The City of Sparks Parks and Recreation Department is now accepting tournament applications for the 2021 calendar year. Due to COVID 19 we will allow Tournament Directors who held a reservation date in the City of Sparks during the previous season to have the first right of refusal for the dates they held last year, unless the City of Sparks has a scheduling conflict. Tournament applications for previously held dates are due by November 20, 2020, after which, dates will be filled on a first-come, first served basis.

**Please note -**
- **A fee of $200 per complex per tournament must be submitted along with your application in order to reserve dates.** This pre-payment amount will be applied to your total tournament payment due. If cancellation of your tournament or a reduction in required fields is made a minimum of 45 days prior to your tournament, a full refund less a $25 administrative fee will be given.

All field use fees are due a maximum of 7 days after completion of your event. All extra fees, including lights, field preps, staffing, concession/vendor fees, etc. are also due a maximum of seven (7) days after your tournament concludes. Fees not paid by this date may be charged a penalty of $25 per day, and may affect consideration for future tournament dates. Your tournament dates will not be reserved until a complete application and $200 fee is received.

If cancellation is received 44 days or less prior to the event, all fees are forfeited, and you will lose the date for the following year.

Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future applications without any stated cause.

To insure quality and consistency for tournaments held in the City of Sparks, please remember to return a Facility Use Application and applicable fees for each tournament you are planning by the above deadline so that your weekend(s) can be reserved. The use of facilities will be scheduled by the Sparks Parks and Recreation Department on a first-come, first-served basis.

The City of Sparks reserves the right to refuse any facility request and may exclude any program or activity that is not compatible with maintaining the facility, the safety of the participant or the quality of the activities to be played. The City of Sparks will not be liable, if due to unforeseen circumstances, that it becomes necessary to cancel the use of a field/complex.

**The State of Nevada may have additional requirements and application requirements due to COVID 19. This will be dependent upon Governor mandates. You will be required to follow all current guidelines at the time of your event.**

Please take the time to read all the information included in your packet and thank you for planning your event in the City of Sparks. If you have any questions please feel free to contact Tony Pehle at (775) 353-7836 or email at tpehle@cityofsparks.us
CITY OF SPARKS
Parks and Recreation Department
Tournament Field Usage Information

Rules, Regulations and Directives
1. A Facility Use Application must be submitted with as complete and detailed information as possible along with a payment of $200 per complex for each tournament you are planning. Please do not leave any blank spaces on the form.
2. **ALL** fees, including concession/vendor fees, must be paid a maximum of seven (7) days after your tournament concludes. Fees not paid by this date will be charged a penalty of $25 per day.
3. For staff scheduling purposes, a tentative schedule must be submitted to the Recreation Office five (5) days in advance of the tournament. For scheduling purposes, you must provide the exact time you want staff to open the gates.
4. The group/organization using the facility must confine their activities to the scheduled area only.
5. Facility use shall not extend outside of the hours of the approved reservation/allocation request. Non-compliance may result in an additional fee (minimum $100), and a review of future use will occur.
6. The Tournament Director or Co-Director (over the age of 21) must be present at the facility at all times. If the Tournament Director cannot be present for the duration of the tournament a Co-Director shall be named in writing and submitted to the Recreation office.
7. No person shall operate, stop or park any motor vehicle except on facility roads, parking areas or other areas so designated for such use. Driving on the turf and/or warning track is strictly prohibited.
8. An initial field prep at the beginning of each day is included in the field fees. Additional field preps are the responsibility of the tournament director.
9. If a group/organization chooses to perform their own field preparations, The City will be able to provide the basic equipment required including rake, hand drag, chalk, chalker and water. Motorized vehicles of any kind are not permitted on the fields nor will the City provide such vehicle.
10. Cleaning and securing the facilities at the conclusion of the activity is required and is the responsibility of the Tournament Director as indicated on the application. All waste and garbage shall be disposed of in the proper receptacles. If it is necessary for the City of Sparks to provide cleaning services following a reserved activity the permit holder may be charged an additional fee (minimum $100) and a review of future use will occur.
11. Coolers and ice chests may not be brought into the Sports Complex by parents, coaches, players, or spectators. It is the Tournament Director’s responsibility to ensure that this rule is followed. If this rule is not enforced, a fine of $200.00 will be assessed and the tournament may be cancelled and future tournaments may be refused. Water may be brought into the parks in an approved containers, please see rules.
12. Absolutely **NO ALCOHOLIC BEVERAGES** may be brought into the Golden Eagle Regional Park and/or Shadow Mountain Park.
13. A food and beverage concession operates at both Sports Complexes; therefore, we will not permit outside food/beverage to be brought into or sold at the Complex.
14. Metal cleats or spikes are not permitted at Golden Eagle Regional sports Complex. Tournament Directors will be held responsible and non-compliance could result in forfeiture of game and tournament. Additionally, a fine of $300 per field per day will be imposed for non-compliance.
15. The Organization/Tournament Director/Co-Director is responsible for knowing and adhering to all City of Sparks tournament field use rules, regulations and directives. The Organization/Tournament Director/Co-Director shall help enforce all City of Sparks rules and regulations with regards to the fields they are using. The Organization/Tournament Director/Co-Director using a City facility accepts full responsibility for insurance, security, liability, and clean-up of the facility. Any costs incurred by the City of Sparks for damages or clean up to the facility will be assessed against the Organization/responsible person. Violation of, or noncompliance with, these Rules, Regulations and Directives will be cause for revocation of any future use of City of Sparks facilities.
16. Use of sunflower seeds or nuts with shells is prohibited at Golden Eagle Regional Park. Violators will be removed.
17. Use of sound systems/music requires a sound permit from City of Sparks Police. No artificial noise makers, drums, bells, etc. Use of any sound system must be off by 10:00pm.
18. No Gate fees or parking fees are allowed to be charged.
19. No barbecuing or drinking of alcohol is allowed in the parking lot.
20. Tournament hours 8 a.m. – 11:30 p.m. Saturday, 8 a.m. – 6:00 p.m. Sunday, and 8 a.m.-5 p.m. Mon-Fri.
21. Violation of any of the above rules may result in immediate removal of the participant from the park. It is the responsibility of the tournament director to enforce all City and park rules.

