**  
**(Including but not limited to: Tournaments & Non-Sponsored Events)**

**Rental Fees**

**Slow Pitch Softball**

General Public

**\$135 / field / day**  
**\$120 / field / day 3 fields or more**  
**\$65 / field / 4 hours less**

Co-Sponsored

**\$65 / field / day**

Fees include field preps & general maintenance, ball field lighting is an additional **\$15 per hour**, per field (2 hour minimum).  
 Field Preps performed after every 4 consecutive games on each field.

**Baseball / FastPitch**

General Public

doubleheader

**\$130 / field / day**

single game

**\$65 / field / day**

Co-Sponsored

**\$65 / field / day**

Fees include field preps & general maintenance, ball field lighting is an additional **\$15 per hour**, per field (2 hour minimum).  
 Field Preps performed after every 2 consecutive games on each field.

**Soccer / Football**

General Public

**\$150 / field / day**

Co-Sponsored

**\$75 / field / day**

Soccer goal rental / set-up fee

**\$100 / per goal**

Fees include field preps & general maintenance, ball field lighting is an additional **\$15 per hour**, per field (2 hour minimum).  
 Field Preps performed once per day.

**Gymnasium**

General Public

**\$35 / hour**

Co-sponsored / Charter Schools / Non-profits

**\$20 / hour**

Set Up fee

**\$25 / court**

Tables & chairs will be provided if available, at no additional charge.

**Sports / Training Camps / Special Events**

General Public for profit

**\$45 / hour / field or facility**

Special Event / no ball field prep

**\$275 / day**

COMMERCIAL SPECIAL EVENTS: Event Directors will negotiate with the Recreation Services Director or his Designee, a "Percentage of Profit", in addition to standard fees.

NON-PROFIT / CO-SPONSORED: Rental Fees will involve Direct Cost of facility prep, plus **\$15.00 per hour** for ball field lighting provisions. Costs will vary for baseball / softball /soccer / football related activities.

**Group Field Rental plus Certificate of Liability Insurance**

General Public

**\$20 / hour**

City Leagues pre season practices

**\$5 / hour and half**

City Leagues off season practices

**\$10 / hour**

If user requests special field prep (lining, dragging, bases installed) an additional **\$30.00** fee will be charged. If user requests ball field lighting, an additional **\$15.00 per hour** will be charged.

Co-Sponsored Local Youth Sports Organizations: Leagues will not be charged for use of fields, during the traditional season of play, for scheduled practices and games. League Schedules must be approved by the Prescott Sports Division. During the non-tradition season of play, all teams will be required to pay a **\$15.00** per hour fee for ball field lighting provisions.

Youth Club Team Soccer

**\$15 / hour**

Club teams\* that have 2/3 or more Prescott residents on their team roster may reserve practice fields, subject to availability and current field conditions. City-Sponsored sports leagues and Co-Sponsored youth sports organizations will have field use priority. Club teams\* will be required to pay a **\$15.00** per hour rental fee, per field. Ball Field Lighting is an additional **\$15.00** per hour, per field. In the event additional field prep is necessary, fees will be negotiated.

**\*Teams may not exceed the maximum of 20 participants per field.**

**Ball Field Lighting**

**\$15 / hour**

**Reservation Deposit (non-refundable)**

**\$150**

This will also serve as a Damage & Security Deposit. Event directors requesting multiple events will be required to submit one deposit that may be transferred to each following event, once determined by City staff all policy and procedures have been satisfactorily fulfilled. The deposit fee will be returned if tournament / camp / event is not awarded. Deposit fee will be forfeited when event is awarded and later cancelled by the Event Director.

**Tournament Request Forms:** Event Directors are required to submit requests on or before December 29th (for the following calendar year events), to insure previous year dates are retained and preserved. New event requests will be approved / denied after December 30th. Deposit Fees must accompany said requests.

**Liability Insurance Requirements:** Event Directors are responsible for providing a Certificate of Insurance, 10 days prior to the start of the event, naming the City of Prescott as CERTIFICATE HOLDER AND ADDITIONALLY INSURED. This policy must be for **\$1,000,000** or greater, per occurrence. Events are subject to cancellation when insurance requirements are not met.

**Event Schedules:** The Event Director must provide the Prescott Sports Division with a finalized tournament or event schedule, at least 3 days prior to the start of the tournament or event. Schedules may be e-mailed to don.fishel@cityofprescott.net, faxed to 928-771-5843, mailed to Prescott Parks and Recreation P.O. Box 2059 Prescott, AZ 86302, or hand delivered to the Sports Division at 824 E. Gurley, Prescott, AZ 86301. Tournaments and events are subject to cancellation if finalized schedules are NOT provided.

**Commercaill User Fees:** Event Directors will be required to pay additional fees, negotiated with Prescott Sports Division, for events involving admission fees, concessions, or souvenir sales. In order to engage in these additional endeavors, Event Directors must receive prior approval. Sales permits are required through the City. County Health Regulations must be adhered to when food / beverage concessions are involved.

**Ball Field Maintenance Breaks:** Softball & Baseball Tournament Directors must schedule 30-minute field breaks on each field (in the finalized schedules) after a maximum of (2) two consecutive baseball / fast-pitch softball games, and after a maximum of (4) four consecutive slow-pitch games.

**Preventative Maintenance:** Field rest and maintenance are vital to the overall health of athletic fields. Certain conditions including but not limited to frozen ground, wet or snow covered turf, and over use may result in athletic field's temporary closure. The decision by Parks and Recreation Department staff to close any facility for the protection of the turf shall be final.

**Event Game Times:** No tournament / camp / event may start prior to 8:00am nor conclude after 11:00pm, without prior approval of the Prescott Sports Division.

**Scoreboards / Scoreclocks:** Event Directors may negotiate with Prescott Sports Division staff the utilization of City equipment such as scoreboards and score clocks. When utilized, City employees trained in the proper management of said equipment must be paid by the Event Director.

**PLEASE DIRECT ALL INQUIRIES TO DON FISHEL, SPORTS SUPERVISOR, AT (928) 777-1553 OR P.O. BOX 2059, PRESCOTT, AZ 86302**