



the heart of a healthy community.



RENTING OUR SOFTBALL FACILITY

IMPORTANT INFORMATION

FEES & BOOKINGS

- Rental Fees and Deposits are due at the time of booking. (Hourly and Day Rates are available)
- Rental fees for Tournaments: If the tournament is more than 60 days away, a \$400 refundable deposit is required at the time of booking. This will be paid in cash or by credit card. This deposit becomes non-refundable within 60 days of the tournament. 1 week prior to the tournament the deposit will be applied to the total fees owed and the balance of the rental fees will be charged to the credit card.
- Hourly Bookings – Be sure to book enough time for your warm-up & wrap-up time. If your team shows up before your booking, there may be another rental in progress.
- Refundable Damage/Clean-up Deposit \$100/day
- Tents (six 10' by 20' tents are available for rent) \$25 each.
- Food Vendor Fee (plus applicable taxes)
 - Non- Tournament Days - \$25 weekdays or \$100 per week
 - Tournaments \$100 1st day, \$75 per day thereafter.
- Merchandise Vendor Fee – \$25/day or \$100 for 5 days or more.
- Each League must identify one or more Booking Agent(s) who are authorized to make bookings that are sanctioned by their organization and therefore covered by their insurance policy. This Booking Agent is responsible for the goings on of the league or tournament. Any incident reports, insurance claims, or questions will be communicated by this person to the Cowichan Sportsplex, and vice versa. Team Captains may also want to book independent practice times. In this case the League must fill out an Authorized Booking Agents form. Bookings made by these individuals are therefore sanctioned by the League and the players are therefore covered by the League insurance policy.

ACCESS IN CASE OF EMERGENCY

- There is a key in the Ball Storage Room that opens the gate between Carson & Island Savings/Baljet Fields. **Emergency vehicles can drive to any location on any diamond from this access point.**

ACCESS & PARKING

- Ball players are asked to park in the large lot at the corner of Beverly Street and Lakes Road. Access to this parking lot is from Beverly Street. From the parking lot,

players & spectators can walk along the path that goes past the fitness equipment and towards the pond adjacent to McKinnon Field.

- Players are asked to park in designated parking areas only: **NOT** on yellow lines, boulevards, or in gardens. Tournament organizers are asked to try and enforce these policies, along with the help of Sportsplex staff, for the duration of their tournament.
- Keys - Tournament or League organizers can arrange to sign keys out from the office as needed. These keys should only be used to open the gates for organizers or emergency vehicles.
- **CANCELLATION POLICY** – 48 hours notice of cancellation is required to avoid billing.
- **COMMUNITY DROP-IN** – The community is welcome to use the ball diamonds on a casual basis unless they are closed for maintenance or for a paid booking. All organized practices must be booked and paid for through the office.
- **DAMAGE DEPOSIT** – All tournament organizers will provide a refundable damage deposit prior to their booking (\$100/ day for tournaments). **This will cover damage to property and clean-up fees (charged at \$40/hour if necessary).** Note: In accordance with our Good Neighbours Policy, if damage to surrounding buildings or residencies occurs, the tournament or league's Damage Deposit will cover 50% of the repair costs, with the Cowichan Sportsplex covering the remaining 50%. However, this does not include damage to vehicles that have knowingly been parked in areas where balls frequently leave playing fields.
- **FOOD & DRINK** – No food or drinks (including gum and sunflower seeds) are permitted on the playing surface.
- **FIRST AID** – Renters are responsible to ensure that **A PERSON WITH OCCUPATIONAL FIRST AID LEVEL 1 will be present at all times during their booking.**
- **GATES** – Sportsplex gates (Chesterfield Ave. and Beverly St.) will be locked at 10pm and unlocked at 8am the following day. The gate near the Lacrosse area must be kept closed – it is only to be used by event organizers and emergency vehicles. It is not a road for spectators to drive in. The gate between fields 1 and 2 is to be kept locked, except for emergency vehicles. Spectators are NOT to enter through this gate due to safety reasons.
- **INCIDENT REPORT** - If a rental group witnesses or causes any damage to property or personal injury, they must fill out an Incident Report from the Sportsplex Office (746-5666). A copy will be kept by the Sportsplex and one will be sent to your League President or Tournament Organizer. If a ball damages a vehicle, it can be claimed on the vehicle owner's insurance policy (a deductible will apply). Renters are responsible for reporting the incident to your insurance provider for prompt repair and/or payment for damages.
- **INSURANCE REQUIRMENTS** – All renters/participants must be covered by an insurance policy with a minimum of \$2 million liability with the Chesterfield Sports