22. **The City of Sparks may require that an approved security company be contracted during all hours or your tournament due to excessive alcohol or rule issues.**

**Tournament Director must enforce all rules.**
INSURANCE REQUIREMENTS:
The organization/tournament director agrees to obtain and maintain a policy of General Liability Insurance (Occurrence form) in the amount of two million dollars ($2,000,000) or as may be required by the City Risk Manager. Said policy shall be endorsed to include the City of Sparks as an insured with respect to liability arising out of said activities pursuant to this application. Proof of coverage shall be provided in the form of a Certificate of Insurance and Endorsement page. User shall provide thirty (30) days notice of cancellation to the City of Sparks.

TOURNAMENT/EVENT REQUIREMENTS:
All tournament directors will fulfill the following requirements in order to run a tournament on any City of Sparks sports complex.
1) Group/organization name, address and phone number must be submitted.
2) Tournament Director’s name, address and phone number must be submitted.
3) City of Sparks Business license must be obtained by the person/group responsible for the tournament/event. Proof of City of Sparks business license must be provided 30 days prior to event date.

CONCESSION, SHIRTS, AND SOUVENIR REQUIREMENTS:
A food and beverage concession operates at the City of Sparks Sports Complexes; therefore, we will not permit outside food/beverage to be brought into or sold at the City of Sparks Sports Complexes. Souvenirs or other types of vendor sales may be sold at the complexes provided written approval is secured from the City of Sparks (see appendix A). The City will receive $100.00 per day per vendor for any approved vendor operations. It is up to the tournament director to ensure that all appropriate permits, business licenses and appropriate fees/taxes are paid in order to offer items for sale.

FACILITIES AVAILABLE:
Golden Eagle Regional Park
6400 Vista Blvd.
Six (6) lighted adult softball fields with scoreboards *
Three (3) lighted multi-purpose soccer/football fields with scoreboards
Four (4) lighted youth baseball/softball fields with scoreboards *
Two (2) lighted teen baseball fields with scoreboards
Full service concession
Full service restaurant
*Available for slow pitch, fast pitch softball, and baseball play*
All field turf infield and outfield

Shadow Mountain Sports Complex
3300 Sparks Blvd.
Four (4) lighted fields with scoreboards *
Fence distance – 285’
Full service concession
*Available for both slow pitch, fast pitch softball and baseball play*
Grass outfield and skinned infield
FIELD AND TOURNAMENT FEE SCHEDULE:

