

Douglas-Coffee County Parks & Recreation Department
Athletic Facility Rules & Regulations

(03-05-2025)

1. No person attending a general function will be allowed to possess any firearms, knives, or other weapons while present on the property. The only exception is if the nature of the event is for consumer trade, sell, and collectible show or sporting event related to weapons. Events of this nature can only be held in the City of Douglas facilities if adequate security is required and that weapons are properly secured prior to entering the event.
2. Users are also responsible for field grooming. Users are responsible for trash pickup during field usage. All trash, garbage, and other debris will be cleaned from dugouts, bathrooms, concession stands, paved parking lots and ballfields, and other areas used for permitted events. All trash, garbage, and debris will be deposited in appropriate trash cans or dumpsters. If no extra trash bags are made available, it will be the lessee's responsibility to obtain additional trash bags for the trash pickup. Failure to do this will result in forfeit of deposit, and possibly an additional cleanup fee.
3. **ALL ENTRANCE GATES/PEDESTRIAN GATES OR HANDICAP ENTRANCES MUST BE OPEN TO THE PUBLIC.** Any damage to fields, dugouts, equipment, grounds, equipment or structural damage to the facility, used by the lessee, will be charged to the person or persons responsible for permitted usage.
4. **A Deposit of \$200 for Huckaby, Middle School Complex, Soccer field and Miracle Field must be paid upon making the reservation. A Deposit of \$300 must be paid upon making reservations for Premier Sports Complex. Rental fees must be paid in full one (1) week prior to contracted date for all Baseball/Softball Tournaments. If not paid in full, fields will not be lined up, and deposit will be forfeited.** The deposit will be returned only after satisfactory inspection of the facility is completed by the Field Supervisor, Facility Coordinator or Director of Parks and Recreation.
5. Athletic facilities used for any political rally or other political purposes should require full disclosure of activity and must follow other City ordinances governing political events.
6. Religious programs and performing arts of religious nature may be allowed upon written request and description of event, 30 days in advance, to Douglas-Coffee County Parks & Recreation Director. If request is denied, a full refund will be issued.
7. No **MOTORIZED** vehicles may be parked in ball field areas. No bicycles, skateboards, skates, rollerblades, scooters, etc. All parking spaces for vehicles will be in the parking lot or on the side of roads. Vehicles delivering concession materials may be driven to the concession building and parked. These vehicles may only be used to deliver items to the concession area or to transport handicapped people to the main parking lot.

8. For any long term, self-insured or other private groups wanting to lease a facility for an extended period or multiple dates, etc., fees shall be negotiated with Douglas-Coffee County Parks & Recreation Director. These fees include maintenance of the facility, utility cost, supervision and preparation of facility for games, practice or other.

9. DCCPRD RESERVES THE RIGHT TO ALL CONCESSION SALES.

10. The Lessee will be responsible for compensating a Field Supervisor, approved by the Recreation Director, for overseeing the facility. The fee for the Field Supervisor will be **\$25.00 per hour** and shall be paid, accordingly, at the end of the tournament by the Lessee. The Field Supervisor is responsible for cleaning bathrooms, trash, lights and locking up the facility.

11. NO scoreboards will be available for usage.
FENCE WILL NOT BE MOVED.

12. PAYMENT - User agrees to pay for the use of the Athletic Fields no later than two weeks prior to the event, as stated in the fee schedule attached. **Deposit must be paid before Facility is booked.** If the booking date and event date are within a two-week period, payment is due in cash on the date the facility is reserved. However, the facility must be canceled within 72hrs, or you will forfeit your deposit. If you cancel the day of your event, you will lose your Deposit and half of your Rental Fee.

13. SECURITY - User will agree to pay for a Police Officer at **\$60.00 per hour per security officer, if the City of Douglas deems necessary.** The City of Douglas reserves the right to increase security if deemed necessary. User consents to allowing Police Officer or Sherriff Officers or Building Supervisor to patrol the parking lot and building during any function. User understands and agrees that if any approved City Official observes inappropriate activities that they have the authority to remove any or all the user's party from the premises and secure the facility and grounds. Users will ask any unwanted persons at the function to leave immediately, and should they fail to do so, users will call the City of Douglas Police Department on 911 and request assistance. Large group activities must have one (1) security officer per 50 people. Any exceptions must be approved in advance by the Facility Supervisor or the Parks & Recreation Director. At private events, where alcohol is served, the user must have one (1) security officer per fifty (50) people. All fees for the security officer are the responsibility of the lessee and must be paid in advance.

