



**CITY OF CHEYENNE  
 COMMUNITY RECREATION & EVENTS DEPARTMENT  
TOURNAMENT FACILITY REQUEST FORM**

**2025 TOURNAMENT INFORMATION:** (Please print)

<b>Tournament Name:</b>	
<b>Tournament Date(s):</b>	<b>Tournament Time (Start &amp; End – Start time cannot be before 9:00am):</b>
<b>Organization:</b>	
<b>Tournament Director Name:</b>	
Home Phone:	Cell Phone:
E-Mail Address:	
Mailing Address:	City: State: Zip:

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

**RECEIPT OF PROCEEDS:** \_\_\_\_\_

**TOURNAMENT INFORMATION CONTINUED:**

<b>FACILITIES REQUESTED</b>	
<b>SOFTBALL FIELDS</b>	
BRIMMER 1 _____	CONVERSE 1 _____
BRIMMER 2 _____	CONVERSE 2 _____
BRIMMER 3 _____	CONVERSE 3 _____
DUNBAR _____	CONVERSE 4 _____
<b>Baseball Fields &amp; Lacrosse/Soccer Fields</b>	
CJL-CENTRAL AA _____	MLK (COKE) _____
CJL-CENTRAL AAA _____	POWERS _____
CJL-CENTRAL MAJORS _____	PIONEER _____
CJL-EAST AA _____	DUTCHER-LANSING _____
CJL-EAST AAA _____	DUTCHER-MONJARES _____
CJL-EAST MAJORS _____	DUTCHER-NORTH _____
CJL-SOUTH AA _____	DUTCHER-PRACTICE _____
CJL-SOUTH AAA _____	DUTCHER-SOUTH _____
CJL-SOUTH MAJORS _____	CAHILL _____
PRIDE EAST _____	NORTH PARK _____
PRIDE WEST _____	SUN VALLEY _____

<p><b>TOURNAMENT TYPE:</b>  <b>Baseball</b> _____ <b>Football</b> _____ <b>Kickball</b> _____ <b>Lacrosse</b> _____ <b>Soccer</b> _____ <b>Softball</b> _____</p> <p>Co-Rec _____ Men _____ Women _____ Youth _____ Other _____</p> <p>If other, please explain: _____</p>
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<p><b>GOVERNING RULES</b></p> <p>USSSA _____ ASA _____</p> <p>Other _____</p> <p>If other, please explain: _____</p>
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<p><b>DIVISION CLASS OFFERED</b></p> <p>A_ B_ C_ D_ E_ F_ OPEN_ OTHER_</p> <p>If other, please explain: _____</p>
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<b>OFFICE USE ONLY</b>		
Field Lights Fee:	Receipt:	Date:
25% Reservation Fee:	Receipt:	Date:
Remaining Balance:	Receipt:	Date:
Deposit Fee:	Receipt:	Date:

**BALLFIELDS CHECKOUT (If Applicable):**

Date of walk through prior to the Tournament: \_\_\_\_\_

Date of walk through after the Tournament: \_\_\_\_\_

Item	Before Event	After Event	<b>Fee if Lost</b>
1. Keys	_____	_____	\$25.00 per key
2. Locks	_____	_____	\$15.00 per lock
3. Landscape Rake	_____	_____	\$75.00
4. Rake	_____	_____	\$45.00
5. Shovel	_____	_____	\$40.00
6. Hose	_____	_____	\$100.00
7. Drag	_____	_____	\$350.00
8. Liner	_____	_____	\$400.00

<b>Additional Damage Fees will be charged for the following</b>	
1. Scoreboard Left on	\$50.00
2. Press Boxes/Maintenance Building Left Unlocked	\$25.00
3. Ground Equipment Not Secured in Maintenance Building	\$25.00
4. Liners Damaged	\$100.00
5. Drag Left Out	\$50.00
6. Cart-Left On- Battery Runs Down	\$25.00
7. Putting Additional Materials on Infields w/out approval	\$200.00
8. Failure to Leave Facility in a Clean and Orderly Condition	\$300.00
9. Scoreboard Keypads Missing	\$250.00
10. Outfield Lights Left On	\$100.00/per Field

I HAVE READ AND UNDERSTAND THE FEES FOR ABOVE DAMAGES RESULTING FROM FACILITY USAGE. I FURTHER AGREE TO COMPLY WITH THE RATES AS INDICATED AND WILL PAY FOR ANY DAMAGES ABOVE AND BEYOND THOSE LISTED ABOVE.

