

# Athletic Park

## 2022 SEASON FACILITY RENTAL INFORMATION



# **ATHLETIC PARK**

## **2022 FACILITY RENTAL INFORMATION**

1. Each user group must have a User Application (Attachments #1) on file with Athletic Park management and pay a minimum of 50% of their rental fee prior to use. A Tournament Application (Attachments #2) must be filled out for each tournament and given to Athletic Park management, along with payment for the event. A credit card will be required on file for potential incidental costs. Events will not be considered booked unless the forms and payments are received.
2. Athletic Park will honor the Priority Booking Model (Attachment #3). Any disputes, problems, or concerns can be forwarded to the City of Medicine Hat Parks and Rec Department.
3. According to the dates set out on the Priority Booking Model, groups and organizations wishing to use the ballpark for special events and tournaments shall submit their requests on a Tournament Application (Attachment #2). Please refer to the Priority Booking Model for dates set out for user group order of bookings.
4. Field Availability is April (first or second week dependent on weather) until mid October.
5. Reasonable access (1.5 hours prior to games; .5 hours prior to practices) will be provided to the facility unless communicated otherwise. All changes (cancellations, additions) must be made to Athletic Park management. Email any changes attached (Attachments #4).
6. All user groups have a vested interest in the upkeep and appearance of Athletic Park. To this end, each user group is responsible for the following tasks if wanting to save from being charged the Cleaning and Grounds Fees (Attachment #5):
  - a. **Practice Use** – dragging the infield, raking base paths and around each base, repairing home plate and pitching mound, wetting down the infield as necessary, picking up dirt clumps off infield grass, picking up garbage and clean/sweep dugouts, repairing bullpens, locking the park.
  - b. **Game Use** - dragging the infield, raking base paths and around each base, repairing home plate and pitching mound, wetting down the infield as necessary, picking up dirt clumps off infield grass, picking up garbage and clean/sweep dugouts, repairing bullpens, locking the park.
  - c. **Clubhouse Area** – Clubhouses must be tidy and cleaned out at the conclusion of each game. Garbage placed in garbage receptacles.
  - d. **Stadium Seating Area** – Stadium walk way, seating walk ways must be tidy and cleaned out at the conclusion of each game. Garbage placed in garbage receptacles and full receptacles placed in stadium pick up bins located in parking lot.

**Each user group is also responsible for designating a Facility Supervisor. This person will ensure:**

- a. Bathrooms are checked throughout the event.
- b. Lights are turned on/off as required throughout the facility as well as the field lights.
- d. Any safety issues are reported immediately & documented.
- e. The on-call person is called if necessary.
- f. Game/practice duties are performed to expected standards.
- g. The ballpark is locked up after the game or practice.
- h. Oversee post-game cleaning and grounds duties (if choose for reduced rental cost)

User groups need to be aware that **there will be a fee** should the above duties not be performed. See the Schedule of Fees (Attachment #5) for the current fees for clean-up and grounds care.

7. User groups must be available when requested by Athletic Park management or staff to roll out or roll back the infield tarp from the field.
8. User groups must provide at least 48-hour notice of cancellation of booking, or a rental charge will be billed.
9. In all circumstances, Athletic Park management & maintenance personnel have responsibility for the facility. Their decisions include weather related closures. Athletic Park will be closed should wet weather be deemed a hazard or a detriment to the condition of the field.

Whenever inclement weather occurs, Athletic Park management and a user group representative will assess the turf/field conditions using the following criteria:

- The presence of standing water on the field
  - Is the field safe to play on?
  - What kind and how much damage could occur if the fields were to remain open for the event?
  - The time of year and the cumulative amount of stress on the field.
  - Are there any special games/tournaments that cannot be postponed or relocated?
  - Are there an economic impact and/or financial commitment of the program playing at the facility?
10. All food and beverage (including alcohol) is the responsibility of Athletic Park management. No outside food or alcohol is permitted without the written permission of Athletic Park management.
  11. Smoking or vaping in public buildings and on public grounds is prohibited.
  12. Should there be any damage or breakage to the facility, the group or agency responsible for that time period shall pay any repair costs and assume responsibility for the actions of the members or clients.
  13. Any community group utilizing the facility assumes full responsibility for the health and safety of all activity participants.
  14. In case of an accident resulting in injury to a person, or damage to the property, it must be reported to Athletic Park management or staff member the same day.
  15. All “no shows” or cancellations within 48 hours of the event (except for weather cancellations by Athletic Park management itself, will be charged the regular rental.
  16. The user group will be responsible for actual lighting usage including the prep time after field is cleared of teams. Lighting will be billed for a minimum of 1hr when turned on.

