



## LEE COUNTY SPORTS COMPLEX RENTAL AGREEMENT

### Rules and Procedures

1. The renter will be contacted regarding final decisions on field conditions. Cancellations will be made by the Lee County Parks Department.
2. A One Million Dollar (\$1,000,000.00) general liability insurance policy is required for teams not sanctioned by the Beulah Recreation Association or the Beauregard Athletic Association. Written proof shall be presented at the time of application.
3. Equipment **is not** furnished with the rental of any facility.
4. Practices may be scheduled, based upon availability, through the Lee County Parks Department. If a team is not sanctioned by the Beulah Recreation Association or the Beauregard Athletic Association, the applicant must provide written proof that eighty percent (80%) of the participants live or work in Lee County, Alabama. Written proof not required for tournament usage.
5. All outside vendors require prior approval. All vendor set-ups shall be coordinated with the Lee County Parks Department. Vendors shall provide written proof of a current and valid State of Alabama business license and carry and provide written proof of a general liability insurance policy of One Million Dollars (\$1,000,000.00). All vendors are obligated to pay ten percent (10%) of all total gross revenue collected to the Lee County Commission, 215 S. 9<sup>th</sup> Street, or P.O. Box 666, Opelika, Ala. 36803-0666, within seventy-two (72) hours of the conclusion of the event and must provide written proof of the gross revenue collected. Any vendor that sets up without prior approval is subject to removal from the park and being prohibited from future rental.
6. Tents larger than 12'x12' require prior approval and are subject to being restricted to specific areas of the complex. Approved tents larger than 12'x12' may not be set up within 50' of the bleachers for the baseball and/or softball fields for visibility purposes. All tents must be staked or weighted down to prevent from injury or damage.
7. Grills and/or any food preparation devices are not allowed in the Sports Complex.
8. Applications must be completed, received, approved, and fees paid no less than twenty-one (21) days prior to the beginning of the event.
9. Fees shall be coordinated with the Lee County Parks Department and paid to the Lee County Commission, 215 S. 9<sup>th</sup> Street, or P.O. Box 666, Opelika, Alabama 36803-0666.
10. All applications shall be reviewed, accepted, or denied by the Lee County Parks Department after the application is received and fees are paid. Fees shall be refunded if the application is denied.
11. The Lee County Parks Department will notify the applicant of approval or denial of the request either by telephone or email.
12. Refunds are granted **only** when the scheduled activity is cancelled two (2) or more days prior to the beginning of the event. The Lee County Parks Department must be **notified in writing**, via email ([Rnorris@leeco.us](mailto:Rnorris@leeco.us)) or submitted to 215 S. 9<sup>th</sup> Street, or P.O. Box 666, Opelika, Alabama 36803-0666, to be considered for a refund. The Lee County Parks Department reserves the right to cancel or deny any event due to inclement weather. Refunds shall be granted if/when the Lee County Parks Department decides conditions are unfavorable for an event.
13. The Lee County Parks Department may cancel or deny the rental application of any person(s) or group(s) when it is determined by the Lee County Commission, the Lee County Parks Department, or their authorized designee that the proposed use of the park or facility will not be in the best interest of Lee County.
14. Curfew times for all facility activities shall be 10:00 PM CST. Lights will turn off at this time.
15. The Lee County Commission and its employees are not to be held responsible for chaperoning any event, group, or individual. Applicants shall have a minimum of one (1) adult (25 years or older) for every ten (10) children under the age of thirteen (13) years old responsible for the event, excluding athletic events. Applicant's event is subject to be cancelled if, within fifteen (15) minutes of the beginning of the event, the responsible adult has not arrived. All fees are non-refundable.
16. Applicants are responsible for set-up and clean-up before, during, and after the applicant's event.