15. **TICKETED/SALES EVENTS – Any person or business selling tickets, charging entry fees, admissions or selling merchandise in a City of Douglas Facility must have a business license and liability insurance naming the City of Douglas as an additional insured before the contract can be finalized. A copy of the business license and liability insurance must be attached to the facility contract. A Special Event permit may be required.**

16. **Reservations must be made by an adult (aged 18 or older) with proper picture I.D.**

DURING THE TOURNAMENT, NO SCOREBOARDS WILL BE USED, FACILITY/RESTROOMS MUST BE KEPT CLEAN, AND ALL ENTRANCE GATES/PEDESTRIAN GATES OR HANDICAP ENTRANCES MUST BE OPEN TO THE PUBLIC OR DEPOSIT WILL BE FORFEITED.

17. CITY OFFICIALS – At public events, users understand that at any given time, a City Official may enter a city athletic complex at no cost and observe the activities taking place at the complex. The following are the current approved city officials: Mayor Tony Paulk, Commissioner Tony Paulk II, Commissioner Brenda Moore, Commissioner Michael Gowen, Commissioner Cindy McNeill, Commissioner Steve Bailey, Commissioner Edwin Taylor, City Manager Charlie Davis, Assistant City Manager Georgia Henderson Parks & Recreation Director Stevie Young, Assistant Director Willis Crockett and Facility Coordinator Carol Goodman. User has the right to ask for photo id before the City Official enters the complex.

<u>ATHLETIC FACILITY</u>	FEES ARE BASED ON “PER EVENT”
<i>HUCKABY SOFTBALL CCOMPLEX MIDDLE SCHOOL COMPLEX PREMIER SPORTS COMPLEX</i>	<i>LIGHTS FOR ALL FIELDS & TENNIS COURTS \$20.00 Per Hour/PER FIELD</i>
Deposit (Premier Sports Complex)	\$300.00
Deposit	\$200.00
Field Rental (PER FIELD)	\$100.00/Lights \$20.00
<i>TRAVEL TEAMS Practice (2x weekly/ 2hrs) January-July & July-December (Per Season)</i>	\$300.00 Without Lights \$350.00 With Lights
<i>TENNIS COURTS</i>	
Deposit	\$100.00
Court Rental	\$75.00/Lights \$20.00
<i>UNITY BASEBALL FIELDS (LIMITED USAGE ALLOWED)</i>	
Deposit	\$100.00
Field Rental	\$75.00/Lights \$20.00
<i>SOCCKER FIELD (LIMITED USAGE ALLOWED)</i>	
Deposit	\$200.00
Field Rental	\$ 100.00/Lights \$20.00
<i>MIRACLE FIELD (No Medal Cleats)</i>	
Deposit	\$200.00
Field Rental	\$100.00/Lights \$20.00
*Line off Fields (Paint Soccer Field)	\$50.00 PER FIELD
*Line off Fields (Chalk Baseball/Softball Fields)	\$20.00 PER FIELD

FIELD WILL ONLY BE LINED ONCE BEFORE GAMES BEGIN.

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DCCPRD ATHLETIC FACILITY AGREEMENT

Contract Date _____ Event Date _____

Name _____ Organization _____

Address _____ City: _____ State: _____ Zip: _____

Work/Cell Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Setup Time: _____ Beginning Time: _____ Ending Time: _____

<input type="checkbox"/> Huckaby Softball Complex ___Fields <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Middle School Complex ___ Fields <input type="checkbox"/> Soccer Field <input type="checkbox"/> Premier Sports Complex ___Fields <input type="checkbox"/> Miracle Field <input type="checkbox"/> Field Supervisor (\$25 per hour) <input type="checkbox"/> Security Required (\$36 per hour)	<input type="checkbox"/> Travel Teams(Per Season)2hrs ___Unity Park ___Greg Walker ___Premier Sports Complex <input type="checkbox"/> Unity Exchange Baseball Field <input type="checkbox"/> Unity Jaycee Baseball Field <input type="checkbox"/> Unity Elks Baseball Field <input type="checkbox"/> Lights: ___#Fields X ___ Hours \$20 per field per hour
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DEPOSIT \$ _____ Date Paid: _____

RENTAL \$ _____ Date Paid: _____

LIGHTS \$ _____ Date Paid: _____

OTHER CHARGES: _____ \$ _____ Date Paid: _____

CONTRACT TOTAL \$ _____

USER SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

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DEPOSIT REFUNDED: _____ Approved by: _____

LESSEE SIGNATURE: _____ Date: _____