



Greenlight Networks Grand Slam Park Reservation Guidelines

**100 Cutler Pond Road
Binghamton, NY 13905**

Facility Contacts

Parks & Rec Front Desk

Number: 607-778-2193

Email: BCParks@broomecountyny.gov

Event Coordinator

Name: Paige Rauch

Number: O: (607)-778-1637

C: (607)-343-3240

Email: paige.rauch@broomecountyny.gov

Park Manager

Name: Josh Bianco

Number: (607)-343-7838

Email: joshua.bianco@broomecountyny.gov

Facility Information

The softball facility features four softball fields with a 500 square foot concession area. Other complex amenities include permanent full capability restrooms, dugouts, bleachers, picnic area, batting cages/bullpens, lighting, dedicated onsite parking, and adjacent overflow parking.

Facility Rental Fees

School Districts (March- June)	<u>Seasonal</u> \$2,500
Rentals (Two Hour Minimum)	<u>Hourly</u> \$75
Full-day, single field rental	<u>Daily</u> \$750
Entire Facility Rental	\$2,500

Please note there will be a 4% surcharge for all card transactions.

General Reservation Policies

Requests for one-time reservations must be made at least 48 hours in advance for weekday reservations and at least 72 hours in advance for weekend reservations.

Any changes to field reservations, excluding cancellations, must occur at least 7 days in advance of the proposed date change, and an opportunity to reschedule will be provided. All requests for changes must be communicated in writing to the Event Coordinator.

Cancellation Policy

All non-weather-related cancellation requests must be submitted in writing to Broome County Parks 30 days prior to rental date for tournaments and 7 days prior to rental date for field rentals. You must receive confirmation from the Event Coordinator that it has been received.

Please note that the 4% card fee is non-refundable.

There will be NO refund if a cancellation is made less than 30 days prior to the rental date for tournaments and 7 days prior to the rental date for field rentals.

If cancellation is made at least 30 days prior to the rental date for tournaments and 7 days prior for field rentals, applicant will be refunded full payment minus a 10% service charge.

Applicant may be able to reschedule for another date and time within the calendar year by contacting the Event Coordinator.

Allocation Priority

Broome County Parks and Softball Complex will be allocated based on the following priority:

1. Broome County Parks and Recreation Programs

2. Broome County Parks and Recreation Sports Tourism Events
3. Broome County Public and Private Schools Programs/SUNY Broome Softball
4. County Resident Youth Non-Profit Sports Organizations
5. County Resident Youth Non-Profit Tournaments/Clinics
6. County Resident Adult Non-Profit Sports Organizations/Tournaments/Clinics
7. Youth Non-Resident Tournament/Clinics/Sports Organizations
8. Adult Non-Resident Tournament/Clinics/Sports Organizations

To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of New York. Non-Profit-Organizations are those organizations that have evidence of Federal 501c3 filing and a state non-profit status.

Returning organizations that are in good standing will have priority over new groups.

Organizations may be granted field use upon verification of Non-Profit status (defined above), proof of liability insurance of specified amount determined by Broome County Parks. Organizations that do not meet all these requirements will not receive a field permit but may be allowed to receive fields for use under hourly rates, or For-Profit fees schedule as outlined in the Fees and Charges, providing they meet requirements regarding liability insurance.

Permit/Allocation Procedures

Tournaments

Broome County Parks and Recreation may provide field space to organizations desiring fields for tournaments. Tournament/Special Event requests may be made beginning September 1 of the year prior. Other tournaments may be added dependent upon field availability after each allocated organization has been given its permit.

Event permit applications must be submitted at least 45 days prior to the event. Applications submitted less than 45 days prior to the event may be accepted based on availability and by the approval of the Event Coordinator.

- A. Organizations must submit a completed Softball Tournament Application Form and a signed Reservation Guidelines form (the last page).

All forms can be found on <https://www.gobroomecounty.com/parks/softball> or can be picked up from the Broome County Parks and Recreation office located at 60 Hawley Street, Binghamton, NY 13901.

- B. Organizations are required to pay in full no later than one week prior to tournament/event and must provide general liability insurance naming Broome County as additionally insured.

Single day/ Extended hourly rentals

1. All requesting organizations must submit Field Allocation Request Form 48 hours before field rental.

2. All allocation requests must have accurate start/end dates. Fields will be allocated for time frames that coincide with season play only.
3. Game and practice schedules are required to be submitted to the Event Coordinator no later than one week prior to the start of requested use.
4. Payment in full is required one week prior to the start of requested use. Unpaid fees will result in the loss of field use and forfeiture of deposit.
5. A permit will be issued to all authorized users of Broome County Parks Softball Complex users. Organizations receiving allocations will receive a permit upon receipt of current season schedule for allocated field(s). Charges will be assessed by using the current Fees and Charges Schedule. Fees and/or deposits must be paid prior to season or tournament play.

School District Rentals

A field will be designated to the school upon mutual agreement between the school district and the event coordinator. This field will be used by the school district for the extent of the season. The school district must inform the Event Coordinator as soon as possible regarding any deviation to the schedule. The district must cooperate as field rentals will occur on the assigned field on occasions when the field is not in use by the school district.

Event Renewal

Tournaments or events have 30 days from the completion of the current event to complete reservation form and submit with the required deposit. If not received within 30 days, the date will become open to the public.

Tournament or event renewals are up to the discretion of the Event Coordinator; therefore, an organization may be denied the same date of the subsequent year.

Payment Options

One-time reservation payments under \$1,000 are due at the time of reservation approval over the phone with a debit or credit card.

Tournaments or extended reservations require a \$1,000 deposit. The remaining balance is due 14 days before the event.

Please note there will be a 4% surcharge to all card transactions.