SYNTHETIC BASEBALL/SOFTBALL FIELDS:
$120 per day/per field for less than 9 hours, $150 per day/per field for more than 9 hours

SYNTHETIC FOOTBALL/SOCCER FIELDS:
$20 per hour/per field

GRASS BASEBALL/SOFTBALL FIELDS:
$90 per day/per field for less than 9 hours, $120 per day/per field for more than 9 hours

LIGHTS:
$15 per hour/per field

RESERVATION FEE:
$200 (non refundable, will be applied towards usage fees)

CLEANING/SECURITY DEPOSIT:
$400 for synthetic field usage
$250 for grass field usage

FACILITY COORDINATOR: * Revised fees for 2020
$18 per hour/per staff member (note: 1-3 fields = 1 staff member, 4-6 fields = 2 staff members, 7-9 fields = 3 staff members, 10-12 fields = 4 staff members)

SURCHARGE:
$5.00 per team for Adult tournaments
$10.00 per team for Youth tournaments (payable to Sparks Youth Sports Foundation)

TEMPORARY FENCING: (tournament staff will be responsible for putting up and taking down fencing daily)
$100.00 per field per day for Golden Eagle Regional Park
$75.00 per field per day for Shadow Mountain Sports Complex

PORTABLE PITCHING MOUNDS:
$50.00 per field per day

ADMIN. FEE:
$25.00 per application

ADVERTISING, DISPLAYS, RETAIL:
Costs vary by event size – contact Parks and Recreation Staff for details and restrictions
See appendix A.

SECURITY
May be required by the City of Sparks, must be secured/contracted with an approved security company for all operational hours of the event and is paid by the tournament director.
Please complete and return this page.

I hereby agree to abide by the rules, regulations, and directives of the City of Sparks Parks and Recreation Department regarding the administration and conduct of sports tournaments. I have read said rules and am familiar with them. I understand that if I fail to comply with said rules, that my right to complete a tournament will be suspended and that my right to conduct any further tournaments on dates which have been assigned to me will be revoked. I agree to pay all fees associated with this rental, per this Sports Tournament Application.

____________________________________ ___________/ ______/ ______
Tournament Director Signature Date

PLEASE READ THE ENTIRE CONTENTS OF THIS AGREEMENT BEFORE SIGNING, AS IT HAS A SIGNIFICANT EFFECT ON YOUR LEGAL RIGHTS. THIS AGREEMENT IS INTENDED TO PROTECT THE CITY FROM ALL LIABILITY RELATED TO USE OF A CITY OF SPARKS FACILITY.

In consideration of the City of Sparks and its respective employees, officers, and affiliates (hereafter “City”) allowing the use of its equipment and facilities (“City Facility”), the undersigned on behalf of myself, entity, group, and organization and their related invitees, guests, volunteers, heirs, assigns and representatives (hereafter collectively “Users”) agree that:

1. Users shall abide by all applicable laws and the City of Sparks Tournament Field Usage Information Rules, Regulations and Directives. Failure of any of the Users to comply with this provision may, in addition to other penalties or remedies provided by law, result in revocation of the right to use the City Facility and/or an order to vacate the facility, along with FORFEITURE of any and all fees and deposits.

2. Users assume all risks which may be associated with and/or result from use of a City Facility and agrees to hold harmless, release, defend, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney’s fees and costs arising out of or related to any loss, damage or injury, including death, associated with and/or resulting from the use of a City Facility.

3. Users agree to forever discharge and release City from any legal liability and agree not to sue City for such injuries or property damage caused by and/or resulting from use of a City Facility. Users agree to reimburse City for any and all damages done to its property by any of the Users and related activities conducted at a City Facility except those directly and proximately caused as a result of an intentional or grossly negligent act of City.

4. Users agree to give City prompt and timely notice of any claims made or suite instituted which may directly or indirectly affect City.

5. Users agree that any and all disputes between Users and City arising from use of a City Facility and/or pertaining to this agreement, including any claims for personal injury or death, will be governed by the laws of the State of Nevada, and exclusive jurisdiction thereof will be in the State Court of the County of Washoe, State of Nevada.

6. In the event that any portion of this agreement is found to be unenforceable, that remaining terms and conditions shall be fully enforceable and shall be binding to the fullest extent permitted by law.

