

# Community Recreation & Events Department

## 2024

### Baseball/Softball Fields

### Rental Guide



City of Cheyenne

Programs & Facilities Division

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**ON CALL MAINTENANCE EMERGENCY NUMBER:**

**(307) 630-0224**



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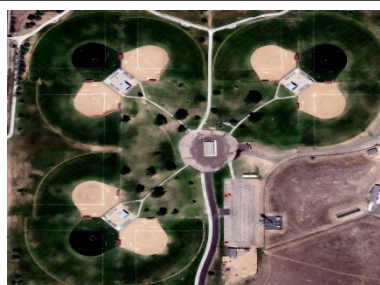
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# **BASEBALL/SOFTBALL FIELDS MAPS/DESCRIPTIONS**



## **Brimmer Softball Complex** – *Pershing Blvd. at Windmill Ave.*

- For youth baseball & adult/youth softball teams and organizations
- Lighted
- Three softball field complex with skinned infields
- Base distances available are 60', 65', 70', 80'
- Pitching distances available are 43', 50', 54'
- Field distances range from 275' to 290'



## **Cheyenne Jr. League Complex** – *4211 Converse Avenue*

- For youth baseball and fast pitch softball teams and organizations
- Lighted
- Nine softball field complex; six skinned infield and three synthetic turfs
- Base distances available are 60', 65', 70'\* [\*Majors only]
- Pitching distances available are 35', 40', 43', 46', 48'\*, 50'\* [\*Majors only] (Majors does not have 35', or 40' pitching distances)
- Field distances range from 190' to 220'



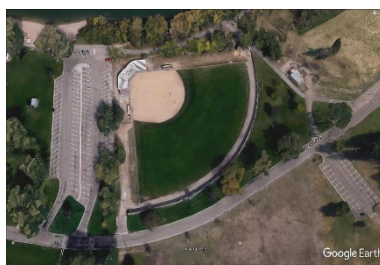
## **Coke Gonzales Field** – *Ames Ave. at MLK Ct.*

- For youth baseball and fast pitch softball teams and organizations
- No lights available
- Skinned infield
- Base distances available are 60', 65', 70', 80'
- Pitching distances available are 40', 43', 46', 50', 54'
- Field distance is 275' at center field



## **Converse Softball Complex** – *3800 Converse Avenue*

- For youth baseball and softball teams and organizations
- Lighted
- Four softball field complex with skinned infields
- Base distances available are 60', 65', 70'\* [\*Fields 1, 2, & 4 only]
- Pitching distances available are 35', 40', 43', 50'
- All field distances (except field 3) measure approximately 290' at center field. Field 3 measures approximately 240' at center field



## **Dunbar Field "Lions Park"** – *South Lions Park Drive*

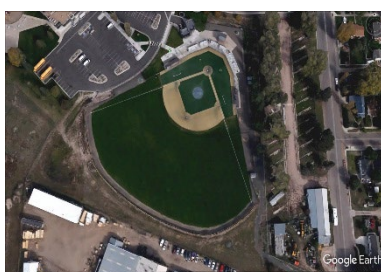
- For youth baseball & adult/youth softball teams and organizations
- Lighted
- Skinned infield
- Base distances available are 60', 65', 70', 80'
- Pitching distances available are 35', 40', 43', 46', 50', 54'
- Field distance is 285' at center field

# BASEBALL/SOFTBALL FIELDS MAPS/DESCRIPTIONS CONTINUED



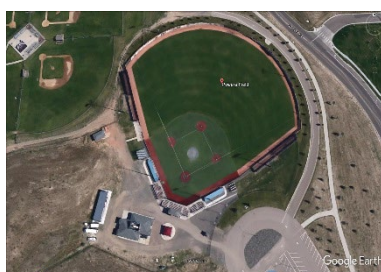
## **Dutcher Baseball Complex** – 4212 Converse Avenue

- For youth and adult baseball teams and organizations
- Partially Lighted (North & South Fields only)
- Both grass and skinned infield
- Base distances available are 70', 80', 90'
- Pitching distances available are 50', 54', 60'6"
- Field distances range from 315' to 350'



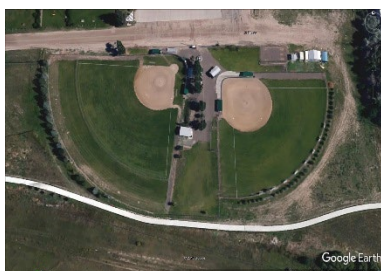
## **Pioneer Park Baseball Field** – 1331 Talbot Ct.

