



Date(s) of Event _____

**Valley Ridge Park
Tournament Host Checklist
~ Baseball/Softball ~**

Tournament Host Name: _____ Contact Phone: _____

Host Representative during event: _____ Contact Phone: _____

City Contact Numbers	Complex/Gate Access
Scheduling - SeaTac Community Center, 206.973.4680 Field Condition Line - 206.973.4679 (recorded message) Community Center - 206.973.4680 (staffed until 9:30 p.m.) Park Maintenance Weekend contact phone: 206.973.4788	Complex Gate Access Key/combination _____

Tournament Fees	Resident	Non-Resident
Tournament Rate (per day/3 fields)....	\$1,500	\$1,700
Portable Mounds (per field)	\$20	\$30
Portable Fencing (per field)	\$110	\$120
Mid-day prep (Field 4 only)	\$30	\$50
Lights	\$20/hour	\$25/hour
Other Fees	_____	

Base Lengths & Field Setup

	Base Length (circle one)	Pitching Distance (circle one)
Field 1 (synthetic turf)	60' 65' 70'	40' 46' 50'
Field 2 (synthetic turf)	60' 65' 70'	40' 46' 50'
Field 3 (synthetic turf)	60' 65' 70'	40' 46' 50'
Field 4 (grass)	60' 65' 90'	40' 46' 50' 54' 60.5'
	Starting Time (No starts prior to 9 a.m.)	Mid-day Prep Time (Extra fee applies)
Field 1		n/a
Field 2		n/a
Field 3		n/a
Field 4		
Use of Electrical Service? (200 amp 120v GFI) <input type="checkbox"/> Yes <input type="checkbox"/> No Duplex receptacle behind each backstop.		
Will there be a concessions vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Estimated Attendance:		

By signing below I acknowledge that I have read the Use Guidelines on reverse.

Applicant's Signature: _____ Date: _____

Use Guidelines

I. Time of Use

- A. Park hours are from dawn till dusk.
- B. Fields will not be open for play until 9 a.m. and there is no infield access until that time. The only exception is when there is no expectation for field setup (field dragging, base placement, marking lines, etc.)
- C. Tournament use must abide by SMC 8.05.360 regarding public disturbance noise. Any noise that is considered disturbing is prohibited between 10 p.m. and 8 a.m.

II. Services Provided

- A. Facilities (Restrooms, field structures, hardscapes, turf, etc)
Existing facilities will be maintained to high standards leading up to and during tournament events. The City or tournament hosts will not make facilities improvements or modifications to accommodate a tournament event.
- B. General Maintenance
City staff will maintain restrooms, trash receptacles and litter pick up at levels to be expected of a large event.
- C. Field Maintenance
City Maintenance staff, will prepare field for use and layout field according to the request made from the available options at the start of each day. Mid-day field preps are available for an additional fee. In the event of unfavorable weather the maintenance staff will undertake all reasonable measures to make the fields available for use.
- D. Supplies
Tournament hosts and their representatives will have access to the storage container located within the complex. A limited supply of hand tools, field layout tools, lime and field drying agent will be available for use during the tournament. Any other supplies other than those provided must have the approval of maintenance staff before applying to field or infield surfaces.

III. Site Access

- A. Park Hours are from dawn till dusk. Vehicle access to the park will begin at approximately 7:15 a.m. when the gate is unlocked.
- B. Access set up at the complex site in advance of the scheduled date can not be assumed due to other field usage and maintenance operations. Please contact the field scheduler to access the site in advance.
- C. Vehicle access to the complex is limited to vehicles that are assumed vital to the operation of the tournament such as concessions, supplies and host (10 vehicles max). Large vehicles or large trailers are not allowed if they pose a risk of damaging landscaping or fixtures within the park. Tournament host is responsible for all damage caused by vehicles entering the complex area.
- D. The City is not responsible for damage or loss incurred by the tournament host at the site.

IV. Host Responsibilities

- A. At the end of each day the tournament host or their representative will secure gates to the complex and lock the storage container. The tournament host will be responsible for any loss or damage when the complex is not properly secured.
- B. It is the responsibility of the tournament host to take down and dispose of any decorations. When there is excessive trash, tournament host should provide can liners, dispose of the excessive trash and litter pick excessive debris generated by the event.
- C. Cleanup, take down, removal of all equipment and supplies will be complete by park closing time on the last scheduled day of the tournament.