



City of Mason Athletic Complex Usage Policy

The City has established this Athletic Complex Usage Policy to provide the framework to accommodate the high demand for Mason's athletic complexes and enable organizations an opportunity to use those facilities in an equitable manner.

Please note the following for the 2021 Season.

- The multipurpose field area at Heritage Oak Park will not be available for sports programming or events in 2021 as the City continues the revitalization of the park. Please consider this information when completing your request for 2021.
- The Mason Municipal Aquatic Center is currently under construction at Corwin M. Nixon Park. Bike paths, restroom facilities and parking surrounding the construction zone will be impacted and limited. Construction is projected to be complete in 2022. Certain areas of the venue will be available as rental space in 2021. Pricing details will be available in the spring of 2021.

Request Procedures & Policy

The following procedures apply for scheduling athletic complexes:

1. Organizations are asked to submit requests via the Athletic Complex Request Form.
2. Forms should be submitted by mail or email no later than Friday, January 22, 2021 to:

Mail: City of Mason
Attention: Field and Event Scheduling
6050 Mason Montgomery Road
Mason, OH 45040
Email: dchambers@masonoh.org for Events or fblewitt@masonoh.org for Field Scheduling
3. Fields are available beginning April 1 until October 31 of each year. Requests for fields before or after these dates will be handled on a case-by-case basis and may be subject to added user fees.
4. **Priority in scheduling will always be given to groups with at least 65% of its participants and coaches that are City of Mason residents. A maximum of two coaches will be counted toward residency; teams under this requirement are subject to additional fees.**

Facilities will be scheduled using the following priority list approved by the City of Mason:

- 1) City of Mason acquired events and activities
- 2) Mason School District
- 3) Youth recreational organizations
- 4) Youth competitive organizations
- 5) Adult Recreational organizations
- 6) Adult Competitive organizations
- 7) Single teams



5. Requests for tournaments or special events will be reviewed using the park special event process.
6. All park facilities will be maintained at a basic level. Additional requests can be accommodated, please see the request form for more information.
7. Groups utilizing park facilities for games must provide City of Mason staff and Concessionaire staff a complete weekly game schedule prior to the start date for games. Field maintenance must follow City of Mason staff requirements.
8. The City of Mason reserves the right to postpone or cancel any field or event reservation due to inclement weather or field conditions in City of Mason parks. The City expects the organization will also use best judgement if inclement weather occurs during scheduled field time. Organizations will be responsible for any damage to the park facility or fields that occur during the allocated timeframe.
9. In an effort to maximize availability for Community Center Members, court space at Mason Community Center is not available on a rental or drop-in basis for youth sports teams when fields are closed due to inclement weather.

Community Center Members and daily users are not permitted to conduct private instruction on an individual or team basis, even if day passes are purchased or guest passes are used.

Any organized clinic, training or practice must be coordinated with staff at Mason Community Center.

Special requests may be accommodated, please email dchambers@masonoh.org or fblewitt@masonoh.org for consideration.

10. Violation of regulations in park or joint use areas may lead to groups and/or individuals being ejected or banned from further use of park areas.
11. Use of alcoholic beverages is strictly prohibited.
12. Permits for signs, tents and banners must be approved by the City of Mason prior to posting.
13. The email addresses, dchambers@masonoh.org and fblewitt@masonoh.org must be added to each organization's email lists for updates, schedule changes and organization information.
14. Passwords to view scheduling charts should be given to designated City of Mason staff members prior to usage of fields.
15. Charging a fee for parking in any Mason park is strictly prohibited. Organizations are permitted to charge a spectator gate fee as long as it does not restrict public access to park amenities.



**City of Mason
Athletic Complex Request**

Please complete this form and submit it to:

City of Mason
Attention: Field and Event Scheduling
6050 Mason-Montgomery Rd.
Mason, OH 45040

Name of Group Requesting Athletic Complex Space: _____

Group Representative Name: _____

Address: _____

Contact Phone #: _____

Email Address: _____

Park Requested: _____ Courts/Fields Requested: _____

Times Requested (if for more than one day please separate by day):

Day	Time Requested	Park/Field #'s	Request for service
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Date (s) Requested:

Beginning: _____ Ending: _____

I, _____ as a representative of _____, understand that
(Representative Name) (Group Requesting Usage)

This form is a request for use of the City of Mason parks and athletic complexes and associated joint use areas and not a guarantee of usage. In addition, I have received and understand the Park Athletic Complex Usage Policy; the park rules & regulations, and the City's inclement weather policy and agree that all representatives of the requesting group will abide by the stated policies. I further understand that failure to abide by these policies may lead to future requests for usage of complexes being denied. All assignments are subject to change.