- For age-appropriate youth and adult baseball teams and organizations
- Lighted
- Synthetic turf infield
- Base distance available is 90'
- Pitching distance available is 60'6"
- Field distance is approximately 360' at center field



## **Powers Baseball Field** – Windmill Ave. at Dell Range Blvd.

- For age-appropriate youth and adult baseball teams and organizations
- Lighted
- Synthetic turf infield
- Base distance available is 90'
- Pitching distance available is 60'6"
- Field distance is approximately 407' at center field



## **Pride Park** – 2816 E. 7<sup>th</sup> Street

- For youth baseball & youth softball teams and organizations
- No lights available
- Skinned infield
- Base distances available are 60', 65', 70'\* [\*Pride East only]
- Pitching distances available are 35', 40', 43', 46', 50'\* [\*Pride East only]
- Field distance is 225' at center field

## **BASE/PITCHING ANCHORS**

| LOCATION          | PITCHING ANCHORS        | BASES ANCHORS   | LEFT FIELD FENCE | LEFT CENTER FENCE | CENTER FIELD FENCE | RIGHT CENTER FENCE | RIGHT FIELD FENCE |
|-------------------|-------------------------|-----------------|------------------|-------------------|--------------------|--------------------|-------------------|
|                   |                         |                 |                  |                   |                    |                    |                   |
| Brimmer # 1       | 43' 50' 54'             | 60' 65' 70' 80' | 290'             |                   | 290'               |                    | 290'              |
| Brimmer # 2       | 43' 50' 54'             | 60' 65' 70' 80' | 290'             |                   | 290'               |                    | 290'              |
| Brimmer # 3       | 43' 50' 54'             | 60' 65' 70' 80' | 290'             |                   | 290'               |                    | 275'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Converse # 1      | 35' 40' 43' 50'         | 60' 65' 70'     | 295'             |                   | 295'               |                    | 295'              |
| Converse # 2      | 35' 40' 43' 50'         | 60' 65' 70'     | 295'             |                   | 295'               |                    | 295'              |
| Converse # 3      | 35' 40' 43' 50'         | 60' 65'         | 200'             |                   | 200'               |                    | 200'              |
| Converse # 4      | 35' 40' 43' 50'         | 60' 65' 70'     | 295'             |                   | 295'               |                    | 295'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Coke Gonzales     | 40' 43' 46' 50' 54'     | 60' 65' 70' 80' | 220'             |                   | 275'               |                    | 250'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Dutcher South     | 50' 54' 60' 6"          | 70' 80' 90'     | 295'             |                   | 316'               |                    | 294'              |
| Dutcher North     | 50' 54' 60' 6"          | 70' 80' 90'     | 299'             |                   | 321'               |                    | 295'              |
| Dutcher Lansing   | 50' 54' 60' 6"          | 70' 80' 90'     | 307'             | 364'              | 370'               | 370'               | 326'              |
| Dutcher Monjares  | 50' 54' 60' 6"          | 70' 80' 90'     | 294'             |                   | 312'               |                    | 294'              |
| Dutcher Practice  | 50' 54' 60' 6"          | 70' 80' 90'     | 300'             |                   | 319'               |                    | 300'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Jr. League AA     | 35' 40' 43' 46'         | 60' 65'         | 200'             |                   | 200'               |                    | 200'              |
| Jr. League AAA    | 35' 40' 43' 46'         | 60' 65'         | 200'             |                   | 200'               |                    | 200'              |
| Jr. League Majors | 43' 46' 48' 50'         | 60' 65' 70'     | 225'             |                   | 225'               |                    | 225'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Dunbar (Lions)    | 35' 40' 43' 46' 50' 54' | 60' 65' 70' 80' | 285'             |                   | 285'               |                    | 285'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Pioneer           | 60' 6"                  | 90'             | 330'             |                   | 360'               |                    | 330'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Powers            | 60' 6"                  | 90'             | 390'             | 390'              | 425'               | 390'               | 340'              |
|                   |                         |                 |                  |                   |                    |                    |                   |
| Pride East        | 35' 40' 43' 46' 50'     | 60' 65' 70'     | 229'             |                   | 229'               |                    | 229'              |
| Pride West        | 35' 40' 43' 46'         | 60' 65'         | 220'             |                   | 220'               |                    | 220'              |
|                   |                         |                 |                  |                   |                    |                    |                   |



## **Community Recreation & Events Employee Contact Information**

**Parks On-Call (after hours/weekends ONLY; call for field conditions or emergency communication only) – (307) 630-0224**

