

Sacramento Softball Complex

Rental Packet



City of Sacramento Department of Parks and Recreation
 Contact: Luis Gonzalez, Program Coordinator
 Phone: (916) 825-9957
 Email: lgonzalez@cityofsacramento.org

Dear Rental Director,

Enclosed is the 2024 rental information for the Sacramento Softball Complex. We have issued rental dates covering the period of January through December 2024. Rental fees for the 2024 softball season will be \$880 per day, plus lighting fees of \$30 per hour, per field. Your General Liability Insurance, Deposits, and Rental Application are due 14 days prior to your scheduled tournaments.

The rental application, deposit (\$880.00) and FEES will be submitted to the Sacramento Recreation office at srecreation@cityofsacramento.org and you can call the recreation office to set up your deposit (916) 808-6060. All dates for 2024 have been assigned from 2023 and are based off prior use and frequent usage (please see attached schedule). If the tournament was not at full capacity your date is subject to be replaced with a tournament director. Dates that do not fit into your schedule, please contact the Sacramento Softball Complex so we can assign the date to someone else.

Read the enclosed rental guide carefully to ensure that you understand the conditions and requirements for the Sacramento Softball Complex. Thank you for considering the Sacramento Softball Complex for your event. If you have any questions, please contact Luis Gonzalez.

Tournament Cancellation Policy:

- 10-14 days in advance: City of Sacramento retains \$100 of the deposit.
 - A week before the scheduled tournament on Saturday, Sunday, Monday, Tuesday, Wednesday; Example: Tournament scheduled on Saturday, 10/20 & Sunday, 10/21 dates would include 10/7, 10/8, 10/9, 10/10, 10/11.
- Within 6-9 days in advance: City of Sacramento retains 50% of the deposit (\$440).
 - A week before the scheduled tournament on Thursday, Friday, Saturday, Sunday; Example: Tournament scheduled on Saturday, 10/20 & Sunday, 10/21 dates would include 10/12, 10/13, 10/14, 10/15.
- Less than 5 days in advance: City of Sacramento retains 100% of the deposit (\$880).
 - The week of the scheduled tournament on Monday, Tuesday, Wednesday, Thursday, Friday; Example: Tournament scheduled on Saturday, 10/20 & Sunday, 10/21 dates would include 10/16, 10/17, 10/18, 10/19.

**Tournament cancellations must be submitted in writing to Program Coordinator, Luis Gonzalez, at lgonzalez@cityofsacramento.org.*

INCLEMENT WEATHER

In the interest of player and public safety, as well as preservation of fields, the Department of Youth, Parks, & Community Enrichment reserves the right to close fields at any time due to inclement weather, effectively canceling any permit for field use during the time of closure. Inclement weather field closures will be handled on a case-by-case basis. Permitted user groups will have the same responsibility in making game time decisions based on the conditions and field they are using. Full refunds will be issued for inclement weather cancellations made by the City of Sacramento.

Field Status Hotline: 916-808-2336



SACRAMENTO SOFTBALL COMPLEX
2024 RENTAL FEES

Contact: Luis Gonzalez, Program Coordinator
Phone: (916) 825-9957
Email: lgonzalez@cityofsacramento.org

The Sacramento Softball Complex is the ideal location to host a variety of special events. Located adjacent to the Del Paso Regional Park with convenient freeway access, it has a unique natural habitat, and an 18-hole, and two 9-hole golf courses surrounding the facility.

The Sacramento Softball Complex features:

- Four Lighted Softball Fields
- Four Lighted Sand Volleyball Courts
- 500 Space Parking Lot
- Sports Café/Full-Service Snack Bar with Shaded Eating Area
- Children’s Play Area
- Electronic Scoreboards
- Office/Umpire Building
- Accessible Restrooms and Bleachers

FEE OUTLINE

Mandatory:	SOFTBALL:	VOLLEYBALL:
INSURANCE: (General Liability)	Minimum \$1,000,000.00	Minimum \$1,000,000.00
Security Deposit:	\$880	\$100
Weekend Package: (Saturday + Sunday)	\$1,760	\$15 per hour per court or Flat rate of \$400 per day for all 4 courts
Weekday: (Monday- Friday)	\$50 per field per hour	
RENTAL USEAGE FEES:	SOFTBALL:	
FIELD MAINTENANCE: (after initial prep)	\$100.00 per field/per prep	No preps
LIGHTS:	\$30 per hour per field (must be turned on 30 minutes prior to sunset for safety.)	\$15 per hour for all 4 courts