\_\_\_\_\_  
**\*DIRECTOR SIGNATURE**

\_\_\_\_\_  
**DATE**

## BALLFIELD FACILITY USE RESPONSIBILITIES

1. **One week prior to Tournament Date, it is the responsibility of the Tournament Director to schedule a meeting with the Parks Manager, Brandon Peterson – [bpeterson@cheyennecity.org](mailto:bpeterson@cheyennecity.org).** The purpose of this meeting will be to review where equipment is located, how to operate equipment, review all items the event director will be responsible for, and to verify condition of the complex/field.
2. It is agreed that the event dates hereby approved may be cancelled by the City of Cheyenne Programs & Facilities Division due to the priority of league make up games.
3. The Tournament Director shall be responsible for replacement of any equipment damaged, lost, or destroyed. The damage deposit will be used for this purpose. Any cost that exceeds this amount will be the responsibility of the Tournament Director.
4. The Tournament Director agrees to comply with the following general rules and regulations.
  - a. Posted rules and regulations of facilities.
  - b. Parking
    - i. Lions: No vehicles inside of fenced area except the Tournament Director (2 maximum) and Community Recreation & Events Personnel.
    - ii. Brimmer: No vehicles allowed inside service area except Tournament Director (2 maximum), Community Recreation & Events Personnel, umpires, & scorekeepers.
    - iii. All other fields: All vehicles must be parked in a designated parking spot.
  - c. The Tournament Director shall be responsible for spectator supervision, including but not limited to unauthorized alcoholic beverages, disorderly conduct and can bar or evict person(s) from the facility. If the person(s) causing problems do not follow the request to leave the facility, it is the responsibility of the Tournament Director to call the proper authorities.
  - d. Alcohol is allowed with the proper permits and insurance that is available through the City Clerk's Division; all permits must be visible throughout the event. 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.
  - e. **Tournament Director will be responsible for renting extra dumpsters/pick-up times by Sanitation if necessary and renting porta-potties if necessary. Fees for these services will be determined by the City's Sanitation Department and the private contractor supplying porta-potties. Note: Sanitation will charge a late fee if not notified 2 weeks before the tournament.**
  - f. If inclement weather prevails, possible adjustments of starting game times will be necessary. No first game will start unless approved by the Tournament Director. No materials (except water) shall be put on or removed from any infield. Water from the field must be removed with a pump, shovel, and bucket. **ABSOLUTELY NO SWEEPING OF WATER OFF ANY FIELD.**
  - g. Once the event is under way, the Tournament Director shall supervise all field maintenance and assume sole authority to delay or stop games in progress in order to prevent field damage or injury to participants.
  - h. The Tournament Director shall be responsible for opening and closing gates (if applicable at Facility), unlocking, and locking score boxes, turning on and off field lights (including scoreboards), and locking up.
  - i. The Tournament Director is responsible for any gate admissions to be charged, as well as securing the compensating umpires and scorekeepers as needed. The Tournament Director is responsible for all event supplies and personnel.
5. The Tournament Director is responsible for leaving the facility in a clean and orderly condition. This includes trash pick-up, cleaning in and around dugouts, bleachers, restrooms, score boxes, parking lots, and the proper storage of any equipment used.
6. **The Tournament Director must schedule a meeting with the Programs & Facilities Manager before he/she may claim the damage deposit refund following the events conclusion.**

I HAVE READ AND UNDERSTAND THE RESPONSIBILITIES OF BEING A TOURNAMENT DIRECTOR. I FURTHER AGREE TO COMPLY WITH WHAT IS LISTED ABOVE.

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**\*DIRECTOR SIGNATURE**

**DATE**

**RESERVATION POLICIES**

1. Processing procedures:
  - a. The Community Recreation & Events Department reserves the right to reserve dates further in advance where circumstances dictate.
2. Fees: (Please make checks payable to the City Treasurer)
  - **Field Use            \$100.00 per field/per day not to exceed 12 hours (if 12 hours is exceeded: \$45.00 each additional hour will be added or \$100.00 for another 12 hours for a 24/36-hour tournament)**
  - **Lights                \$50.00 per field/per day**
  - **Damage Deposit    \$300.00 per tournament**
  - Separate checks are required for above fees.
  - 25% of total tournament fee will be due at the time of reservation. **The 25% to reserve a tournament is NON-REFUNDABLE if tournament is cancelled.**
  - The remaining balance and the separate (refundable) damage deposit will be due **5 business days before the tournament (unless approved by the Programs & Facilities Manager).**

If payment is not received one week prior to the reservation, the Community Recreation & Events Department reserves the right to cancel the reservation. In cases of non-profits, final payment will be due the next business day following the tournament.

Payment of Fees entitles use of the following: Facility keys, exclusive facility use, maintenance equipment, & one field prep before your tournament starts - **if the field needs to be prepped the day of your tournament, the game start time needs to be at 9:00 a.m.**

This form must be available for reservation verification during usage and is valid only when an authorizing signature of a Programs & Facilities Division official. Director will be notified by the Programs & Facilities Division when their request has been approved/denied.

**CITY OF CHEYENNE  
INDEMNIFICATION, RELEASE AND HOLD HARMLESS**

**The undersigned waives, releases, and agrees to indemnify and hold harmless the City of Cheyenne and the Community Recreation & Events Department and their officers, agents, employees, successors and assigns from any cause of action, claims, or demands by and on behalf of any person or entity arising out of or resulting from the undersigned’s conduct or action of the user, its employees, agents or the participants which may occur during approved events at the City of Cheyenne Athletic Facilities. This waiver and release apply to any negligence on the part of the City of Cheyenne, its officers, employees, and volunteers, and I agree not to initiate any legal proceedings against the City of Cheyenne, its officers, employees, and volunteers.**

**PRINTED NAME**

**SIGNATURE**

**DATE**

