

LEESVILLE RECREATION COMPLEX

Sports Fields

263 H.M. Stephens Blvd.
Leesville, LA 71446
337-239-2444



Operational Policies & Fees

Rental Application

Contact Information:

Patti Larney, City Administrator
Grant Bush, Community Development Director

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(337) 239-2444
www.LeesvilleLA.gov

Last Update November 15, 2022



Leesville, LA Sports Complex

Baseball/Softball Complex Layout Plan #3

Date: August 3, 2022
Scale: 1" = 120'



Dwg. No. 0801841



Photo used with permission, courtesy of GeoSurfaces.com

SPORTS FIELD DESCRIPTIONS

BASEBALL / SOFTBALL

The complex offers five baseball fields, a central concession stand building with bathrooms and an upstairs press box/break room. A large parking area is available that is accessible to all fields.

Each baseball/softball field is lighted, has two sets of covered bleachers and a lighted scoreboard.

FIELD DESCRIPTIONS:

Field 1	Baseball only	Permanent mound
Field 2	Baseball and/or Softball	Portable mound
Field 3	Softball only	Grass infield
Field 4	Softball only	Dirt infield / no mound
Field 5	High School Baseball	Permanent mound

SOCCER:

There are four soccer fields with a dedicated concession stand and bathrooms, portable goals with no lights and no permanent seating.

GUIDELINES FOR FACILITY USAGE:

The City of Leesville reserves the right to determine which team will take precedence over another.

All facilities will be managed in a manner that will maximize recreational use, efficiency and revenue generation.

1. Local School Teams – pre-season, league and post-season games; district, regional and state play-off games
2. Community Youth Leagues and tournaments – Wee Ball, T-Ball, Boys Baseball, Girls Softball
3. Contracted games, leagues or tournaments
4. Recreational Leagues
5. General Public

CANCELLATIONS:

The City of Leesville reserves the right to cancel a reservation due to any of the following reasons:

- User groups who violate rules and regulations.
- Severe weather
- Unforeseen, extenuating circumstances

FACILITY RULES/REGULATIONS:

All facilities of the City of Leesville are open to all citizens regardless of race, sex, color, religion, national origin or handicap.

Fields are available for local team practices, but you must call the City of Leesville at 337-404-4078 prior to using any field. Practices may only be scheduled one month in advance. They will not be allowed during tournaments where an admission fee is being charged, even if your field is not being used.

All facilities are subject to closure during maintenance.

Parking is allowed in designated areas only. All vehicles improperly parked at the facility are subject to being towed at owner's expense.

Absolutely no driving on any of the fields for any reason.

Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the City of Leesville. Signs with inappropriate content are subject to removal at the discretion of the City. They also may not block the public's view, cause a distraction or obscure any facility sponsor signage.

Tents, canopies and other temporary structures are permitted in designated areas only, which may vary based on the type of event or activity. You may be forced to move it, so it's best to check with event officials first.

ITEMS / ACTIONS that are PROHIBITED on COMPLEX PREMISES:

The following items/actions are not allowed on City of Leesville premises:

- Firearms
- Alcoholic Beverages
- Illegal / Recreational Drugs
- Glass Containers
- Personal Coolers
- Littering
- Unauthorized Vehicles inside the Complex
- Pets
- Bicycles, Rollerblades, Skateboards, Scooters, etc.
- Fence Climbing or Jumping
- Hitting balls against the fences
- Throwing or hitting balls outside the field areas
- Using fields that aren't included in your agreement
- Driving on the fields
- Overnight parking or camping
- Advertising, marketing, or soliciting without prior written approval by the City of Leesville.

Any person acting in a disorderly or unsafe manner will be immediately removed from the premises.

Unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. City of Leesville representatives have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate behavior includes, but is not limited to:

- Physically or verbally threatening the well-being of an umpire, competitor, spectator or City employee
- Addressing an umpire, competitor, spectator or City employee in a disrespectful manner
- Fighting and/or aggressive behavior
- Use of vulgar language, inappropriate gestures
- Endangering actions (e.g., throwing equipment, etc.)
- Intoxication
- Vandalism

FEES and CHARGES for BASEBALL/SOFTBALL FIELD RENTAL:

Type Organization	Cost	Additional Charges
Youth Leagues	\$1200.00 / year	
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concessions • Field Maintenance to include dragging the field, lining and base placement, as needed • Lights, as needed • Bathroom supplies and trash bags • Facility clean-up <p>League will provide:</p> <ul style="list-style-type: none"> • Officials 		
Summer Youth Pre- and Post-Season Tournaments	\$500 / event	
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concessions • Field Maintenance to include dragging the field, lining and base placement, as needed • Lights, as needed • Bathroom supplies and trash bags • Facility clean-up <p>League will provide:</p> <ul style="list-style-type: none"> • Officials 		
Recreational Leagues	\$600.00 / year	
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concessions • Field Maintenance to include dragging the field prior to first game. • Lining the fields once per event • Lights, as needed • Bathroom supplies and trash bags <p>League will provide:</p> <ul style="list-style-type: none"> • Officials 		