Society named as an “additional insured”. A copy of the insurance policy must be provided to the Sportsplex Office prior to rental.

- **FIELD CLOSURES** – The Sportsplex may need to cancel bookings from time to time due to poor weather conditions or for maintenance activities.
- **FOOD VENDORS** – Renters are required to provide proof that they have been approved by the Vancouver Island Health Authority (ph:746-1414, fax: 746-1408) prior to their booking.
- **LIQUOR POLICY** –The Sportsplex is public property and no alcoholic beverages are permitted without a valid liquor license. When a license is in effect, no alcohol is to be consumed outside the designated area. Renters are responsible for patrolling players, spectators and parking areas to enforce these rules. Failure to do so may result in loss of rental privileges.
If you wish to run a Beverage Garden, permission from the Sportsplex is your first step (Note: a vending fee will be charged). Fill out our Beverage Garden Application form and your request will be reviewed. Upon approval, the renter will take this approval with them to apply for their license through the RCMP. The Sportsplex requires a copy of the license prior to the booking.
- **LIGHTS** – The light controls are located in the Ball Storage room located at the north east corner of the Tournament Annex. Access to this room is by keyless entry code, which you can get from the office. The code is changed each February. The lights are programmed to be available at dusk and to turn off automatically at 9:45. It takes about 20 minutes for the lights to come to full power, so if you have an evening booking, please come early. If no other renters have arrived when you are ready to leave, you are responsible for turning the lights off.
- **SITE SECURITY** – When you leave the site, ensure that all the locks that you have unlocked are locked again, including the washrooms. The main gates to the site are locked at 10:00 pm and opened at 8:00 am each day by Sportsplex Staff. If you need earlier or later access, please contact the office PRIOR to your booking.

RENTER RESPONSIBILITIES

- Review the Softball Rental Checklist with Sportsplex administration.
- Use Core 40 Balls only.
- Renters are responsible for having someone with basic first aid training on duty at all times during their booking.

RENTER COURTESIES

- Garbage cans and Cigarette Sand Buckets are provided. Please use them.
- Provide volunteers to do litter control and washroom checks throughout your booking.
- There are rakes in the storage shed. Renters/umpires are responsible for keeping the running paths and pitcher’s mound raked before, during and after play to maintain a

flat, but slightly crowned running surface. Staff will drag mat the area between first, second and third bases when applicable.

- Renters are responsible for keeping the site tidy during their event and leaving the site in the condition they found it. Ensure the site is left cleaned, raked and ready for rental by the next group. If clean-up is not done, a \$40/hour clean-up fee will be charged.
- Sportsplex Maintenance staff are on site and are available for emergencies, but are not part of your event set-up & clean-up crew.
- Please respect our neighbors and don't climb any fences into their yards to collect balls.

UMPIRE RESPONSIBILITIES – The following rules must be strictly enforced.

- Rule: If a ball is hit over the net, it is a strike, no exceptions.
- Rule: If an injury or damage occurs fill out an incident report form and submit it to the Sportsplex Office. There is a mail slot in the office door for after hours submissions.
- Rule: Ensure that all balls are marked so they can be identified if they leave the park.
- Rule: Make an official record of any balls that leave the playing area and submit to the league or to the Sportsplex office.
- Rule: Ensure that only core 40 balls are used for softball games.