7. User agrees to pay all fees associated with this rental, per this Sports Tournament Application. Any additional fees billed to the User that are unpaid will result in legal actions to collect fees and will disqualify the User from any future facility reservations. The undersigned certifies that he/she has authority to enter into this agreement on behalf of Users and is executing this agreement on Users’ behalf.

DATED this ___ day of, 20________

____________________________________ _____________________________
Authorized Signature Name of Organization/Group Email address

Return this signed page with application
Welcome to the City of Sparks
Please respect our Sports facilities and its rules.

- **Sunflower seeds** and nuts with shells are not allowed at Golden Eagle Regional Park
- No ice chests/coolers within the Sports Complexes
- No glass
- No alcohol
- No gum
- No animals (leashed dogs on Regional trails only)
- No metal cleats at Golden Eagle Regional Park.
- No barbeques
- No overnight parking
- No skateboards, scooters, bicycles, hover boards, rollerblades or wheeled personal devices.
- No hitting golf balls
- No staking of signs, banners, tents, shade, or umbrellas into the turf
- No inflatable structures
- No smoking or vaping

VIOLATORS WILL BE REMOVED FROM THE FACILITY

Park in designated spots only.

Thank you for your cooperation.

**Photo/Video Disclaimer**
The Sparks Parks and Recreation Department may take photographs or video footage of persons present at Parks and Recreation programs, at public parks and facilities, or City special events for department use in brochures, flyers, displays, publications, web pages, social media, and promotional videos. You should notify the Sparks Parks and Recreation in writing after a picture or video footage is taken if you do not want it used for the purposes listed.
Appendix A

This program affects ALL events held on public property in Sparks, Nev.

Effective July 1, 2014, producers who hold events on public property in the City of Sparks will have the opportunity to obtain a Temporary Business License to conduct business within the event site and only during the event days. We’ve been working on this program for over a year. We have been communicating with our event producers as we went forward changing code to include this program. If you happen to be a new producer, this is good news. Current law mandates that ALL vendors hold a current City of Sparks Business License, which is costly and complicated for small vendors.

Please pass this along to your vendors as you communicate the new process. If vendors are signing up for more than 6 events in Sparks it may behoove them to get a City of Sparks business license. Businesses can also obtain an license for both Reno and Sparks in one location. Click here for the Business Licensing Department.

This email details the process of acquiring permits for your vendors. (I have also included State of Nevada Tax Documents for your files.) I know this is a lot of information, it’s new and it may seem complicated.

Types of Permits:

**Retail $15.00:** All vendors selling items at the event. This group includes all prepackaged food. Producer may prepay for retail vendors and provide names later but before the event. Any unused retail permit can be refunded. (Vendors who are current City of Sparks Business license holders must acquire this permit, but the fee is waived.)

**Informational $0.00:** These vendors or exhibitors are not conducting commerce but are onsite--either with an activity, disseminating information, or promoting a business/organization (including non-profit organizations). These groups do not need a permit. However, the event producer must provide a list of these organizations with locations on the site map and each booth or exhibitor must sign the Vendor Conditions Agreement Form to agree to abide by the venue’s rules and regulations.

Timeline of how the permits are purchased:

1. Producers need to provide a list of vendors to the Special Event office. The vendor list is available in Excel for the producer to complete. **The final day to arrange for permits is Thursday at noon prior to the event.**
2. A site map of the vendor area will be provided with vendor list.
3. When the list is submitted, the producer will PAY for all permits and given the 2 copies (white and blue). One copy will remain with the Special Event office with type and vendor name. The producer may purchase additional retail and informational permits for vendors committing after the list is submitted. No additional food vendors will be sold for vendors after Thursday at noon.
4. The office for Special Events Exhibitors/Vendor Permits is open Tuesday and Thursday 9am to 3pm. If producers need to buy permits outside that time, they will need to make prior arrangements with Special Events Division at 775-353-7856 to ensure a Special Event staff is available (M-Th, 8am to 5:30pm). No permits are available Friday, Saturday and Sunday.
5. Producers will distribute the permits to the vendors to complete. After they are completed. The vendor will give the white copy back to the producer and post the blue in their vendor site.
6. Event producers can bring back any unused permits for reimbursement from the Special Events office.
7. Staff from the Special Events Division may be onsite to check for permits.
8. Any vendor/exhibitor conducting business without a permit will be noted with a photo and/or business card, location and information on the booth/site. The event producer will be charged
$50 for each non-permitted retail vendor. This invoice will be separate from the City Services invoice.

