

**TOURNAMENT RESERVATION FORM**

Representative's Name \_\_\_\_\_ Sponsor Group \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Fields Reserved	Dates Reserved	Start Time	Lights Needed	Amount Due
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional Charges: \_\_\_\_\_

1. CRC, Chanute Softball Association, USD 413 and Babe Ruth Leagues have priority in scheduling field use.
2. Reservations may be made starting February 1 of each year for the upcoming summer. No tournaments will be scheduled after September 30th in a given year. There shall be only one (1) tournament scheduled a year by a particular sponsoring group. If a tournament is rained out, the sponsoring group may check on open dates to reschedule, following the weekend of their rain out. Reservations are not complete until this form and a deposit are returned to the Recreation and Parks Office.
3. All diamonds in Santa Fe Park are available for tournament use. The Recreation & Parks Office will keep a schedule of available weekends.
4. No games will begin before 8 AM nor run beyond 12 midnight unless special arrangements are made.
5. The field crew will do the first marking of the field each day. Any lining after that point is the responsibility of the sponsor.
6. The sponsoring group is responsible for any physical damage to the facilities. They are also responsible for cleaning up litter in and around the fields during the tournament. Charges will be assessed for any damage or additional cleanup that is required by staff. The deposit will be used to cover any charges. Charges in excess of the deposit must be paid within ten (10) business days following the tournament conclusion.
7. Sponsoring group must notify the Recreation Office IN ADVANCE, of any changes in the number of fields needed. The sponsor will be assessed a \$20 maintenance preparation fee for each field prepared regardless of whether the field is used or not.
8. Fees:
  - a) A deposit of \$25 is due at the time the reservation is made. All fees are due by 1:00 PM on the Friday before the start of the tournament.
  - b) Fields without lights - \$20 per field per day
  - c) Fields with lights - \$50 per day lights are used

In consideration of the City of Chanute and the Chanute Recreation Commission permitting said softball tournament, the Tournament Director hereby agrees to save, indemnify and hold the City of Chanute and the Chanute Recreation Commission harmless for any and all liability of the City and Recreation Commission, which may arise, as a result of conduct relative to said softball tournament. That said softball tournament shall be subject to all rules and regulations required under Federal, State or Local law.

\_\_\_\_\_  
Signature of Tournament Director

OFFICE USE ONLY

DEPOSIT PAID \_\_\_\_\_ FEES PAID \_\_\_\_\_ EXTRA CHARGES PAID \_\_\_\_\_