**Programs & Facilities Manager/Athletic Field Scheduler** – Brittany Hooper – (307) 637-6426 – [bhooper@cheyennecity.org](mailto:bhooper@cheyennecity.org)

**Programs & Facilities Office Manager** – Cynthia Romero – (307) 637-6423 – [cromero@cheyennecity.org](mailto:cromero@cheyennecity.org)

**Programs & Facilities Administrative Support Assistant** – Sydney Carf – (307) 637-6423 – [scarf@cheyennecity.org](mailto:scarf@cheyennecity.org)

**Programs & Facilities Administrative Support Assistant** – Tanya Anderson – (307) 637-6423 – [tanderson@cheyennecity.org](mailto:tanderson@cheyennecity.org)

**Parks Manager/Athletic Field Maintenance** – Brandon Peterson – (307) 274-0263 – [bpeterson@cheyennecity.org](mailto:bpeterson@cheyennecity.org)

**Concessions Manager** – Sydney Burney – (307) 421-6660 – [sburney@cheyennecity.org](mailto:sburney@cheyennecity.org)

## **RESERVATION POLICIES AND PROCEDURES**

These scheduling policies and procedures are intended to assist you when making facility reservations. It is the intent of the Programs & Facilities staff to see that facilities are used to their full potential while maintaining a safe, quality environment. City-owned recreation facilities are not intended to be utilized for commercial gain, but rather to provide an eminence recreational activity.

The Programs & Facilities staff will work to avoid scheduling conflicts while servicing multiple user groups. The staff can typically accommodate field needs if teams are **flexible**. Fields are reserved to the best of our ability/availability; but specific fields requested are not a guarantee.

The 2024 Ballfield season officially starts on April 1<sup>st</sup> and runs through October 31<sup>st</sup>. FIELDS WILL BE CLOSED DURING NOVEMBER 1<sup>ST</sup> – MARCH 31<sup>ST</sup>.

### **FIELD RESERVATIONS**

The process of reserving field space requires a completed Athletic Facility Rental Reservation Guide/Agreement signed and Certificate of Insurance. **Reservations will not be allowed to take place on City fields until all items are received.**

1. **Application for Organized Activities:** Any group/coach/team who desires to reserve any City of Cheyenne Athletic Facilities for organized activities must complete an Athletic Facility Rental Reservation Guide/Agreement with the Programs & Facilities Division, 4603 Lions Park Dr., Cheyenne, WY 82001. Office hours are Monday-Friday from 7:30am – 4:30pm.
  - a. Applications for seasonal, practices, and game use will be accepted for the calendar year beginning January 3<sup>rd</sup> for the upcoming season. Tournament requests will be accepted December 4, 2023. We will allow exemptions for State, National, Regional, and World

tournaments/events. Practice reservations will be accepted the third Monday of the month for the following month (i.e., reservations for April 2024 will be accepted starting the third Monday in March 2024). Field reservations will be accepted in order by email beginning at 8:00am. Any email before 8:00am will be put at the bottom of the list.

- b. Everyone will be allowed to reserve three time slots per week [Monday-Sunday]. If additional reservations are desired, requests may be submitted following initial scheduling. **Time slots per week could change due to the increase growing organizations/number of teams and field availability.**
  - c. Emails subject line needs to have the title of the Team Name/Coach/Organization. Email must consist of date, time, base/pitching distances, if it is a practice or game, and identify two to three fields of choice (first field being the most preferred).
2. For weekday rentals, a minimum of 24-hour advanced notice is required to guarantee the reserved field will be prepped (field will still be available to be reserved, but prepping is not guaranteed). **For weekend rentals, the user group must reserve the field by Thursday at 3:00pm for a guarantee that the reserved field will be prepped.**
3. There are three practice times available for user groups to select during the week. These practices are only available in 1.5-hour increments. The practice times are 4:00pm, 5:30pm, and 7:00pm.
  - a. The exception to the available practice times is with the use of synthetic fields. Synthetic fields are available to reserve after 11:00am for any practices or games unless we have inclement weather or require field maintenance. In these cases, the synthetic field availability may be postponed. All other fields follow the above-posted practice times unless it is a tournament or clinic.
4. For weekend practices, fields are available to reserve after 9:00am and can only be reserved in 1.5-hour increments.
5. Tournaments/Clinics will need to be reserved a minimum of one week in advanced.
6. To view rental availability of athletic facilities online:
  - a. <https://cheyennerec.org>
  - b. Click on Facility Rentals (right side of page)
  - c. Scroll down to Athletic Facilities
  - d. Click on each facility to see information and there will be a link to calendars which show rental availability for that field
7. In cases where there is a game reservation, no practices are permitted to be held at that field before the game, even if there are time slots available. The only exception with this is if the practice is within the same organization or user group and with the understanding subsequent field conditions are the responsibility of that organization.
8. Every coach in the organization will need to read and understand the rules/policies. If any organization has coaches who schedule their own practices/games, then each coach will need to fill out an athletic facility agreement. **If any organization allows their coaches to reserve time slots**

