

# CITY OF CLEARWATER TOURNAMENT INFORMATION PACKET

(EFFECTIVE JANUARY 1, 2022)

The city of Clearwater Office of Events and Athletics issues permits for the usage of athletic fields to non-profit organizations, schools, the general public and for-profit entities for recreational activities, athletic tournaments and competitive programs.

## Procedures for Reservations

1. Submit a completed application by USPS or email, requests over the phone will not be accepted.
2. Each tournament weekend requires its own request form.
3. Submission of request does not guarantee approval.
4. An email notification of approval or denial will be sent within 5 business days of submission. If approved, a quote for projected costs will be attached.
5. A \$250/facility administrative fee (non-refundable) will be due within 15 business days of receiving approval for your event to secure the facilities requested. After 15 business days, if payment is not received, the facilities are subject to be released.
6. This fee is not a deposit and not applied as a credit to the final invoice.
  - a. The Eddie C. Moore Softball Complex is comprised of 3 separate sections of fields.
  - b. The non-refundable facility fees for Eddie C. Moore are as follows; \$250/section when one section is reserved, \$225/section when 2 sections are reserved, and \$200/section when all 3 sections are reserved,
7. Event Health and Safety plans are to be submitted a minimum of 10 business days prior to the event for approval. Events without approved plans will not be permitted to take place.
8. Proof of insurance is to be submitted a minimum of 10 business days prior to the event to ensure all requirements are met.
9. Final event schedules are due to the Office of Events and Athletics no later than NOON on the Wednesday prior to the event. They may be submitted via email or USPS.
10. Reservations will be accepted up to 365 calendar days prior to the requested date.
11. Priority will be given to historical usage when in good standing and when submitted within 10 business days from the prior year's event.

## Billing and Payment

1. Any tournament requests made within 30 calendar days prior to the first day of the event require that the administrative fees and 50% of the projected event fee be paid at time of approved reservation. Events supported by the St. Pete/Clearwater CVB will have this requirement waived with proof of support from the CVB.

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2. Additional field/facility or tournament requests submitted within 10 calendar days of the first day of the event must be paid in full at the time of the reservation. Requests are subject to availability.
3. Following completion of the tournament a final invoice reflecting any additional fees incurred and balance due will be sent to the organization.
4. Full payment of the final invoice is due within 15 business days of the invoice date. Events supported by the St. Pete/Clearwater CVB will have this deadline extended to 45 business days.
5. Payments not received within the timeline listed may result in late fees being applied to their account or future events being denied or cancelled.
6. Payment may be made by check via the USPS or through the city of Clearwater online payment system. No other forms of payment are accepted.
  - a. Checks should be mailed to:

City of Clearwater  
Attention: Events and Athletics  
1160 Seminole Street  
Clearwater, FL 33755
  - b. If you wish to pay using the online system, please contact the Athletics Supervisor to assist with setting up an account and additional instructions.
  - c. No payments will be accepted over the phone.

## **Cancellations and Refunds**

1. Any tournaments cancelled more than 120 calendar days prior to the first day of the event will be entitled to a full refund of any paid projected event fees.
2. In the case of a tournament cancelled less than 120 calendar days prior to the first day of the event, any fees paid will not be refunded.
3. Any unused facility, or section of a facility, not released at least 6 business days prior to the first day of the event will be charged 50% of the projected fees for that facility.
4. Rainouts and rain delays will be evaluated on a case by case basis.
5. The city of Clearwater reserves the right to cancel approved reservations due to unforeseen circumstances including but not limited to inclement weather, natural disaster, or electrical outages.
6. It is the city of Clearwater's discretion to refund or reschedule cancelled, delayed, or shortened events. Any decisions made in this regard will be communicated back to the organization the week following the event.
7. Cancellations of your events, facilities or fields may impact decisions to approve future reservations at city of Clearwater facilities.

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## Proof of Insurance

All organizations must provide a Certificate or Certificates of Insurance showing existence of coverage. The city of Clearwater is to be specifically listed as certificate holder and included as an additional insured on all liability coverage.