Checks out to Broome County Parks and Recreation will be accepted at the Parks Administrative Office (60 Hawley Street 5TH Floor Binghamton, New York 13902). Please list your permit number on the memo line.

All late payments are subject to a 10% late fee of the total cost of the reservation. Failure to pay the remaining balance 48 hours before the event may result in the event permit being revoked, and the deposit will be forfeited.

Insurance Requirements

Please refer to the “Risk Management & Insurance Specifications” document.

Security Requirements

There is an Automated External Defibrillator (AED) located under the pavilion of the main building at the complex.

All permit holders are required to have one person who is AED/CPR certified at all events at the Broome County Softball Complex. The certified individual must be at the event at all times.

Proof of certification must be provided with submittal of the Guidelines Acknowledgement, Tournament/Camp Application, and/or the Field Allocation Request Form.

Inclement Weather

- The Broome County Parks and Recreation staff reserves the right to close a facility in the event of inclement weather.
- In the event of inclement weather, the Event Coordinator will provide an alternative date.
- If the organization declines the alternative date, no refunds will be given.
- If inclement weather affects only one day of a tournament, the organization will not receive an alternative date and must adjust their tournament accordingly.

Subletting and Assignment of Athletic Fields

At no time may any organization or individual sublease their assigned fields to other user groups. Organizations not using their fields must notify the Event Coordinator to inform the department of any fields not being used. The subletting of any County fields by any user/organization will result in automatic revocation of all permits. Broome County will not allocate fields to this organization in the future.

Rules and Regulations

Applicant is required to ensure all County regulations, guidelines and applicable laws are followed.

The applicant signing the request on behalf of the organization or group assumes personal liability for breakage, destruction, or removal of park property by any member of the group.

The above-named group or organization agrees to the terms and conditions of this registration and agreements are herewith accepted and agreed to by the undersigned on behalf of the group to whom this registration is issued.

Curfew/Amplified Lights/Sound

Game/Practice times, amplified sound, and the usage of lights must comply with the Town of Dickinson Code listed below:

§ 402-6. Noise prohibited during certain hours. A. It shall be unlawful for any person to make, continue, aid, countenance, cause to be made or assist in making any unreasonably loud, disturbing and unnecessary noise between the hours of 10:00 p.m. and 7:00 a.m., Monday through Saturday, and between the hours of 10:00 p.m. and 9:00 a.m. on any Sunday or holiday, except as otherwise hereinafter provided, within the limits of the Town of Dickinson in such a manner as to disturb the peace, quiet and comfort of Town residents or of any other reasonable person of normal sensitiveness, whether residing in the Town or not.

All amplified sound must get prior approval and cannot begin until 8:00 AM Monday through Saturday and 9:00 AM on Sundays and Holidays.

All games must have a drop-dead finish at 10:00 PM.

Other

- Any equipment needed must be brought by the organization, team, or permit holder.
- Organizations must have an On-Site Event contact/Tournament Director that must be on-site for the duration of the event and must be available by telephone.
- No animals permitted on the turf.
- No stakes may be driven into the fields.
- No alcohol is permitted in the complex.
- No tobacco or cannabis products are permitted in the park. Only in designated parking areas.
- No glass is permitted in the park.
- No food is allowed on the playing fields.
- No sunflower seeds, or shelled nuts on facility grounds.
- Water only on the playing fields.
- No metal cleats permitted on turf.
- No food, candy, or gum permitted on the turf.
- No metal cans are permitted on the turf. Only plastic bottles are permitted.
- No chairs, tables, or tents are allowed on the turf.
- No intentionally hitting, pitching, or throwing balls into the fence.
- No climbing, leaning, or hanging items from netting.
- No painting or marking of the turf or fences.
- User groups are responsible for picking up trash and debris from the field and bench areas after each reservation.
- The charging of admission, sale of food, or sale of merchandise is not permitted without prior approval.
- Food trucks may be requested and must obtain a Broome County Food Truck Permit from the Parks Main Office.
- The usage of drones is prohibited.
- No fireworks on facility grounds
- Temporary signage displayed during events must receive prior approval from the Parks Department. Signage must not alter or damage property and must be removed following the event. Permittee shall not use the Parks Department name, or any logo, without prior consent from the Parks Department.

- All facilities must be left in the condition found on arrival. Any property damage to the facility will be the responsibility of the lessee and payable to the Broome County Parks and Recreation Department.
- Broome County assumes no risk or liability regarding any lost or stolen items or valuables.
- No costs are to be incurred by the County. All costs, direct or indirect, associated with the event are the responsibility of the applicant. Any cost incurred due to damage to the facility/ grounds will be billed to the person signing the Softball Tournament Application and Guidelines.
- No vehicles permitted on athletic fields. Vehicles must park in designated parking areas. There are NO VEHICLES, unless authorized, permitted on any grass surface areas of County facilities. It is the responsibility of the applicant to ensure that vehicles do not park in undesignated areas. Failure to comply may result in termination of issued permit.
- The Broome County Parks has the right to revoke this permit for use of the park's facility requested by Permittee for unforeseen circumstances or for failure to comply with all the terms and conditions of this agreement and applicable federal, state, and local laws and regulations. The county will provide written notice of any revocation or cancellation to the contact person.
- Submission of the completed form does not guarantee you the site or date. You will be notified if the site is available or not. You will get a confirmation email if permit is approved. Once the permit is finalized and approved, an emailed copy will be sent to the Event Coordinator.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in Broome County Parks Softball Complex Guidelines that I received.

Signature _____ Date _____

*Once signed please return this page along with the tournament application, proof of AED/CPR certification, and/or the field allocation request form to Broome County Parks, Recreation and Youth Services P.O. Box 1766, Binghamton, NY 13902. Fax (607)778-2356 or via email: paige.rauch@broomecountyny.gov.