

City of Lufkin

Field Rental Guide

Department of Parks and Recreation



Welcome!

In this document, you will find baseball/softball fields and multi-use fields that are available for Park User Permits and rental within the City of Lufkin. Included are the address of the fields, an overhead view of the field, the approximate field sizes at each field, and amenities at that field or park. This does not include trails or open spaces and the information herein is not all inclusive.

To request a field, please follow these steps:

1. Complete the Field Request Form and submit to the Lufkin Parks and Recreation Office at 516 Montrose St. Lufkin, Texas 75901 (936) 633-0250.
2. Requests must be submitted at least ten days prior to desired reservation date. Minimum of two hours rental is required.
3. See chart for processing priority.
4. Submitting a request form does not guarantee rental.
6. Payment is due in full to secure 1-3 day rental.
7. The City of Lufkin reserves the right to close fields due to safety issues or inclement weather. In the event of inclement weather and fields are closed, the renter will receive a rain out credit.

Processing Priority

1. Lufkin Parks and Recreation Programs
2. RYSO, School District and Non-Profit
3. Travel Volunteer
4. New user groups/new requests/Travel/Select

PARK USER REQUEST/RENTAL DEADLINES **IMPORTANT DATES**

Park User/Rental Seasons

Requests Accepted:

Spring March 1- May 31	Spring: Nov-January
Summer Jun 1-Aug 15	Spring: Nov-January
Fall: Aug 16-Oct 31	Fall: May -June
Nov 1-Nov 31 SPECIAL PERMIT	Fall: May- June

- Weather Pending: Fields are available for Park User request and rentals **February 1st -Nov 1st**. The water is on from March 26th – November 1st
- Park Hours: 8am- 10pm
- Rental season are approximate and weather dependent.
- Dependent upon field conditions, special permits may be issued for practices and/or tournaments played between November 1st and November 31st. There is no guarantee that field conditions will allow the issuance of special permits after November 1st.



City of Lufkin Field Rental Information

Parks and Recreation

516 Montrose St. Lufkin, Texas 75901

(936)633-0250

Filed Rental by definition – Field rentals are **NOT** Park usage agreements. Field rentals may be utilized when an organization is seeking to host a series of games or practices on City Property. All organizations seeking day rentals and tournaments must contact the Parks and Recreation Athletic Superintendent.

Step 1 - Submit A Request

1. Complete the Field Request Form and submit to Lufkin Parks and Recreation at 516 Montrose St. Lufkin, Texas 75901
2. Requests must be submitted at least ten days prior to desired reservation date.
3. Minimum of two hours rental is required. See page 2 for processing priority.
4. Submitting a request form does **not** guarantee a rental.
5. Rental requests will not be considered if there is a past due balance on the organization's account.

Step 2 - Secure A Permit

1. The Athletic Superintendent will process field request forms according to the processing priority. The Athletic Superintendent will then contact the potential renter in order to verify requests and/or availability in regards to the rental application.
2. A confirmation email will be sent to the renter when the permit is finalized. When the renter receives the field permit, the renter is responsible for what is listed on the permit. Any changes to the permit require a 30-day written notice.
3. The renter will submit their Certificate of Insurance (General Liability), naming The City of Lufkin as additionally insured for a minimum of \$1,000,000 liability per occurrence using the address 300 E. Shepherd Ave. Lufkin, Texas 75901

Step 3 - Payment Process

1. Once the general liability insurance is submitted and the renter has the permit, the following process will be applied for payments: -For seasonal permits 50% of the final balance is due prior to the start of the rental. The remaining balance is then calculated after rainouts, makeups, and additional fees and is due within 30 days of the last practice or game. -For single use permits, the full amount must be paid in full at least ten days prior to reservation.
2. The Parks and Recreation office will email final invoices. Invoices must be paid in full within 30 days of rental to avoid late fees.
3. In the event that the 50% of the final balance is not paid before the start of the rental, the permit can be revoked.
4. In the event that the final payment is not received within 30 days of rental, late fees will accrue and future reservations will not be processed.

Cancellation/Refund Process

1. The City of Lufkin reserves the right to close fields due to safety issues, field rest and maintenance, and/or inclement weather. In the event of inclement weather and fields are closed, the renter will receive a rainout credit. If the renter is unable to apply the rainout credit, a full refund will be given for rained out date(s).

