



Kettering Field Softball Complex and Howell Field Facility Rental and Usage Policy

The following is the City of Dayton, Department of Recreation Facility Rental and Usage Policy for Kettering Field Softball Complex (KFC) and Howell Field. The purpose of these policies and procedures is to assure fair and equitable treatment of all facility requests. Along with that, Recreation wants to make sure that all renters and City of Dayton obligations are understood and successfully met.

A. AVAILABILITY

- a. Kettering Field Softball Complex has a total of 16 fields available for practices and games.
- b. Rental season is April – October. (Weather permitting)
- c. The hours of availability are 8am – 12am daily, hours extending past these parameters will incur extra fees
- d. Priority order for reservations:
 - i. Recreation Events and Programs
 - ii. City of Dayton Events and Programs
 - iii. City Partner Organizations
 - iv. Interscholastic Events (OHSAA sanctioned)
 - v. Long-Term Renters
 - vi. National Level Sanctioned Events
 - vii. State Level Sanctioned Events
 - viii. Local Level Sanctioned Event
 - ix. Youth Sports Organization
 - x. Adult Sports Organization

B. DAILY RENTAL RATES

- a. All diamonds are \$100 per diamond per day for games
- b. The \$100 fee includes:
 - i. Grooming of infield and outfield.
 - ii. Placing Bases
 - iii. Baselineing
 - iv. Maintenance Crew on site for duration of rental.
- c. Field Lights are \$15 per hour, per diamond
 - i. Light fees charged at the top of each hour (ex. Light usage from 9pm-10:15pm, will be charge as two hours)



- d. Practice time on diamonds is \$25 per day, per field
 - i. The \$25 fee includes only the field
 - 1. Bases and pitching rubbers will not be moved
 - 2. Fields will not be lined or dragged outside of normal maintenance
 - 3. No maintenance staff is included in this fee
- e. Any additional requests or modifications to diamonds must be approved by the Recreation Department. These request and modification are subject to additional charges.
- f. No Refunds will be made for events cancelled by renter
- g. In the case of rain or inclement weather, efforts will be made to finish events already underway. This may include but is not limited to postponements or rescheduling.
- h. Tournaments that run pass midnight will be charged an overtime fee of \$50 per hour/part of hour, per diamond.

C. CONCESSIONS

- a. The City of Dayton reserves the right to operate all food and beverage concessions during tournaments. NO EXCEPTIONS.

D. ADMISSION/PARKING FEES

- a. If your tournament charges an admission fee into Kettering Fields or Howell Field, there will be an additional fee of \$100/day charged.
- b. This fee must be paid with all other fixed fees.
- c. Failure to acknowledge admission fees or failure to submit admission fee payment will result in \$100 late fee and may result in loss of future reservations
- d. The City of Dayton reserves the right to charge parking fees during any program or event. NO EXCEPTIONS.

E. SECURING RENTAL DATES

- a. All submissions for rental dates must be submitted no later than 30 days prior to requested date
- b. Renters will be notified within three business days as to whether their rental submission has been approved or denied.
- c. Renters will submit a \$25 Deposit Payment for each diamond they request no later than 30 days prior to rental date.
 - i. Rental deposit payment is non-refundable but will be applied to each field rental fee.



- ii. Failure to submit Deposit Payment by deadline will result in forfeiture of rental date. NO EXCEPTIONS

- d. Any team or individual interested in reserving a tournament weekend or field rental must submit a Facility Rental Agreement Form through the process above. Please submit all completed forms via email to sports@daytonohio.gov. You may also mail or drop off any request to the following address:

Attn: Sports Division
City of Dayton
101 West Third Street, Mezzanine Level
Dayton, Ohio 45402

- e. All teams in a tournament must be sanctioned and the tournament director must provide proof of liability insurance that must meet a minimum of \$1,000,000.00. Said coverage is to name the City of Dayton as the Additional Insured or Co-Insured. Whichever is permissible by the insuring agent and provide the most coverage for the City of Dayton. The policy must cover all activities related to the rental, including set up and tear down.
- f. All facility rentals and field assignments are at the sole discretion of the City of Dayton and the City reserves the right to cancel, change, or modify any rental at any time.

F. Final Payments

- a. All fixed fees and charges must be paid in full seventy-two hours before the schedule start of the of rental.
 - i. There will be an additional \$100 late fee charge for payments made after 5 business days.
- b. All variable fees and additional charges (including, but not limited to extra fields, light usage, etc.) will be invoiced the following business day after an event and must be paid within 5 business days. Failure to comply with this policy may result in the loss of future rentals already scheduled.
- c. No Renter with an outstanding or past due balance will be permitted to reserve a date or field until the balance is paid off.

G. LONG-TERM RENTALS

- a. A contract will be created for any team or individual requesting to reserve any courts for an entire season. Please contact the Recreation Department at (937)333-8400 to learn more.

H. PARK RULES

- a. It is the responsibility of the Tournament Director or Renter to enforce and uphold all park rules during their event.



- b. Failure to do so can and may result in forfeiture of future dates and loss of deposit.
- c. Park Rules:
 - i. No outside food, drinks (including alcoholic beverages) or coolers may be carried into the facility.
 - ii. No smoking, vaping or tobacco usage allowed.
 - iii. No firearms allowed.
 - iv. No glass containers allowed.
 - v. No pets allowed.
 - vi. No bicycles, scooters, skateboards, hoverboards or skates allowed.
 - vii. Adult supervision required for children under the age of 12.
 - viii. All other Posted Rules and Regulations

If there are any additional questions, comments, or concerns, please feel free to contact our staff at (937) 333-8400.