17. No Lee County facility shall be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by political parties or affiliations.
18. All food, beverages, trash, and other debris shall be removed from the facility and the facility returned to its original state. Decorations shall leave no trace of existence. Alcoholic beverages, glass containers, and illegal drugs or substances are prohibited. Smoking/vape prohibited on premises.
19. The use of nails, staples, screws, or other fasteners that leave permanent residue/damage on complex walls, lights, or other facilities is not permitted. If the facility or any equipment is damaged, marred, or defaced by the act, default, or negligence of the renter, his/her employee or employees, patrons, guests, or any person(s) admitted to the event by the renting party, the renter will pay to the Lee County Commission from the damage deposit to restore the facility or equipment to its condition prior to such damage. Should charges exceed the amount of deposit, the renter shall be billed for the difference and allowed thirty (30) calendar days in which to make payment.
20. All outside inflatables (air, water, other), artificial sound systems, and any other means of entertainment shall be subject to approval/denial of the Lee County Parks Department. Lee County or the Lee County Parks Department will not provide electricity. Outside inflatables are not allowed on the actual playing fields but may be set up in the parking lot.
21. Parking in designated parking areas only. Vehicles parked illegally are subject to fines and/or being towed at the owner's expense.

Any violation of these rules, policies, and/or procedures pertaining to the use of any County facility may result in forfeiture of security deposits and possible restrictions from future use of Lee County Parks facilities

The approval or denial of all applications submitted are at the discretion of the Lee County Commission and Lee County Parks Department.

## Fees

### Baseball/Softball Field:

- One (1) field – up to two (2) hours: \$50.00 per day
- One (1) field – max four (4) hours: \$75.00 per day
- Two (2) fields – up to two (2) hours: \$50.00 per field per day + \$100.00 deposit
- Two (2) fields – max four (4) hours: \$75.00 per field per day + \$100.00 deposit

### Multipurpose (MP) Field:

- Half field – up to two (2) hours: \$50.00 per day
- Half field – max four (4) hours: \$75.00 per day
- Entire MP field – up to two (2) hours: \$100.00 per day + \$100.00 deposit
- Entire MP field – max four (4) hours: \$150.00 per day + \$100.00 deposit

### Field Lighting:

Baseball and softball fields are currently the only fields that have lights.

- \$25.00 per hour per field
- Estimated and collected at the time of application

### Tournaments:

- \$125.00 per field per day
  - Light fee included if renting baseball/softball field
- County Employee Usage
  - \$25.00 per hour per employee (time begins at gate opening and closing at conclusion of tournament)
  - Paid to Lee County Commission at conclusion of tournament
  - Drag/chalk fields, remove trash/debris, restock restroom essentials, etc.
- \$175.00 Security Deposit
  - Required at time of application
  - Returned at conclusion of event, provided there were no damages incurred/necessary repairs to County property and site returned to conditions that satisfy the Lee County Parks Department.
  - Non-refundable if event is cancelled after Tuesday 5:00 PM CST, the week of the event.



**Lee County Sports Complex Rental Application**

Site Requested: \_\_\_\_\_

Applicant / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose for application (Be specific): \_\_\_\_\_

\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Field Lights: Y / N Field #: \_\_\_\_\_

Total Estimated Time: \_\_\_\_\_ Lee Co. Employee(s): Y / N

Additional Vendor Name(s): \_\_\_\_\_

Vendor's Contact Information: \_\_\_\_\_

In making this application, I and/or my organization understand all fees, rules, and regulations of the Lee County Commission that apply to this form, and I/we shall abide by all rules and regulations set forth. I/we assume all financial responsibilities for any damages that I/we cause to the facilities and/or property of Lee County.

I/we further acknowledge that using these facilities may involve risks and dangers, and I/we shall not hold any person and/or the Lee County Commission, Lee County Commissioners, Lee County Parks Manager, their agents, servants, employees, or representatives liable for any accidents and/or injuries that may occur while using these facilities or equipment.

I/we also understand that ALL outside vendors engaging in commerce must be approved by the Lee County Commission prior to the scheduled event and acknowledge if the Vendor fails to comply, I/we are subject to having our event terminated immediately.

\_\_\_\_\_

Signature of Applicant/Renter

\_\_\_\_\_

Date

\_\_\_\_\_

Lee County Parks Manager

**Lee County Personnel Use Only**

Date Received: \_\_\_\_\_

# of Lee County Employee(s): \_\_\_\_\_

Application Fees Due: \$ \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Employee's Initials: \_\_\_\_\_

Approved / Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Date Posted on Calendar: \_\_\_\_\_

Date Applicant Contacted: \_\_\_\_\_