**that the coach is alone responsible paying for, the coach will need to fill out an athletic facility agreement and payment for practices are due at time of reservations.**

**9. Time Slot Definitions:**

- a. **Practice:** consists of one team using a field for no more than 1.5 hours.
- b. **Scrimmage:** consists of two teams using the field for no more than 1.5 hours (**field is not chalked**).
- c. **Game:** consists of two teams using a prepped field for approximately 2 to 3 hours depending on age group.
- d. **Camp/Clinic/Tryout** consists of two or more teams or one team with more than 20 participants using the field for more than 1.5 hours.
- e. **Tournament:** consists of multiple teams using prepped fields between 9:00am-9:00pm (exceptions for 24/36-hour tournaments).

**GENERAL FIELD POLICIES**

1. The City of Cheyenne is not responsible for equipment, personal belongings, or food items left in buildings, bleachers, or dugouts.
2. All trash is to be removed from all impacted grounds, bleachers, and dugouts during and at the conclusion of a practice/game/tournament. Trash cans need to be emptied daily for tournaments. If impacted grounds and fields are left a mess, the organization/individual will be charged a cleaning fee/deposit fee.
  - a. A **\$300.00 damage/cleaning deposit** will be fined to each organization/user group if field is damaged or not cleaned during/after use.
  - b. If the User Commitment/Code of Conduct is not followed, organizations/individuals may lose field privileges.
3. Teams with reserved practice times take precedence. All other practice times available are open to the public on a first-come, first-served basis, and limited to one hour after the arrival of another user.
4. Games will take precedence over practices or scrimmages (i.e., re-scheduled due to weather cancellations). Game season requests will be due on March 11th. Any new game requests after the deadline will be due the same time frame as practice requests. If an organization is found to have reserved a field for a game, but an umpire not affiliated with an accredited Umpires Association is found at the field of play, the organization may lose field reservation rights.
5. Officers, agents and employees of Community Recreation & Events and the City of Cheyenne reserve the right to have full access to all areas of the buildings and grounds during emergency situations/maintenance repairs. During these instances, all play will be postponed until staff has vacated.
6. The sale or marketing of foods or goods will be considered commercial endeavors and will be subject to appropriate City fees, licenses and permits.



7. Organizations/Renters are required to bring their own equipment: balls, score cards, pencils, etc.

**25% of the total fee is due to book a tournament. The 25% is non-refundable if tournament is canceled (does not apply to inclement weather).**

Tournaments must provide proper permits one week before their tournament is secured. Permits apply where applicable: Alcohol/Consumption Permits, Camping Permits (24/36-hour), Noise Permits, etc. It will be the responsibility of the applicant to obtain any required permits. Permits can be obtained through the online portal at <https://cheyennewy.viewpointcloud.com/>. A computer kiosk is located at 2101 O'Neil Ave., Room 101 for online use. For questions, please contact the City Clerk's Office at 307-637-6329.

- a. Alcohol/Consumption Permits and Noise Permits (PA System used past 9pm) can be obtained at the City Clerk's office at 2101 O'Neil Avenue, (307) 637-6329.
- b. Camping Permits for a 24/36 Hour Tournament can be obtained at the Laramie County Health Department – Environmental Health at 100 Central Avenue, Suite 261, (307) 633-4090.
- c. If Health Orders are in place, an approved plan from the Laramie County Health Department must be attached to the Tournament Request Form.

**\*\*When anticipated field usage/attendance will be greater than the complexes existing amenities can accommodate, additional portable restrooms and dumpsters will be required at the expense of the renter. The renter will need to contact the Sanitation Department at (307) 637-6440 more than two weeks in advance. Extra costs are the responsibility of the Organization/User Group. Sanitation will charge a late fee if not notified 2 weeks before the tournament. Recommendation would be to contact them a month in advance minimum.**

**\*\*\* Maps will need to be included to the Programs & Facilities Manager and Parks Manager showing the location of where the porta potties, dumpsters, and campers will be.**

8. The City's Noise Ordinance states: Fields with PA systems will be required to not use the PA system on Monday-Thursday/Sunday after 9:00pm and after 11:00pm Friday/Saturday.
9. Due to significant damage not covered under warranty, **metal cleats are not allowed on any synthetic playing surfaces** (Cheyenne Junior League Majors, Pioneer Park, and Powers Field). Teams are required to use the practice mats on pitcher mounds and batter boxes when games are not in play.