1. The organization further agrees to carry at its own cost and expense, acquire and maintain throughout all reservation dates with the City, sufficient insurance to adequately protect the respective interest of the parties. Specifically, the renter must carry the following minimum types and amounts of insurance on an occurrence basis, or in the case of coverage that cannot be obtained on an occurrence basis then coverage can be obtained on a claims-made basis with a minimum of three (3) year tail following the last date of coverage. These insurance requirements shall not limit the liability of the renter. The City does not represent that these types or amounts of insurance to be sufficient or adequate to protect the renter's interests or liabilities but are merely minimums.
  - a. Comprehensive General Liability insurance on an "occurrence" basis including but not limited to bodily injury, personal injury, and property damage with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - b. Automobile Liability insurance for any motor vehicle owned by, hired by, used by or used on behalf of the renter, providing Bodily Injury Liability and property Damage Liability covering any injury or damage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. If a renter does not own any motor vehicles or use City Property as the origin for group travel, this insurance is not required.
  - c. The City recommends but does not require the following coverages to protect the renter. The City is not liable and shall be indemnified against any claims arising from any claims made against the recommended coverages provided below.
    - i. Property Insurance
    - ii. Crime and Employee Dishonest Coverage
    - iii. Sexual Abuse and Molestation Coverage
    - iv. Workers' Compensation Coverage
    - v. Employers Liability Insurance
2. Additional Insured: The City is to be specifically included as an additional insured on all liability coverage described above except for the Workers' Compensation coverage.
3. Other Insurance Provisions: The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:
  - a. Primary Insurance Coverage: For any claims related to this agreement, the renter's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the renter's insurance and shall not contribute to it.

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- b. Right of Recovery: Except for Workers' Compensation, the organization waives its' right of recovery against the City, to the extent permitted by its insurance policies.
- 4. Certificate of Insurance/Certified Copies of Policies: The organization will provide the City with a Certificate or Certificates of Insurance showing the existence of coverage. In addition, the renter will provide to the City, if asked in writing, certified copies of all policies of insurance. The renter will maintain the required coverage with a current Certificate or Certificates of Insurance throughout the organization's approved usage with the City. New certificates and new certified copies of policies shall be provided to the City whenever any policy is renewed, revised, or obtained from other insurers. The address where such certificates and certified policies shall be sent or delivered is as follows:

City of Clearwater  
Attention: Office of Athletics  
1160 Seminole Street  
Clearwater, FL 33755

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## Facility Usage Guidelines

1. Tournament Directors or assigned staff are required to be on-site during the event at all times and to be good stewards of the facility. It is their responsibility to work with our on-site city staff to enforce city policies and adherence to the approved Health and Safety plans by all coaches, participants and guests of the event. Not abiding by or enforcing city policies or approved Health and Safety plans may result in current or future events being suspended or cancelled at the expense of the organization.
2. Subletting of any city of Clearwater facility is not permitted at any time. Organizations found guilty of doing so may have current or future events suspended or cancelled at the expense of the organization.
3. The city of Clearwater uses a 30/30 lightning policy for all events/rentals. When you see lightning begin counting. If you hear thunder before you reach 30 the storm is close enough to be dangerous. The fields are to be cleared, participants and spectators should shelter in their vehicles. Wait for 30 minutes of lightning free time before resuming activities.
4. All field maintenance shall be performed by city of Clearwater Parks and Recreation staff unless previously authorized.
5. Decisions regarding field conditions will be based on input from the tournament director or designated staff, officials, and city staff. If present, city field maintenance staff and/or the Athletics Supervisor will have final say regarding field usage. Under no circumstance is the field of play to be used once determined unplayable until released by city of Clearwater field maintenance staff or the Athletics Supervisor.
6. When present, city field maintenance staff will determine when and what course of field maintenance shall be performed following inclement conditions. Additional charges may be incurred when additional staff or more than typical amounts of turf is required to address field conditions. These fees would be disclosed and discussed with the Tournament Director or assigned staff prior to actions taken.
7. In the case of softball/baseball combination tournaments, each field should be sport specific and not interchanged.
8. Changes to bases and mound distances must be kept to a minimum. City staff reserves the right to restrict or deny changes. All changes must be submitted with the final schedule the Wednesday prior to the event.
9. Entrance to the facility shall be granted one (1) hour prior to first game time.
10. Games shall not commence prior to 8:30 am unless prior written authorization is obtained from city of Clearwater Office of Events and Athletics management.
11. No inning/quarter/half/period shall begin less than 30 minutes prior to light curfew.
12. Field lights will be turned off no later than posted curfew without prior written approval from the Director of Parks and Recreation. (city of Clearwater Ordinance 22.24)

