

ATHLETICS OFFICE HOURLY RENTALS Procedures, Guidelines, and Information

Hourly Reservation Applications & Procedure:

1. To reserve a field(s) or sand volley court(s) an Hourly Reservation Application must be completed in full by the requestor. This application can be found on our website at www.capitalcitysoftball.com under the “Downloads” section.
2. Hourly reservations can only be made for a minimum of 1 hour and a maximum of 3 hours. Customers will be charged for hourly increments only; any partial hour reservations will be rounded up and charged as an extra hour (Example: a reservation for 1 hour and 30 minutes will be charged as 2 hours).
 - a. If you have a request that exceeds 3 hours then please refer to the Tournament/Event Reservation Information & Fees. This information can be found on our website at www.capitalcitysoftball.com under the “Downloads” section.
3. Hourly Reservation Applications are accepted on a first come first serve basis and based upon facility availability.
4. Hourly Reservation Applications may not be submitted to the PARD Athletics Office any more than 7 days in advance for the requested rental date. If an application is submitted more than 7 days in advance of the requested rental date it will not be considered and the requester must resubmit the application within the appropriate timeframe.
5. Inquiries can be made in person or by telephone; however, an Hourly Reservation Application must be submitted to reserve a field in person, by email, or by fax. Telephone inquiries or submitted applications will not be considered confirmed reservations until the requester has received confirmation from the Athletics office and payment is made in full.
6. Payments for reservations may be in the form of company check payable to the City of Austin Parks and Recreation Department, cash, or credit card. No personal checks are accepted.
7. After an hourly reservation is confirmed and payment has been processed a receipt will be emailed to the requestor. The receipt will serve as a reservation permit. Please double check the permit to ensure that all reservation information is correct. If there are any discrepancies on the permit contact the Athletics Office immediately so that it can be edited and reissued with the correct information.

Guidelines:

1. Rentals may begin as early as 8:00 a.m. and must end no later than 10:00 p.m. If the event exceeds the terms of the rental contract, the Lessee will be charged the hourly rental. Absolutely no rentals can start earlier than 8:00 a.m. or go past 10:00 p.m. without the approval of the Director of the Austin Parks and Recreation Department or designee. Set up/preparation and take down/cleaning must be done during the allotted rental time.
2. Fields/courts reserved must be used only for sports/activities that they are designed for (Example: A softball field may not be reserved to play flag football in the outfield).
3. Parks & Recreation Department (PAR) sponsored activities have scheduling priorities over all other field uses. Unused fields may not be available for reservation during PAR sponsored events or tournaments.
4. PAR staff reserves the right to book additional reservations before and/or after confirmed reservations and on unrequested fields.
5. The PAR staff reserves the right to deny field rentals based on maintenance needs and/or field conditions.
6. All hourly rentals are rented in an "as is condition". Therefore, bases should **NEVER** be removed or adjusted and temporary fencing should **NEVER** be removed.
7. If the requestor would like a field prepared (dragged and lined) the Athletics Office must be notified. Field preps cannot be guaranteed and are based upon the availability of our maintenance staff to do so. If a field prep is available then a \$50 maintenance fee will be applied along with the total reservation fee.
8. Subleasing to another individual or party is strictly prohibited. Rental fields or times may not be assigned to other parties even if the fully allotted time is not used.
9. The PAR Athletics Office is the only entity that can authorize use of fields or facilities under the maintenance of the Athletics Office; other renters, contractors, or departments do not have authority to grant use of fields or facilities under the maintenance of the Athletics Office. Any other authorization is invalid and rental fees will be applied to anyone using a field or facility without proper authorization.
10. Before leaving, the facility must be cleaned up and all garbage put in trash cans or trash coffins. If facility is not cleaned then future reservations may be denied and a \$50 damage/trash fee may be applied.

11. Parking is allowed in designated parking lots only. Vehicles and motorcycles are **STRICTLY PROHIBITED** on grass, sidewalks, within the complex, etc. and will be towed at the owner's expense if in violation.
12. **Notable Park Rules:**
 - a. Alcohol is strictly prohibited within the playing boundaries of a field (this includes the dugouts)
 - b. Dogs must remain on a leash at all times. Dogs are not allowed within the playing boundaries of a field (this includes the dugouts)
 - c. Smoking is strictly prohibited
 - d. Glass bottles are not allowed
13. During inclement weather, the PARD staff will assess the playability of the fields to determine if use can safely occur. PARD staff shall have the authority to close any and all PARD fields. Lessees are required to call the PARD Rainout Hotline (512-978-2680) daily to verify field usage. This message will be updated by 5:00 p.m. on weekdays and 8:00am on weekends by the athletics staff. Message may be updated earlier as conditions warrant.

Cancellation Information:

PARD reserves the right to cancel any activity due to weather, unsafe playing conditions, or reasons that may endanger the health, safety, or welfare of the players and/or public.

1. In the event PARD cancels the reservation before the start date due to reasons beyond the lessee's control, all rental fees shall be refunded or reschedule for a later date.
2. In the event PARD cancels the reservation once in progress due to reasons beyond the lessee's control, rental fees will not be refunded, the renter may reschedule for a later date.
3. In the event PARD cancels the reservation once in progress due to reasons that are caused by lessee or participants, no rental fees will be refunded or rescheduled.
4. If the rental party wishes to cancel the reservation then the reservation may be scheduled for a later day or a household credit maybe issued; however, no refunds will be available for the cancellation.
5. Refunds will not be issued for reservations not used when fields are deemed payable but weather is undesirable (Example: cold, misty, windy, etc.).
6. Refunds will not be issued if inclement weather occurs during the reservation time. If in the case that a reservation is not completed due to inclement weather then the renter may add that time to a future rental without cost or finish the

remaining time on a later date as available. In either circumstance a new application must be submitted to the Athletics Office.

7. If the lessee pays by company check or cash a refund will be processed within 4-6 weeks to the signee. If the lessee pays by credit card a refund will be processed to the credit card holder, within 7-10 business days.
8. Falsification of your application, of any kind shall result in the cancellation of the deny reservation and forfeiture of all fees and deposits.
9. If a lessee does not meet the outlined terms, then lessee's reservation can be cancelled without refund.
10. If the fields are locked for your reservation contact 311.
 - a. **NEVER JUMP A FENCE**