## **CITY OF CHEYENNE POLICIES**

1. **Standards of Issuance:** The City of Cheyenne rents the Athletic Fields when it is in the best interests of the community. The Programs & Facilities Manager or authorized representative will review applications based upon the following criteria:
  - a. The activity or use will not unreasonably interfere with the general public's enjoyment of the park.
  - b. The activity does not conflict with other scheduled uses in the park.

- c. The activity will not interfere with the promotion of public health, safety, and recreation.
  - d. The activity is not reasonably anticipated to incite violence, crime, or disorderly conduct.
  - e. The activity will not entail extraordinary or burdensome expense or police presence by the City of Cheyenne.
  - f. The facility or adjacent areas have not been reserved for other uses on the day and hours required in the application that may conflict with activities.
2. **Liability of Applicant; Indemnification:** The person or persons to whom a reservation is issued shall be liable for any loss, damage, or injury sustained by any person whatsoever by reason of the use of the facility by the person or persons to whom the reservation has been issued. Further, applicants agree to defend, indemnify, hold harmless, and make whole the City of Cheyenne for any loss, damage, claims, injuries, or other causes of action related to or caused by applicant's use of the premises.
  3. **Revocation:** The Programs & Facilities Manager or an authorized representative shall have the authority to revoke an approved application upon finding a violation of any rule, ordinance, or standard. The Chief of Police, or his authorized representative, shall have the authority to revoke an application upon finding of a violation of any city ordinance.
  4. **Financial Responsibility for Debts:** The City expects those individuals and organizations that rent our facilities to conduct themselves in a professional and sportsmanlike manner. If a renter or organization contracts with a third party to provide services for the event, it is the City's expectation that the renter/organization will promptly settle all financial obligations with that third party. Failure to do so may result in your inability to rent a city facility in the future.
  5. **Commercial General Liability Insurance:** Renter/User Group shall provide coverage against claims arising out of bodily injury, illness, and death, and from damage to or destruction of property of others, including loss of use thereof, including damage or injury stemming from completed operations, with minimum limits of One Million Dollars **(\$1,000,000)** per claimant and Two Million Dollars **(\$2,000,000)** per occurrence for the entire term of the agreement.
    - a. The City of Cheyenne shall be named as additional insured on the Renter/User Group's commercial general liability insurance policy and the Renter/User Group shall provide the City with a copy of an endorsement providing this coverage and a separate certificate of insurance listing the City of Cheyenne as a certificate holder.
    - b. It is understood and agreed that the Renter/User Group's insurance policy is primary and not contributory. The insurance certificate shall be submitted to the City of Cheyenne prior to utilizing athletic fields under this agreement. The insurance certificate provided by the Renter/User Group *must include* a clause stating that the insurance may not be canceled, amended, or allowed to lapse until the expiration of at least thirty (30) days advance written notice to the City of Cheyenne. The City's failure to request or review such policies, endorsements, and certificates shall not affect the City's rights or the Renter/User Group's obligation hereunder. Any insurance company providing coverage under this agreement shall have a minimum of AM Best rating of A – (Excellent).

- c. The City of Cheyenne expressly invokes governmental immunity for any claim arising out of this agreement pursuant to the Wyoming Governmental Claims Act, Wyo. Stat. §1-39-101 et seq.
6. All parties or organizations renting Athletic Fields will be responsible for being aware of all applicable rules, resolutions, laws, and permits. If an organization is found to not have the proper permits when applicable, this will result in a loss of rental privileges.
7. All renters will complete an Athletic Facility Advertising Acknowledgment Form for every banner hung at any facility. Field users will follow the Banner Distribution Chart.
8. No smoking is allowed at any City Athletic Facilities. The renter/user group agrees to enforce Chapter 8.64.040 of the Cheyenne City Code. This Chapter prohibits of smoking in public places including, but not limited to:
  - a. Sports arenas and convention halls, including bowling facilities; City-Owned Youth Athletic Facilities.

