

**PASCAGOULA PARKS & RECREATION**  
**P.O. Drawer 908**  
**PASCAGOULA, MS 39568**  
**PH (228) 938-2356 FAX (228) 938-2355**

**ATHLETIC FACILITY PROCEDURES**  
**AND RENTAL AGREEMENT**

1. Dates for tournaments are awarded on a first come first serve basis in the priority of:
  - A. Pascagoula Parks & Recreation special functions
  - B. Pascagoula Established League Schedules
  - C. Pascagoula League Tournaments
  - D. Pascagoula League Team Tournaments
  - E. Other Pascagoula Clubs and Organizations
  - F. Outside Pascagoula Organizations
2. The **\$500.00** deposit shall be paid when a tournament event is scheduled. The deposit shall be returned if the lessee has adhered to the requirements set forth in the rental agreement and the tournament has been completed.
3. Only persons twenty-one years of age and older may reserve Pascagoula Parks & Recreation Dept. (PPRD) Facilities.
4. The facility is the total responsibility of the lessee while under a rental agreement. Lessee assumes complete liability for all participants and spectators and any injuries or accidents that may occur at the event/tournament. Lessee must be on-site for the duration of the event. ***Person(s) or group(s) renting the facility shall provide proof of general liability insurance coverage not less than 1,000,000.00 for the event being held. The City of Pascagoula shall be named as additional insured on such insurance policy. A copy of the liability insurance must be attached to original application.***
5. Any damage to the facility is the responsibility of the lessee and will be paid out of the damage deposit or if more than the deposit, lessee will pay for the balance of the repairs. Missing bases, flags, or goals are also the responsibility of the lessee.
6. Lessee is responsible for leaving the facility in a clean state to include parking areas, concessions, restrooms, bleacher areas, and playing fields. Lessee will not move the portable mounds. It shall be the responsibility of Parks & Recreation staff to move the portable mounds. Lessee will lose all of the deposit if it is not properly cleaned.
7. **NO GLASS BOTTLES OR ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.** Alcoholic beverages are prohibited on all City property, unless a valid alcohol permit has been issued by the City Manager. Alcohol permits will not be granted to any youth athletic event.
8. Lessee must pay tournament field rental fees no later than 72 hours prior to the event unless other arrangements have been approved by the Parks & Recreation Director. Lessee will receive keys to the restrooms, meeting room, and field equipment storage room one working day prior to the event. **Rainouts will NOT be given a refund.**

9. The PPRD will assume responsibility for the initial lining of fields for the tournament or event that is scheduled. The lessee will be responsible for dragging and lining fields for the duration of the event.
10. Concession shall only be provided by the Concessionaire under contract with the City of Pascagoula.
11. Merchandise and food Vendors may be allowed with permission from contracted concessionaire and City approval. A \$50.00 vendor permit must be attained per vendor.
12. Lessee may charge a gate admission fee and shall have full rights to gate admission during the tournament.
13. Lessee shall provide a final tournament schedule at least (3) days prior to the start of the event.
14. Lessee shall secure all doors and gates each night during the event.
15. All activities at the facility must be concluded by 10:00 p.m.
16. Lessee will be responsible for the conduct of all players and spectators attending the event and shall enforce all applicable rules and regulations.

**Tournament Fees:**

<b>Deposit:</b>	<b>\$500.00</b>	<b>Refundable</b>
<b>Rental Fee</b>	<b>\$200.00</b>	<b>Per field/per day</b>
<b>Field Lights</b>	<b>\$20.00</b>	<b>Per hour/per field</b>
<b>Vendor Permit</b>	<b>\$50.00</b>	<b>Per Vendor</b>
<b>Field Supplies (Quick Dry)</b>	<b>\$15.00</b>	<b>Per Bag</b>

## RULES AND REGULATIONS

1. No overnight parking allowed.
2. No personal coolers or ice chests allowed and should be left in private vehicles.
3. No alcoholic beverages, firearms, tobacco products, barbecue grills or other cooking apparatus, pets are permitted at the complex, including parking lots.
4. Individuals are not allowed to bring any outside food or beverage into the complex.
5. No tobacco or smoking within the complex.
6. No pets or animals allowed.
7. No profanity or foul language allowed.
8. No bicycles, skateboards, rollerblades, scooters or motorcycles allowed.
9. No glass containers or bottles.
10. All persons shall wear shirts, pants or shorts and shoes at all times.
11. Graffiti or defacing City property will not be tolerated.
12. Children must have adult supervision at all times.
13. Picnic tables, ramps or other equipment shall not be used as “grinding” or “jumping” areas.
14. No soft toss against fence.
15. No tents or canopies allowed on fields.
16. Any EZ up tents or canopies must use sandbags – no anchors in asphalt.
17. Sportsplex guests, spectators, or any individual violating any rule will be asked to comply with these rules and regulations. Anyone not complying with the Sportsplex Rules will be reported to the Pascagoula Police Department for appropriate action.
18. Promoter must provide a sketch with location of vendors, stage, etc., two weeks prior to schedule Tournament.
19. No additional electrical support will be provided.

The City reserves the right to change and/or amend these Rules and Regulations at any time. Notice of changes will be provided to all Promoters with pending Facility Use Agreements.

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**RENTAL AGREEMENT FOR ATHLETIC FACILITIES**

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Name of Person and Organization Requesting Facility

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Street	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Facility Requested	Date Requested	Time (From-To)
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Activity to be held	# of Persons Attending
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Other Chaperones, etc.

**PLEASE READ CAREFULLY BEFORE SIGNING:**

1. LESSEE represents that it is fully aware of all of the applicable laws, ordinances and rules pertaining to the use of this property and lessee will fully abide by such laws, rules and ordinances.
2. LESSEE further represents that it will not conduct nor allow to be conducted any improper or unlawful act or deed in or on the premises of the \_\_\_\_\_ and specifically that it will not violate such laws, rules and ordinances concerning curfew, minor rights, disorderly conduct, alcoholic beverages, or like or similar activities, or deed and in consideration of lease of premises does further indemnify and hold harmless the City of Pascagoula, the Pascagoula Parks & Recreation Dept., its officers, agents, and employees.
3. LESSEE further agrees, if permission is granted, to abide by the rules and regulations of the City and to assume responsibility and liability, and to be answerable for any and all accidents or injuries to persons or damages to property resulting from the use of the facility.

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Signature of Responsible Party	Date
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-----OFFICE USE ONLY-----

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Date Permit Issued	Date Deposit Paid	Cash/Check
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Rental Fee Amount	Date Fee Paid	Cash/Check
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Signature of PPRD Representative	Evaluation or Comments
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