**Rental Usage Fees must be paid within 5 days of tournament conclusion.*
**A full refund will be issued for inclement weather cancellations made by the City of Sacramento.*

OTHER FEES:

Excess Garbage: Forfeiture of \$100 of Security Deposit plus \$60 Per Hour Workforce Charge
 Alcohol, Glass Containers: Forfeiture of \$100 of Security Deposit
 Dogs or other pets: Forfeiture of \$100 of Security Deposit

**(If for any reason your security deposit is forfeited, you will need to pay a new deposit before you can continue with any other tournament dates in the calendar year).*

FEE DEFINITIONS

INSURANCE:

\$1,000,000.00 of general liability insurance is required. **Insurance must name both, the City of Sacramento and the County of Sacramento and its officers, employees, agents, and volunteers as additional insured.** Certificate of Insurance must be submitted to Complex Staff at least thirty (14) days before the start of tournament.

RESERVATION/DAMAGE DEPOSIT:

An \$880 deposit is required for softball events. A \$100 deposit is required for sand volleyball events. This fee is used to hold your date for the facility. The deposit is due at least fourteen (14) days prior to your first scheduled tournament. For annual Renters, this fee will be due at the time you submit your application.

LIGHTS:

There is a \$30 per hour per field charge for use of the field lights or \$15 per hour for all 4 volleyball courts. Lighting will be determined by sunset times or other weather conditions.

TOURNAMENT DIRECTOR'S RESPONSIBILITIES

It is the responsibility of each tournament director to ensure that they enforce all the rules and guidelines within this guide and those posted at the facility. Each tournament director shall provide security for the parking lot. They will always be professional and courteous as they are representing the Complex facility and the City itself. If there are any questions about any of the information contained in this guide, please take the time NOW to have them clarified so that there are no misunderstandings on the day of your activity. **Should you have any questions prior to your tournament date(s), please call the Complex Staff at (916) 808-6087.**

RESPONSIBILITY/LIABILITY

The applicant/organization is solely responsible for any damages, accidents, or injuries to person(s) or property resulting from use of the Sacramento Softball Complex. Applicant/organization will be responsible for the control and supervision of the players, spectators, etc. during their rental. Any violation of this provision will result in financial penalty and may result in denial of further reservations. The applicant/organization is responsible for following any directions given by staff.

STAFFING THE FRONT GATE AT THE COMPLEX TO ENFORCE #1, #2 & # 3 BELOW:

All tournaments are required to provide a list of adult security volunteers and their work schedule to Complex Staff at least 2 business days prior to tournament.

1. We do not allow dogs or other pets within the Complex. (Exception: Service dogs for access).
2. We do not allow alcohol and glass containers in the Complex or parking lots. No food, beverages*, ice chests or related containers that provide refreshments to players or spectators are allowed inside the gate at this facility that includes a City contracted concession. *Water and sports drinks are allowed in plastic containers. *The Complex staff may inspect ice chest, equipment bags, etc. at any time.*
3. We require the front gate and parking lot be staffed by adult volunteer security or paid security. They will be always professional and courteous.
4. Any player/fan/coach in possession of alcohol outside of café/beer garden area shall be immediately removed from the tournament and removed from the Sacramento Softball Complex including the parking lot. The suspended player shall be reported to the complex staff.
5. All amplified music must be kept to the confines of each field and be approved by Complex Staff. No amplified sound may contain suggestive, obscene, or vulgar language. Tournament Director shall comply with any direction given by Complex staff.

The tournament director is responsible for facility cleanup (*making sure that the garbage is in the trash cans*). If the facility and parking lot are not left clean, the \$880 security deposit will be forfeited and a \$100 per hour work force charge will apply. **Violations of Dog/Pets, Alcohol/Glass Containers, or Cleanup will forfeit your Deposit.**

FEE PAYMENT

Rental fees are to be paid within 5 business days of completion of your tournament.

In all cases, rental fees are due for the number of days that you originally request the facility. If you rent the facility for a two-day event, you are responsible for a two-day rental fee. Example: If you reserve a weekend for a tournament, and only get eight teams, you are still responsible for a two-day rental fee.

The Complex reserves the right to cancel any activities due to weather, unsafe playing conditions, or other reasons that might endanger the health, safety, or welfare of the public. If we cancel events before their start, we will issue a full refund of the security deposit and rental fees. If events are cancelled once in progress, a prorated amount will be refunded based on use fees up to that point. The Complex reserves the right to cancel an event or contracts if there is false or incomplete information that will substantially affect the risks or circumstances of a rental.