## **CANCELATION/CHANGES POLICY**

### **CANCELATIONS DUE TO WEATHER**

The decision on cancelation due to inclement weather conditions or poor field conditions rests with the following:

#### **Weekday Cancellations**

1. Cancelations due to weather will be made by the City of Cheyenne Parks Division. Decisions will be made **by 3:30pm, Monday-Thursday and 12:30pm on Fridays**. In the event games are canceled, the Programs & Facilities Manager will send notice via email to the organization representative.
  - a. It is the responsibility of the organization representative to notify the team(s) affected. This includes, but is not limited to, any traveling teams that may be traveling to Cheyenne. If the City of Cheyenne Parks Division cancels play due to weather or declares a safety closure, user groups will either be refunded or not billed.
2. After 3:30pm, cancelation decisions will be made by the organizations or umpires at each specific complex. The decision itself should be made based on good judgment. We ask each organization not to allow use of facilities if use might result in damaging the infield or turf area being used, resulting in the potential loss of the facility use for several days. **If an organization or umpire determines a field is unplayable after 3:30pm, the user group must advise the Programs & Facilities Manager by noon the following business day and have the cancelation approved by the Programs & Facilities Manager to receive a refund or to not be billed.**
3. Temperature/Wind – practices/games will be allowed to cancel if the ambient temperature is 38 degrees or if the windchill factor is lower then said temperature. If the wind is blowing (not gusts) 32 mph or greater; the group will be allowed to cancel. The organization will be responsible to inform the Programs & Facilities Manager that it was canceled the next business day by noon, or

they will still be charged for their reservation. The Programs & Facilities Manager does check the weather to see if the temperature/wind was accurate.

4. Note- Makeup of cancellations will be scheduled by the affected organization during their normal use times and dates. If extra times or dates outside of normal use are needed, each organization must contact the Programs & Facilities Manager to approve those times or dates.

### **Weekend Games/Tournaments**

1. Following mid-day weather events, if fields are unplayable or deemed unsafe for play, City crews will not return for additional prep. For all reserved weekend play (start time 9:00am or later) the Parks Division will provide one initial prep of the field. User groups are responsible for calling the “on-call” phone number, **(307) 630-0224**, for cancellation updates on weekends and holidays. At this time the “on-call” staff member will make the determination of fields that are playable.
  - a. **Should inclement weather occur after 9:00am, cancellation decisions will be made by the organization or umpires at each field.** If a coach or umpire determines a field is unplayable, the user group must advise the Programs & Facilities Manager by noon the following business day to not be billed or receive a refund pending approval of the Programs & Facilities Manager.
  - b. **24/36-hour Tournament** – if the start time for a tournament is in the evening, the Parks Division will not come back out to prep a field if inclement weather transpired (Monday-Thursday, after 3:00pm; Friday, after 12:00pm).

### **OTHER CANCELATIONS**

1. For any cancellations that are not pertaining to inclement weather, **a 5-day notice is required.** This notice needs to be sent via email to the Programs & Facilities Division Manager. If the coach or organization does not provide a 5-day notice of their reservation cancellation, the account where the reservation was made will be charged and it will be the responsibility of the user group/organization to pay the balance.

### **CHANGES**

1. Any adjustment to a date, time, location, or field dimensions will be considered a change and a **\$10.00 administration fee** will be assessed (does not apply to inclement weather changes).
2. All changes will need to be sent in an email to the Programs & Facilities Manager.

## **PRICING POLICIES AND PROCEDURES**

### **PRICING POLICIES**

1. If a 24-hour notice is not given when reserving a field, an additional **\$5.00** will be charged per field for that day. Note, due to the lack of advanced notice given, we are unable to guarantee the field(s) will be prepped in time for the user group’s practice.

2. It is the responsibility of the user group to notify the Programs & Facilities Manager of how many players are on a team/organization for the appropriate amount of Player Fees to be charged. Player Fees is based per organization from Resolution #4930. If the Programs & Facilities Manager is not notified of the number of players by **July 15, 2024**, a default number of 30 players per team will be charged to the account. Any organization/user group who utilizes the field with more than five practices/games will be charged player fees.
3. If you have an outstanding balance older than two months, you will not be permitted to reserve fields until the past due balance is paid. A late fee of **\$50.00** will also be added to your account. For example, if you have an account balance of **\$30.00** from field reservations in May that has not yet been paid, you cannot reserve any fields in July until the May balance is paid off and a \$50.00 late fee will be added each month until the balance is paid off.
4. If you have ever been sent to collections with the City of Cheyenne, you will be required to pay for the fields upon reservation.
5. Keys are available to be checked out for some fields and require a **\$50.00** refundable key deposit. If you have not returned keys from previous rentals, you will be unable to pick up the new keys.
  - a. It is the responsibility of the user group/organization to check out keys if they have a field reserved with lights. A **\$50.00** fine will be imposed if the emergency number is called for something that is the responsibility of the organization.
6. If lights are needed to be used for practices or tournaments – there will be an extra **\$50.00/day/field** added to your rental.
7. If the Programs & Facilities Manager determines that a private tournament needs a field supervisor, the cost will be an additional **\$15.00/hour**.
  - a. Determination will be based on number of teams, how long the tournament will last, and history of tournament usage with the City of Cheyenne.