17. **Financial Policy:**

- a. Special Events/ Major Tournaments require down payments when booked and full payment 30 days prior to the event.
- b. For all other rentals, 50% of fees are due with booking with the balance due within 14 days of conclusion of event; Bills over 30 days will be charged 2.5% interest per month on outstanding balance. Accounts unpaid as of September 1st of each year will be assessed a \$100.00 surcharge and the account holder will be placed on C.O.D. for the following year.
- c. GST is in addition to the rental rates.
- d. Rental Fees are payable to 'Medicine Hat Mavericks Baseball Club' either by mail or in person. (Current rental rates are shown in "Schedule of Fees and Charges" sheet attached – Attachment #5).

18. For your protection, do not leave valuables in the dressing rooms. Athletic Park management are not responsible for lost, damaged or stolen items.

19. Umpires are granted use of the umpire room under the provision they keep it in good condition and clean.

## **BOOKING PACKAGE IMPORTANT REMINDERS:**

### **1) INSURANCE:**

Each group must have insurance to use the facility. It is wise to review your league's insurance policy to understand your responsibilities should someone be hurt. Check with your insurance company. Individual players should review the need for insurance in the event they are injured while participating, or in the event someone else is injured. If you notice any unsafe conditions on the field or on the building premises, please inform a stadium staff member. Minimum liability coverage of \$1,000,000 must be shown on the policy.

### **2) APPROPRIATE BEHAVIOR:**

Teams are accountable for their actions in the facility and complying with the conditions of use. Field bookings can be cancelled or revoked for the following:

- a) Fighting
- b) Neglecting to pay bills
- c) Unseemly conduct
- d) Health violations:  
(i.e.) - Spitting  
- Smoking  
- Drinking
- e) Abuse of stadium property or staff.

### **3) FACILITY SAFETY PLAN**

Each user must be prepared to assist with any emergency or other situation. Please refer to the copy of the Facility Safety Plan in order to understand the decisions that could be required.

### **4) USER FEEDBACK:**

Please give us your feedback on needs and problems you may have. We may be able to help suggest solutions to problems you may be having. Also, please inform us of any unsafe conditions on the field or on the building premises. Please direct your feedback to:

Greg Morrison

Medicine Hat Mavericks Baseball Club  
225, Bay #3, 3271 – Dunmore Road SE  
Medicine Hat, AB  
403-580-5811 (o)  
gm@themavericks.ca

### **5) BY SIGNING A USER APPLICATION FORM, OR TOURNAMENT APPLICATION FORM, ACCEPTANCE OF THESE BOOKING CONDITIONS ARE ACKNOWLEDGED.**

### **6) A credit card preauthorization will be taken with all bookings as deposit.**

**THANK YOU FOR BOOKING ATHLETIC PARK AND GOOD LUCK WITH YOUR SEASON!**

ATHLETIC PARK USER APPLICATION

Please fill out and drop off at Athletic Park, or mail to:  
 225, Unit 3, 3271 Dunmore Road SE  
 Medicine Hat, AB T1B 3M6  
 Fax to: 403-580-5828

*Complete all parts of the application. (Please print)*

User Name and Program: \_\_\_\_\_

Booking Representatives Name: \_\_\_\_\_ Position: \_\_\_\_\_

Designated Facility Supervisor: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Bus Phone# \_\_\_\_\_ E-Mail: \_\_\_\_\_

Facility	Dates Required	Special Requests	Times
ATHLETIC PARK			
BATTING CAGES			
DRESSING ROOM			

**Note:** You may attach a schedule of games to this form instead of filling out the above chart.  
 Please fill out a separate tournament application for all tournaments.

**League/Program Information**

Nature of Activity (Baseball/ Other)

No. of Teams in Program \_\_\_\_\_ Number of Games/Night: \_\_\_\_\_ Games/Season \_\_\_\_\_

Regular League Season: \_\_\_\_\_ to \_\_\_\_\_ 20 \_\_\_\_\_

Playoff Season: \_\_\_\_\_ to \_\_\_\_\_ 20 \_\_\_\_\_

Equipment/Services Required: \_\_\_\_\_

**Rainout Emergency: (Available during office hours/evenings)**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

**Person to receive billings:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

*By signing this application, I acknowledge that I am an authorized to enter into this agreement on behalf of the user, that I am over the age of 18, and that I am in receipt of the Facility Rental Info Package, and Priority Booking Model. I further accept these conditions and rates.*

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

## ATHLETIC PARK TOURNAMENT APPLICATION

Please fill out and drop off at Athletic Park, or mail to:  
 225, Unit 3, 3271 Dunmore Road SE  
 Medicine Hat, AB T1B 3M6  
 Fax to: 403-580-5828

*Complete all parts of the application. (Please print)*

Tournament Name: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Booking Representatives Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Bus Phone# \_\_\_\_\_ E-Mail: \_\_\_\_\_