GENERAL USE DEFINITIONS

TOURNAMENT DIRECTORS MUST CONTACT THE COMPLEX STAFF ON THE THURSDAY PRIOR TO THE TOURNAMENT START DATE WITH WEEKEND SCHEDULE.

STARTING/ENDING TIMES:

Softball or sand volleyball games may NOT start earlier than **8:00am** during spring/summer and **9:00 am** during fall/winter. The Complex will be open one hour before the starting time of the first game of the tournament unless prior arrangements are made. All games must conclude by 11:30 p.m. Any modifications require prior approval from the Complex Staff.

SERVICES:

SOFTBALL and BASEBALL:

For scheduled softball/baseball events, the field will be in playing condition 30 minutes prior to the start of your first scheduled game. The fields will be dragged, lined, watered, and the bases will be in place before the first game of the day. Additional maintenance and field preparations must be scheduled with the Sac Complex Staff by Thursday prior to the tournament. If additional field preparations are requested, they should be scheduled in a staggered pattern to allow the maintenance crew a minimum of 30 minutes per field to work on each one. Similarly, if additional infield watering is requested, it should be scheduled in a staggered pattern to give the maintenance crew a minimum of 15 minutes per field for watering.

Each diamond should not host more than three fast pitch or four slow pitch games without prior field preparations. It is the tournament director's responsibility to organize the game schedule and the prep schedule, **AND TO ENSURE THAT PLAYERS REMAIN OFF THE FIELD DURING THE PREP WORK.** Prep crews will not prepare fields while players are on the field. If you do not request and pay for additional field preparations, field conditions, raking, watering, and lining will be the responsibility of the tournament director. If you have special requests, such as chalking a pitching circle or using a different length pitching rubber, you need to inform the complex staff when submitting the tournament schedule.

SALES OF PRODUCTS

No food or beverage products may be given away or sold by user groups, caterers, or others at the Softball Complex, unless prior arrangements are made with LaRosa's Sports Café and approved by the City of Sacramento at least 30 days in advance.

No person will sell, vend, peddle, expose, offer for sale or distribute after sale to the public, any merchandise, service, or property or sell tickets for any event nor will any person solicit or collect donations of money or other goods from the public without expressed approval.

FLYERS

Flyers, tournament schedules, advertisements and other notices may be posted in designated areas only and must be approved in advance by the Complex Staff (blue tape only).

VEHICLES IN THE COMPLEX

Motor vehicles other than emergency and/or City vehicles are not permitted in the Complex. With permission, tournament officials may unload equipment and supplies with the understanding that they must immediately return vehicles to the parking lot. *In addition, no bicycles, skateboards, roller skates, roller blades, scooters or other pedestrian powered vehicles are allowed in the Complex. Violations may cause all or some of the deposit to be forfeited.*

UMPIRE ROOM

The umpire room is for umpire and tournament director use only. When using the umpire room do not place your shoes on the chairs to tie your shoes. Also, make sure the trash is empty and room is clean before leaving the room.



SACRAMENTO
SOFTBALL COMPLEX
RENTAL FEE ASSESSMENT
SHEET

(For Weekend Tournament Rentals Only)

Office Use Only

Inclement Weather

*Partial Tournament
(not all fields or half day)

Final Approval _____

Permit # _____

Tournament Title _____ Director Name _____

Tournament Date(s) _____

RENTAL FEES (due at the 1st day of the month of the scheduled tournament):

1. Rental Fee: \$1,760 for both Saturday and Sunday
Total number days _____ x \$880.00 = \$ _____ Initial _____

*General rental fee changes must be pre-approved by Tyler Evanoff (Program Supervisor) prior to tournament.

MINIMUM USE FEES (due 5 business days after event):

2. Maintenance Fee: (after 9:00am)
No Yes Total Hours (Extra) _____ x \$100.00 per hour = \$ _____ Initial _____
No Yes Total Preps _____ x \$100.00 per prep = \$ _____ Initial _____

3. Lighting Fee: \$30 per field per hour \$ _____ Initial _____
No Yes Total number fields _____ hours _____ x \$30.00 =

4. Deposit Forfeiture:
No Yes _____ x \$880 = \$ _____ Initial _____

GRAND TOTAL: \$ _____ Initial _____

Print Name: _____

Tournament Director Signature: _____ Date: _____

Print Name: _____

Complex Staff Signature: _____ Date: _____