Travel Teams	\$750.00 / weekend tournament	
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concessions • Field Maintenance to include dragging the field, lining and base placement, as needed • Lights, as needed • Bathroom supplies and trash bags • Facility clean-up <p>City of Leesville will not provide:</p> <ul style="list-style-type: none"> • Officials 		
Travel Team using Concession	\$1,000 / weekend tournament	\$100 Damage/Clean-up Fee Refundable
<p>*MIGHT NOT BE AVAILABLE ON THE DATE(S) REQUESTED.</p> <p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concession Stand with equipment, but no supplies or merchandise • Field Maintenance to include dragging the field, lining and base placement, as needed • Lights, as needed • Bathroom supplies and trash bags • Outside facility clean-up <p>City of Leesville will not provide:</p> <ul style="list-style-type: none"> • Officials <p>Tournament Organizer agrees to:</p> <ul style="list-style-type: none"> • Clean Concession Stand and all equipment used • Bag up garbage from inside the concession stand and stack it neatly outside <p>If the facility is not properly cleaned or if any equipment is damaged or missing, the deposit will be retained and additional fees may apply.</p>		
Community Tournaments	\$75.00 / field per day	\$100 Damage/Clean-up Fee Refundable
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Dragging the field prior to start of event • Lining the fields once per event • Concessions [if requested] • Bathroom supplies and trash bags • Pick up of bagged trash after the event has ended <p>City of Leesville will not provide:</p> <ul style="list-style-type: none"> • Officials 		

Tournament Organizer agrees to:

- Pick up all garbage after the event and place it in trash bags which should be stacked neatly near the concession stand
- Return any borrowed equipment

At the time rental begins, the organizer assumes all maintenance and clean-up duties during and after the event. If the facility is not cleaned or if any equipment is damaged or missing, the deposit will be retained and additional fees may apply.

Use of Concession Stand for Incrediball/Non-Profit Tourney

\$100 / day

\$100 Damage/Clean-up Fee Refundable

***MIGHT NOT BE AVAILABLE ON THE DATE(S) REQUESTED.**

City of Leesville will provide:

- Concession Stand with equipment, but no supplies

Tournament Organizer agrees to:

- Clean Concession Stand and all equipment
- Bag up garbage from inside the concession stand and stack it neatly outside

If the facility is not properly cleaned or if any equipment has been damaged or is missing, the deposit will be retained and additional fees may apply.

FEES and CHARGES for SOCCER FIELDS

Youth League	\$250 / Season	
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concessions • Field Maintenance to include lining and goal placement • Bathroom supplies and trash bags • Facility clean-up 		
Pre- and Post-Season Tournaments	\$500 / event	
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concessions • Field Maintenance to include lining and goal placement, as needed • Bathroom supplies and trash bags • Facility clean-up 		
Community Tournaments	\$25 per field / day	\$100 Clean-Up / Damage Deposit Refundable
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Equipment to line the fields and one (1) bag of lime per field • Goals to be placed by organizer • Concessions [if requested] • Bathroom supplies and trash bags • Pick-up of bagged trash after the event has ended <p>Tournament Organizer agrees to:</p> <ul style="list-style-type: none"> • Provide proof of 501c(3) status or fundraiser goal/recipient • Pick up all garbage after the event and place it in trash bags which can be stacked neatly near the concession stand • Return any borrowed equipment <p>At the time rental begins, the organizer assumes all maintenance and clean-up duties during and after the event. If the facility is not cleaned or if any equipment is damaged or missing, the deposit will be retained and additional fees may apply.</p>		

Use of Concession Stand for Community Soccer Event	\$100 / day	\$100 Damage/Clean-up Fee Refundable
<p>City of Leesville will provide:</p> <ul style="list-style-type: none"> • Concession Stand with equipment, but no supplies <p>Tourney Organizer agrees to:</p> <ul style="list-style-type: none"> • Clean Concession Stand and all equipment • Bag up garbage from inside the concession stand and stack it neatly outside <p>If the facility is not properly cleaned or if any equipment has been damaged or is missing, the deposit will be retained and additional fees may apply.</p>		

RESPONSIBILITIES OF THE ORGANIZER:

All teams, leagues and tournament coordinators wishing to use the sports fields for events must complete an application, provide insurance documents, and pay the appropriate fees at least five (5) days prior to the event. The tournament organizer must also provide a game schedule/bracket showing dates, times, and fields to be used prior to the event.

Large events may require parking attendants to direct event traffic. In those cases, event organizer may be required to pay for City policemen, who will direct the traffic.

It is the responsibility of the organizer to ensure the facility rules and regulations are adhered to, not only by players, but also by spectators who may attend. It is suggested that each team captain/coach be given a copy of facility regulations so they can assist with maintaining order, however it remains the responsibility of the organizer, who should supervise all proceedings throughout the facility during the scheduled event.

INSURANCE & INDEMNITY REQUIREMENTS:

A certificate of insurance must be provided prior to any rental event. *Exceptions to this rule may be made ONLY with the Mayor or City Administrator's approval (i.e., non-profits, church teams, practice teams, etc.)*

HOLD HARMLESS:

User shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

INSURANCE:

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the Premises.