## **CONCESSIONS**

1. Concessions will open for EVERY reserved game/tournament at Brimmer, Cheyenne Junior League, Converse, Pioneer, and Powers starting April 1<sup>st</sup> – September 15<sup>th</sup>. NOTE: if the main season is over in July and no other games are taking place, then concessions may close earlier than the September 15<sup>th</sup> date.
  - a. User Groups/Organizations do not have the ability to opt out of having Concessions open.
2. If a game/tournament is canceled (not due to inclement weather), where Concessions was scheduled to be opened and Concessions is not notified at least twenty-four hours in advance, the user group that scheduled the game/tournament will be fined in the amount of **\$100.00**.
3. For questions and cancelations regarding Concessions, please contact the Concessions Manager - Sydney Burney at **(307) 421-6660**.

## **STORAGE FEES**

1. If an organization is storing their organization's gear/equipment in a city facility; they will be charged a **monthly storage fee of \$100.00.**
2. If city storage is unavailable at a complex for an organization to store their equipment/items and the organization would like to put their own movable storage unit at an athletic facility, it first must be approved by the Parks Manager. **NOTE: City storage areas are only available to organizations who are currently utilizing those specific athletic complexes for team/league play. If an organization does not have a team/league, then all equipment/items will need to be removed prior to the upcoming season by the end of February. If equipment is not removed by the end of February, the equipment/items will be disposed of or will become City property.**

## **PRICING FINES**

1. If a user group uses the field lights and fails to shut off the lights at the end of their reservation, a fine in the amount of **\$100.00** will be charged per field and date occurrence to the applicable account.
2. If field and impacted areas are damaged/not cleaned during and after reservation, a **\$300.00** damage/cleaning fine will be placed on the organizations account.
3. **\$50.00** fine will be imposed if the emergency number is called for something that is the responsibility of the organization. It is important for each group to be prepared for their reservations and coordinate accordingly. Example: If lights are being used; key must be checked-out during office hours.

Rental fees are based on user group types and are detailed below.

## **USER GROUPS:**

- a. **Public User-** Any organized group or individual that provides athletic programs which has open registration and does not deny participation based on skill or ability.
- b. **Private User-** Any organized group or individual that provides athletic programs which permits participation based on skill level or 'try-outs.'
- c. **Profit User-** Any organized group or individual that provides athletic programs based on a profit-making endeavor such as charging for admittance (non-profit 501C3 is exempt as long as they are in good standing).
- d. **Special Events User-** Any unofficial or informal group or individual that uses a field in an informal setting or that provides an informal athletic program/event. This includes, but is not limited to, church scrimmages, class reunions, picnics, family/player game, etc.



## PRICING FEES FOR 2024

### FIELD USE:

|   | LAST FEE UPDATE | PUBLIC  | PRIVATE   | PROFIT  | SPECIAL EVENTS*                                     |
|---|-----------------|---|---|---|---|
| <b>PRACTICE &amp; SCRIMMAGES</b><br>(1.5 Hours Increments)                        | 2010            | \$10.00   | \$15.00   | \$30.00   | N/A   |
| <b>GAME</b><br>(2-3 Hour Increments)  |                 | \$15.00 (U6);<br>\$30.00 (U7 & up)  | \$45.00   | \$100.00  | N/A   |
| <b>OTHER [Tryouts, Camps, Clinics, One-off Events, etc.]</b><br>(Hour Increments) |                 | \$20.00/hr. per field<br><br>\$100.00/field per day   | \$20.00/hr. per field<br><br>\$100.00/field per day | \$30.00/hr. per field<br><br>\$150.00/field per day | \$20.00/hr. per field<br><br>\$100.00/Field per day |
| <b>TOURNAMENTS</b><br>(12 Hour Increments)  |                 | \$100.00/field per day not to exceed 12 hrs. (if 12 hrs. is exceeded then will be charged for another day or hourly of \$45/hour)<br><br>\$300.00 Damage Deposit<br><br>Lights: \$50.00 per field/per day |   |   | \$50.00 per day/per field                           |
| <b>LIGHTS</b>   | 2020            | Practices/Scrimmages: Lights are not allowed to be used, if needed it will be \$50/per field/per day<br><br>Tournaments: \$50.00 per field/per day  |   |   | \$50.00 per day/per field                           |