Special Event Office

1. When the permit is purchased, the following will be completed: Name, type, date and staff initials.
2. A log will be kept for permits: Grouped by event and permit type.
3. All permits will be numbered for future reference.
4. Lists of vendors will not be shared with the public. The list of vendors will be shared with the Nevada Department of Taxation.

Francine
SparkItsHappeningHere.com

M. Francine Burge
Special Events Supervisor
[p] 775-353-7856 [f] 775-353-2401
fburge@cityofsparks.us

Click here for special event permits and more information on event production.

City of Sparks, Parks and Recreation Department | 98 Richards Way | Sparks NV 89434
The office is closed on Friday.
Containers designed to carry water that are acceptable to bring into the City of Sparks Sports Complexes.

Containers designed to carry bottles or cans are not acceptable to bring into the City of Sparks Sports Complexes.
CITY OF SPARKS
PARKS AND RECREATION DEPARTMENT
SPORTS FACILITY USE APPLICATION

In accordance with the Sparks Parks & Recreation Department Policies regarding the Use of Public Facilities, it is requested that the following facility be made available for the purpose listed below on the dates indicated:

ORGANIZATION OR PERSON APPLYING ______________________ DATE ___________

FACILITY REQUESTED ______________________ NUMBER OF FIELDS ________

DATE OF FACILITY USE ______________________ HOURS OF USE ________ TO ________

PURPOSE OF REQUEST ______________________

NUMBER OF PARTICIPANTS ______________________ NUMBER OF SPECTATORS ________

ADDITIONAL INFORMATION ______________________

| CERTIFICATE OF INSURANCE MUST BE SUBMITTED ONE WEEK PRIOR TO DATE OF EVENT |
| DATE SUBMITTED ______________________ INSURANCE CARRIER ______________________ |
| POLICY NUMBER ______________________ |

THE UNDERSIGNED AND ORGANIZATION APPLYING ACCEPTS ALL RESPONSIBILITY FOR THE TYPE OF ACTIVITY AND BEHAVIOR OF THE PARTICIPANTS AT THE FACILITY FOR ANY DAMAGE TO CITY PROPERTY, CLEANING OF AREA/FACILITY, AND CARE OF EQUIPMENT AT THE ABOVE STATED DATES AND TIMES. ALSO, TO ASSUME ALL RESPONSIBILITY FOR ANY AND ALL LOSS OR DAMAGE TO THE BUILDING/FACILITY AND ITS CONTENTS DUE TO YOUR USE OF THE FACILITY.

SIGNATURE OF REPRESENTATIVE ______________________ NAME OF REPRESENTATIVE ______________________

ADDRESS OF REPRESENTATIVE ______________________

| REFUND TO: |
| NUMBER AND STREET ______________________ CITY ______________________ STATE ______________________ ZIP ______________________ |

PHONE NUMBERS: BUSINESS ______________________ CELL ______________________

EMAIL ______________________

| FEES AND CHARGES |
| FIELDS $ ______________ | OFFICE USE ONLY |
| LIGHTS $ ______________ | CANCELLATION FEES $ ______________ |
| SURCHARGE $ ______________ | DATE CANCELLATION FEE PAID ______________________ |
| STAFF $ ______________ | ENTERED ON CALENDAR BY ______________________ |
| MOU NDS $ ______________ | DATE ENTERED ______________________ |
| VENDORS $ ______________ | MUSCO ☐ DATE ______________________ |
| FENCES $ ______________ | SHAREPOINT ☐ DATE ______________________ |
| ADMINISTRATIVE FEE $ ______________ |

TOTAL COST TO USE FACILITY $ ______________

APPROVED BY ______________________

Recreation Manager
TOURNAMENT INFORMATION SHEET

Type of tournament:  Baseball     Softball     Soccer     Other____________

Age group:   Youth       Adult       Senior

Portable Fencing required:   Yes     No     If yes, what distance.

Do you plan on having vendors:   Yes     No     If yes, please follow directions on Appendix A

Do you have a City of Sparks Business License (Required):   Yes     No     Proof is required, please contact the City of Sparks to obtain one.

Insurance requirement submitted:   Yes     No

Sound permit:   Yes     No

Special field markings required:   Yes     No     If yes, please provide diagram with distances.

Schedule must be submitted at least 5 days prior to event with start and finish times as well as base and pitching distances for each field.