Facility	Dates Required	Special Requests	Time
ATHLETIC PARK			
BATTING CAGE			
DRESSING ROOMS			

**Tournament Information**

Indicate the Type of Tournament (Provincial, Playoffs, Cash...) \_\_\_\_\_

No. of Teams Anticipated: \_\_\_\_\_ Entry Fee: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Tournament Equipment/Service Requirements: (ie. Scoreclock, PA equipment)**

\_\_\_\_\_

Additional services (e.g. drag field, fencing, concessions...) \_\_\_\_\_

Designated Facility Supervisor: \_\_\_\_\_ Cell: \_\_\_\_\_

**Rainout Emergency: (Available during office hours/evenings)**

Name: \_\_\_\_\_ cell # \_\_\_\_\_

**Person to receive billings:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

***By signing this application, I acknowledge that I am an authorized to enter into this agreement on behalf of the user, that I am over the age of 18, and that I am in receipt of the Facility Rental Info Package and Priority Booking Model. I further accept these conditions and rates.***

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only: Authorization Number: \_\_\_\_\_

## **ATHLETIC PARK PRIORITY BOOKING MODEL**

1. Medicine Hat Mavericks playoff game allowances.
2. Regular Season games (Medicine Hat Mavericks, American Legion, High School, others in that order)
3. Special Events or Tournaments – (American Legion, High School, Others in that order)
4. Practices (Medicine Hat Mavericks, Mavericks Youth Camps, American Legion, High School, others in that order)
5. Other dates are booked on a first come first serve basis after April 1<sup>st</sup>.

**Notes:** Events during WCBL playoff time (**July 31 – Aug 17<sup>th</sup>**) need to be prepared to adjust accordingly.

- The Mavericks regular season schedule should be finalized on or before Nov 15<sup>th</sup>
- The American Legion schedule should be finalized on or before Feb 1<sup>st</sup>.
- The MH High School schedule should be finalized on or before Mar 1<sup>st</sup>.
- Men's League scheduled games during WCBL schedule time frame may be modified to accommodate Mavericks games rescheduled due to rain outs.
- Groups wishing to utilize Athletic Park for special events or tournaments during the time frame of May 25 – August 17<sup>th</sup>, should submit their request in writing (email) to AP management on or before September 1<sup>st</sup>.
- Groups wishing to utilize Athletic Park for special events or tournaments not during the time frame of May 27 – August 17<sup>th</sup>, should submit their request in writing (email) to AP management on or before October 31<sup>st</sup>.



## ATHLETIC PARK BOOKING/CHANGE FORM

Cancellation: \_\_\_\_\_ Addition: \_\_\_\_\_ Change: \_\_\_\_\_

User: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Change Information: \_\_\_\_\_

Stadium Use Only: \_\_\_\_\_

Approved: \_\_\_\_\_ Entered: \_\_\_\_\_

Notes: \_\_\_\_\_

\*\*\* Form can be emailed to [office@themavericks.ca](mailto:office@themavericks.ca) or dropped off to Athletic Park.

<b>SCHEDULE OF FEES AND CHARGES</b>		
<b><u>Tournaments – Hourly</u></b>		
Private		\$35/HR
Affiliates/Community Partners		\$30/HR
<b><u>Games – Hourly</u></b>		
Private		\$35/HR
Affiliates/Community Partners		\$30/HR
<b><u>Practices – Hourly</u></b>		
Private		\$25/HR
Affiliates/Community Partners		\$20/HR
<b><u>Batting Cages only – Hourly</u></b>		
Private		\$15/HR
Affiliates/Community Partners		\$15/HR
<b><u>Clubhouse A - Seasonal</u></b>		
Private		n/a
Affiliates/Community Partners		\$1000.00
<b><u>Clubhouse B – Per Game</u></b>		
Private		\$30.00
Affiliates/Community Partners		\$20.00
<b><u>Field Lighting – Min 1 hour billed/Hourly</u></b>		
		\$41.00
<b><u>Cleaning &amp; Grounds Fees*</u></b>		
-Cleaning Press Box (vacuum, bathroom, Counters, remove garbage)		\$30.00/day
-Changing out garbage, taking to big bins		\$30.00/day
-Cleaning stands		\$30.00/day
-Field dragging, raking bases, water set infield, chalking		\$30.00/per game

\*User group will be shown how to perform these duties. The user group will only be charged these fees if:

1. The user group does not want to perform and would like service included in their rental fee.
2. The duties are not performed up to standard.

**\*Athletic Park management reserves the right to have negotiable game and practice rates depending on association's volume of bookings over the season.**

**Fixed Game Rate for 2022 is \$135 plus gst (includes 2.5HR time slot)**

**Fixed Practice Rate for 2022 is \$70 plus gst (includes 2.5HR time slot)**