- Renters failing to honor any field closures are subject to additional fees to cover costs of repairs and any future permits will be revoked.
- It is the responsibility of the renter to know the status of the field conditions to maintain safe and playable fields for all groups. Please call the Field Conditions Weather Line at 936-630-2004 for updates.
- The field(s) may not be used and activities must be cancelled when any of the following conditions exist:
- Standing water on the infields of ball fields or goal mouths/midfield •Muddy infields •If mud cakes or clings to shoes
- •Steady rain or snow is falling. •Grass is sparse or field is worn badly and ground is saturated or if turf can be displaced from the ground.

2. In the event the renter decides not to use the field, a written 30-day notice must be given to the Athletic Superintendent in order to receive a credit. If it is after the 30-day notice or no notice is given, the renter will be charged the full amount as stated in the original permit. It is the responsibility of the renter to accurately determine the number of fields and hours of usage. Unused fields or games/practices ending early will not be refunded.

Determination future ability to rent field(s)

The Director of Parks reserves the right to cancel or reschedule a rental at any time. Actions which may warrant cancellation include:

- Fees and/or required documentation are not submitted prior to the deadline.
- Damage or alterations to field(s) and/or surrounding property.
- Participants, spectators, coaches, or officials have demonstrated problematic, dangerous, or violent behavior.
- Sub-leasing of time is strictly prohibited. Renters found to be sub-leasing will lose all current and future access to field rentals.
- The organization is in violation of the City of Lufkin's non-discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.

Field Priority Levels and Fees

	Priority 1	Priority 2	Priority 3	Priority 4
Organization Provider	City of Lufkin Programs and Activities	RYSO/LISD/ 501(c)3	Travel/Volunteer	New User/New Request or Travel/ Select
Residency Requirement	N/A	90%	90%	51%
Team Coaching Restrictions	N/A	Volunteers Only	Volunteer Only	No Restrictions
Exclusionary Try Outs	N/A	Not Permitted	No Restrictions	No Restrictions

RENTAL RULES AND REGULATIONS

1. NO ALCOHOLIC BEVERAGES ALLOWED IN ANY PARKS.
2. NO SMOKING ALLOWED IN ANY PARKS
3. The Parks Department reserves the right to cancel field rentals at any time.
4. Rentals have priority over drop-in usage and must provide proof of rental with a valid field rental permit.
5. Field usage may also be cancelled due to the playability of the field. If cancellation occurs due to poor field conditions caused by weather, a credit or a refund will be given. Call the field conditions weather line (936-630-2004) for updates.
6. If the renter decides not to use the field, a 30-day notice must be sent to rflores@cityoflufkin.com via email in order to receive a field credit. If it is after the 30-day notice or no notice is given, the renter will be charged the full amount as stated.
7. Time is configured to the nearest hour. Two-hour minimum requirement.
8. Field usage may also be cancelled due to the playability of the field. For field updates call the field conditions weather line (936-630-2004).
9. Play is permitted only when conditions allow; no play when snow or standing water is present or when field damage may occur. If an organization plays on a closed field, the organization will be billed for all damage.
10. All park rules and regulations and City ordinances must be adhered to by participants renting the field. This is the responsibility of the permit holder.
11. Alterations to the field is a violation of the permit and can be a cause for immediate termination of the Park User Permit with no refunds.
12. Sub-leasing of time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will lose all access to the specific field(s) in question.
13. No collection of charges to spectators may take place without written approval of the City of Lufkin.
14. All trash must be collected and placed in the proper receptacles before leaving the reserved area.. Example: dugout, parking lot, playing field, picnic shelters.
15. No glass bottles are permitted in any park operated by City of Lufkin.
16. Individuals shall **NOT** use any violent, obscene or profane language while on the park grounds nor shall anyone conduct him or herself in a disorderly manner or commit any nuisance that interrupts the normal operations.
17. Individuals shall **NOT** solicit the sale of any merchandise or solicit contributions whether public, private profit or non-profit, without prior written authorization from the City of Lufkin.
18. Fields may **NOT** be sublet to other users/agencies/organizations for practices, tournaments, clinics or any other special event without written authorization of City of Lufkin.

19. Any violation of park rules or regulations will be cause for revocation of field permits without warning.
20. Practices and games are not to exceed time specified on the permit.
21. Vehicles of any kind are not permitted on fields.
22. All vehicles must park in designated marked space. Vehicles will be ticketed and/or towed if parked in non-designated parking areas.

Athletic Field Locations & Dimensions