User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

User shall provide a certificate of insurance evidencing: General Liability insurance covering premises, products-completed operations and contractual liability. The City shall be named as an insured on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$500,000 each occurrence, \$500,000 general aggregate. The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Lessee's insurance and shall not contribute with it.

ACCIDENT REPORT FORM

In the event of an accident, the organizer is required to fill out an *Accident Report Form* and submit it to the City of Leesville, or its Parks and Recreation Supervisor, as soon as possible.

Location: Leesville Recreation Complex
Address: 508 South 5th St., Leesville, LA

Contact Person: Patti Larney, City Administrator
Phone: (337) 239-2444

PLACE OF ACCIDENT		
Specific Site of Accident:		Date of Accident:
Time:	Weather:	Lighting:
Condition of Site/Hazards Present:		
PERSONS INJURED		
Name:		Phone (Home):
DOB:		Phone (Work):
Address:		City, State, Zip:
Name of Parent/Guardian:		
Description of Injured Party (Include any pertinent factors -- height, weight, clothes, shoes, glasses, disabilities, etc.):		
Nature and Extent of Injury:		
Medical Aid Offered or Rendered:		
By Whom:		Phone:
Address:		City, State, Zip:
PROPERTY DAMAGE		
Nature and Extent:		
Person Involved:		
Address:		City, State, Zip:
Others Involved:		
DESCRIPTION OF ACCIDENT/INCIDENT		
NAMES & ADDRESSES OF WITNESSES		
Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:
NAME of PERSON COMPLETING FORM		
Name:	Address:	Phone:

Any person who, with the Intent to injure, defraud or deceive any insurance company, submits a statement of claim containing false, incomplete, or misleading information may be subject to criminal and/or civil penalties.

City of Leesville

Recreation Complex

Facility Rental Application



CONTACT INFORMATION:

Name of Event:	
Primary Rental Contact:	
Home Phone:	Cell Phone:
Mailing Address:	City, State, Zip:
Email:	
Sponsoring Organization:	
On-Site Coordinator:	Cell Phone:

EVENT DETAILS:

Beginning Date:	Ending Date:
Day(s) of week requested:	
Games will repeat (circle one): One Day/Weekend Event Every Week	
Estimated number of participants:	Participant's Ages:

FACILITIES / SERVICES REQUESTED:

Baseball / Softball	Soccer
<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 1
<input type="checkbox"/> Field 2	<input type="checkbox"/> Field 2
<input type="checkbox"/> Field 3	<input type="checkbox"/> Field 3
<input type="checkbox"/> Field 4	<input type="checkbox"/> Field 4
<input type="checkbox"/> Field 5	<input type="checkbox"/> Concession Add-On
<input type="checkbox"/> Concession Add-On	<input type="checkbox"/> Request City to provide Concession Stand
<input type="checkbox"/> Request City to provide Concession Stand	

Select all that apply:	Price:	Amount Due:
<input type="checkbox"/> Baseball/Softball Youth League	\$1200.00 per year	
<input type="checkbox"/> Summer Youth Pre- Season Tournament	\$500.00 per year	
<input type="checkbox"/> Summer Youth Post- Season Tournament	\$500.00 per year	
<input type="checkbox"/> Church League	\$600.00 per year	
<input type="checkbox"/> Travel Team Tournament	\$750.00 per event	
<input type="checkbox"/> Travel Team Tournament w/Concession Stand *	\$1,000 per event	
<input type="checkbox"/> Community Tournament *	\$75 / field / day	
<input type="checkbox"/> Concession Add-On *	\$100 per day	
<input type="checkbox"/> Soccer Youth League	\$250 per season	
<input type="checkbox"/> Soccer Youth Pre-/Post-Season Tourney	\$25 / field / day	
<input type="checkbox"/> Soccer Community/Fundraiser Tournament *	\$100 per day	
TOTAL AMOUNT DUE for PAYMENT:		
TOTAL AMOUNT DUE for DEPOSIT (add one for each item marked with *)	\$100 X _____ =	

Please make Checks or Money Orders payable to: City of Leesville, 508 South 5th St., Leesville, LA 71446
If deposit is required, it should be paid with a separate check so that we can return it, uncashed, after event has concluded.

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies listed on this form as they pertain to the requested usage. By signing this application, the applicant indicates they are authorized to sign on behalf of the group listed above and will agree to follow all rules and regulations within this document. This permit is not transferable and is revocable at any time at the absolute discretion of the City of Leesville.

Signature _____

Printed Name _____

Date _____

OFFICE USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> Completed Rental Agreement Received | <input type="checkbox"/> Rental Payment Received |
| <input type="checkbox"/> Certificate of Insurance Received | <input type="checkbox"/> Deposit Payment Received |
| <input type="checkbox"/> For Non-Profit Only – Proof of 501 (c) status | <input type="checkbox"/> Approved by City of Leesville |

Approved by: _____