### PLAYER FEES:

| <b><u>YOUTH FEES</u></b><br><b>(YOUTH UNDER 19 YEARS OF AGE)</b> |
|--|
| 0 to 100 players: \$20.00/player/season                          |
| 101 to 250 players: \$15.00/player/season                        |
| 251 to 750 players: \$10.00/player/season                        |
| 751 to 1250 players: \$5.00/player/season                        |
| 1251 or more players: \$2.50/player/season                       |
| <b><u>ADULT FEES</u></b><br><b>(19 YEARS OLD &amp; UP)</b>       |
| \$12.50/player/season  |

## **RESERVATION/RENTAL AGREEMENT**

|                                    |   |
|------------------------------------|---|
| <b>Organization or Team Name:</b>  |   |
| <b>Primary Contact/Coach Name:</b> |   |
| Home Phone:                        | Cell Phone:   |
| E-Mail Address:                    |   |
| Mailing Address:                   | City:                      State:              Zip: |
| # Of teams in organization:        | # Of players in organization:                       |

|                                |   |
|--------------------------------|---|
| <b>Secondary Contact Name:</b> |   |
| Home Phone:                    | Cell Phone:   |
| E-Mail Address:                |   |
| Mailing Address:               | City:                      State:              Zip: |

**USER TYPE [SELECT ONE]:**

**Public User-** Any organized group or individual that provides athletic programs and has open registration and does not deny participation based on skill or ability.

**Private User-** Any organized group or individual that provides athletic programs and permits participation based on skill level or ‘try-outs.’

**Profit User-** Any organized group or individual that provides athletic programs based on a profit-making endeavor such as a charging for admittance. (Non-Profit 501C3 is exempt if they are in good standing).

**Special Events User** – Any unofficial or informal group or individual that uses a field in an informal setting or that provides and informal athletic program/event. This includes, but is not limited to, church games, class reunions, picnics, etc.

**REGISTERED PLAYERS [SELECT ONE]:**

**YOUTH FEES**

- 0 to 100 players: \$20.00/player/season
- 101 to 250 players: \$15.00/player/season
- 251 to 750 players: \$10.00/player/season
- 751 to 1250 players: \$5.00/player/season
- 1251 or more players: \$2.50/player/season

○ \_\_\_\_\_ NUMBER OF PLAYERS

**ADULT FEES:**

\$12.50/player/season

○ \_\_\_\_\_ NUMBER OF PLAYERS

The undersigned hereby agrees to abide by the Athletic Facility Rental Guide set forth by the City of Cheyenne Community Recreation & Events Department. By signing this Rental Agreement, the undersigned agree to defend, hold harmless, and indemnify the City of Cheyenne, its officials, employees, authorized agents, and volunteers against all claims and costs, including attorney's fees, arising during, or resulting from this rental. I certify that I/my organization carries insurance as set forth in the Athletic Facility Reservation Policy. I/we acknowledge an understanding of this paragraph and realize I/we may have financial responsibility to the City. Furthermore, I/we acknowledge that the City expects us to conduct ourselves in a professional and sportsmanlike manner. I/we promise to promptly settle all financial obligations with any third parties I/we contract with to provide services for our events. I/we further understand that failure to do so may result in my/our inability to rent a City facility in the future.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party Printed Name

\_\_\_\_\_  
Group/Organization/Team

## **USER GROUP COMMITMENT/CODE OF CONDUCT**

1. All individuals or organizations renting athletic fields or facilities will promise to adhere, and have players, coaches and league administrators adhere, to the following tenants of stewardship on City of Cheyenne athletic fields.
  - I will obey the law.
  - I will treat the fields as if they were my own property.
  - I will stop others from misuse of the fields.
  - I will leave the field in better condition than how I found it.
  - I will not execute procedures on the field that I have not been cleared to perform.
  - I will do my best to provide a positive role model for players, coaches, and league administrators.
  - I will report any field safety concerns to the City of Cheyenne Community Recreation and Events Department.
  - I will not allow use or consumption of sunflower seeds at any field with synthetic turf.
  - I will not allow use of metal cleats at any field with synthetic turf.

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Signature

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Date