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13. Warm-up areas may be limited based on the activity and field set up. In the case of softball or baseball, there shall be no pitching or hitting warm-up performed in any grassy area. Bullpens, warning track and slap mat areas are available and acceptable.
14. Any damages to the facility, its equipment, structures and playing surfaces included, will be assessed by city staff and appropriate fees for repair charged to the organization. This includes damage to fencing from soft-toss or turf due to not adhering to warm-up policies.
15. Banners, flags, signs, inflatable displays, and similar items are regulated by local ordinance. Use of any of these items require prior written approval from the city of Clearwater Office of Athletics management.
16. Motorized vehicles are not permitted to be operated on any city athletic facility property without prior written approval from the city of Clearwater Office of Athletics management.
17. Skateboard/scooter/bicycle use is prohibited inside of the facility gates.
18. Tents and canopies must be properly secured, placed in locations approved by the city of Clearwater and be no larger than 10'x10'. Stakes are not an approved method of securing.
19. Tents and canopies are prohibited from being placed on or over any bleachers.
20. Alcohol and/or illegal substances are prohibited on city of Clearwater property. Anyone caught using them is subject to arrest.
21. Smoking, vaping or use of tobacco products are prohibited within the confines of the athletic facility.
22. The city of Clearwater reserves the right to require the organization/renter to hire off duty police, licensed security officers and/or additional staff at the expense of the organization.
23. The city of Clearwater staff reserves the right to ask any patron to leave the premises if he/she is not adhering to city policies, procedures, or ordinances.
24. The city of Clearwater is not responsible for items left by participants, guests, workers, invitees, or volunteer of the organization/renter.
25. Pets are not permitted within the confines of city of Clearwater athletic facilities. Documented service dogs are the exception.
26. Any person offering a product or service to the public in exchange for financial compensation is required to have prior written approval from the Office of Events and Athletics management and, in accordance with city of Clearwater ordinance, to possess a city of Clearwater business tax receipt.
27. Overnight parking is not permitted on any city of Clearwater property. Violators are subject to being towed at the owner's expense.

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## Rental Fees

1. Facility usage is calculated beginning one (1) hour prior to projected event start time.
2. All baseball and softball fields will be matted and lined prior to the first game and a minimum of one (1) more time during the day. The city of Clearwater field maintenance staff reserves the right to require additional touch-ups during the day, especially if participant safety is at risk. This may take up to 30 minutes per field and requires vacated fields to be performed.
3. Lining of multi-purpose fields must be approved prior to the event and requires a diagram of the layout of the area to be lined. This service is an additional fee and will be based on the requirements and staffing needed to perform.
4. Daily custodial service is included with the rental fee. Touch ups beyond this daily service require prior request and incur additional fees.
5. Scoreboards and controllers for each field where available may be requested at no additional fee.
6. One (1) table and two (2) chairs per complex are included.
7. The Eddie C. Moore Softball Complex has temporary fencing available and included in the rental fee. Advance notice is required to ensure time for installation is accounted for.
8. Every effort will be made to secure a mobile vendor for any facility at which there is no permanent concessions available.
9. In the case of poor weather conditions surface allotments and timing of usage is at the discretion of the city field maintenance staff. Additional fees may be incurred when additional staff or greater than typical amounts of turf is required to address field conditions.
10. Any additional equipment requests or special considerations for venue usage must be submitted in writing a minimum of 6 business days prior to the first day of the event to ensure availability and for approval by the city of Clearwater Office of Athletics management. Additional fees may apply.

Field Fee	\$350/day/field if less than 8 hours
	\$450/day/field if greater than 8 hours
Musco Lighting Fee	\$25/hour/field
Field Monitor Fee	\$20/hour/monitor

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## Facility Descriptions

### **Jack Russell Stadium – 800 Phillies Drive, Clearwater, FL 33755**

- 1 Regulation Sized Baseball Field – grass infield/outfield
- 1 Half-Sized Multipurpose Field – artificial turf
- 2 Covered Batting Tunnels
- All fields with Stadium Lighting

### **Eddie C. Moore Softball Complex – composed of 3 separate sections**

#### **East Complex – 3030 Drew Street, Clearwater, FL 33759**

- 4 Softball Fields – skinned infields, grass outfields
- Fields 2 and 4 have adjacent Bullpens with 2 mounds each and 4 Slap Matt stations
- Temporary Fencing available at 220’
- All fields with Stadium Lighting (Musco controlled)

#### **Center Complex – 3050 Drew Street, Clearwater, FL 33759**

- 3 Softball Fields – skinned infields, grass outfields
- Shared 4 mound Bullpen, 4 Slap Matt stations
- Temporary Fencing available at 220’
- All fields with Stadium Lighting (Musco controlled)

#### **West Complex – 2780 Drew Street, Clearwater, FL 33759**

- 2 Softball Fields – skinned infields, grass outfields
- Shared 4 mound Bullpen
- 7 Covered Batting Tunnels with adjacent Slap Mat stations
- Both fields have Stadium Bleacher seating and Stadium Lighting (Musco controlled)

### **Sid Lickton Sports Complex – 714 North Saturn Avenue, Clearwater, FL 33755**

- 5 Baseball Fields – grass infields/outfields
  - Field 7 has 300’ fence, Field 3 can only accommodate 10 & under
- 2 Softball Fields – skinned infields/grass outfields
- Each field has adjacent 1 mound Bullpen and Slap Mat station on each baseline
- 2 Batting Cages
- All fields with Stadium Lighting (Musco controlled)



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## **Joe DiMaggio Sports Complex – 2450 Drew Street, Clearwater, FL 33765**

- 2 Regulation Sized Baseball Fields – grass infields/outfields
  - Shared 4 mound Bullpen and 4 Slap Mat stations
- 4 Multi-purpose Fields
  - 1 field with Stadium Seating
- All fields with Stadium Lighting (Musco controlled)

## **Frank Tack Park – 1967 North Hercules Avenue, Clearwater, FL 33763**

- 2 Regulation Sized Baseball Fields – grass infields/outfields
  - Each field with adjacent 2 mound Bullpen and 2 Slap Mat stations on each baseline
- Both fields with Stadium Lighting (Musco controlled)

## **Ross Norton Fields – 1426 South Martin Luther King Jr. Avenue, Clearwater, FL 33756**

- 2 Baseball Fields – grass infields/outfields
  - Each field with adjacent 2 mound Bullpen
- Both fields with Stadium Lighting (Musco controlled)

## **Countryside Sports Complex – 3060 McMullen Booth Road, Clearwater, FL 33761**

- 4 Multi-purpose Fields
  - 1 field with Stadium Seating
- All fields with Stadium Lighting (Musco controlled)

## **Countryside Community Park Fields – 2640 Sabal Springs Road, Clearwater, FL 33761**

- 4 Baseball Fields – grass infields/outfields
- 1 Softball Fields – skinned infield, grass outfield
- Shared 3 mound Bullpen and 4 Batting Cages
- All fields with Stadium Lighting (Musco controlled)

## **Glen Oaks/David Martin Park – 1345 Court Street, Clearwater, FL 33756**

- 2 Multi-Purpose Fields

# City of Clearwater Office of Events and Athletics

1160 Seminole Street, Clearwater, FL 33755

727.562.4700 [athletics@myclearwater.com](mailto:athletics@myclearwater.com)

## Tournament Request Form

One form per event; request does not guarantee reservation

### CONTACT INFORMATION

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Tournament Director/Point of Contact for Organization: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact e-mail Address: \_\_\_\_\_

Is the Organization Tax Exempt: ☐ No ☐ Yes If yes, please supply a copy of the FL DR-14

Is this event sponsored by the St. Petersburg/Clearwater Sports Commission? ☐ No ☐ Yes

### TOURNAMENT INFORMATION

Date(s) of Tournament: \_\_\_\_\_

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

Requested Daily Start Time: \_\_\_\_\_ Projected Daily End Time: \_\_\_\_\_

Will there be outside vendors present? ☐ No ☐ Yes If yes, number of vendors expected \_\_\_\_\_

Number of Teams Expected: \_\_\_\_\_

Number of Spectators Expected: \_\_\_\_\_

Classification of Play: ☐ Youth ☐ Men's ☐ Women's ☐ Co-Ed

Type of Field(s) Requested: ☐ Baseball ☐ Softball ☐ Multi-Purpose

If Multi-Purpose, please indicate purpose: \_\_\_\_\_

Facility Requested:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Eddie C. Moore East | <input type="checkbox"/> Eddie C. Moore Center   | <input type="checkbox"/> Eddie C. Moore West        |
| <input type="checkbox"/> Sid Lickton Park    | <input type="checkbox"/> Joe DiMaggio Complex    | <input type="checkbox"/> Frank Tack Park            |
| <input type="checkbox"/> Ross Norton Fields  | <input type="checkbox"/> Countryside Sports Plex | <input type="checkbox"/> Countryside Community Park |
| <input type="checkbox"/> Glen Oaks Park      | <input type="checkbox"/> Jack Russell Stadium    |   |

☐ I have read, understand and agree to the terms, policies, and procedures outlined in the Tournament Information Packet.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_