(Group Representative Signature)

(Date)

Date Received in Office:

By: _____



City of Mason

Special Events, Field & Tournament Costs

Name of Event: _____ Number of People Expected: _____

Item	Number Requested	Price	Per	Total	Number Delivered	Number Returned
Field Use		\$50/\$20	game/hour			
Tournament Use		\$250	Per field/per day			
Field Lights		\$60	occurrence/ field			
Field Preparation		\$40	Field			
Drying Agent/Field Dirt		\$12	50 lb. bag			
Lifeguard Use		\$25	hour/guard			
Community Center Lobby*		\$250+	occurrence			
Traffic Barricades/ Signs		\$12	barricade			
Cones		\$3	cone			
Water Service		\$25	occurrence			
Electrical Service		\$25	occurrence			
Administration Fee		\$50	occurrence			
Dumpster Rental		\$425	occurrence			
Port-a-let Rental		\$100	piece			
Additional Trash Receptacles		\$8	piece			
Trash Receptacle Liners		\$1	piece			
Maintenance Assistance		\$80	hour/per staff (3 hr. min.)			
Police Officer		\$75	hour (3 hr. min.)			
Extra Duty Police Officer		\$48.75	hour (3 hr. min.)			
Fire/EMS on Duty (dedicated)		\$113	hour (4 hr. min.)			
After-hour Fire Inspection		\$67	hour (4 hr. min.)			
After-hour Electrical/ Building Inspection		\$80	hour (4 hr. min.)			
Total Due in Costs – must be received 14 days after the event	\$					
\$500 Deposit Check for events/tournaments; \$50 for single day rentals must be receive 14 days before the event	\$500/\$50					

- Labor hours may vary pending weather conditions. The City reserves the right to open and close fields as deemed necessary. Weather does dictate field availability, but it is our goal to try and accommodate the event when possible.
- If maintenance is needed, there will be a 3-hour minimum charge, plus overtime charge for maintenance on the weekend.
- The deposit check ensures all areas and equipment are properly cleaned and returned in good condition. Deposit checks are returned if areas are restored to original condition and equipment has been returned with original condition.
- **Please note that use of water-based paint on bike path or asphalt is strictly prohibited. Use of tape or chalk is acceptable.**
- *Use and rental rate of the Mason Community Center Lobby is subject to approval pending the time and date of the event.

Organization Signature: _____ Date: _____ Administration Signature: _____ Date: _____



Release, Indemnity and Insurance Requirements Agreement

Release and Indemnity:

The _____ shall indemnify, hold

(Name of Organization)

harmless and defend the City of Mason (OH), their elected and appointed officials, all employees, agents, all boards, commissions, and all volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which the City of Mason, their officers, employees, agents, all boards, commissions, and volunteers may incur or be required to pay, arising out of or by any act or omission on the part of the user, while occupying any City of Mason facility/property during any time members of the organization are utilizing said property/facility during the year of 2021.

The Release and Indemnity Agreement is given in consideration of the use of certain facilities owned by the City of Mason and shall include any and all expenses incurred by the City of Mason as a result of any such liability claims, actions, demands, and/or judgments, etc., including but not limited to attorney's fees and any costs associated herewith.

Insurance Requirements:

In connection with the use of the Property, _____

(Name of Organization)

shall obtain Commercial General Liability (CGL) Insurance Coverage, including athletic participants coverage (if applicable) in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury, personal injury and property damage. Said CGL policy shall be endorsed to name the City of Mason, its elected and appointed officials, all employees, agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof as additional insureds. Also, the CGL policy shall be endorsed to make the coverage primary and non-contributing as respects the additional insureds.

The Certificate of liability insurance must be presented to the city at least one week in advance of the event and indicate the necessary endorsements are in place to effect the coverage required herein. The certificate shall contain the following language:

"The following are Additional Insureds: The City of Mason, Ohio, its elected and appointed officials, all employees, agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing, or excess."

The City of Mason reserves the right to require complete certified copies of all insurance policies, including endorsements, required by these specifications at any time.

Representative's Name (please print)

Representative's Signature & Date

Witness Name

Witness Signature & Date



2021 Field and event blackout dates

- The multipurpose field area at Heritage Oak Park will not be available for sports programming or events in 2021 as the City continues the revitalization of the park. Please consider this information when completing your request for 2021.
- The Mason Municipal Aquatic Center is currently under construction at Corwin M. Nixon Park. Bike paths, restroom facilities and parking surrounding the construction zone will be impacted and limited. Construction is projected to be complete in 2022.

April 2021

- April 3, 2021: USSSA Baseball Tournament, Mason Sports Park
- April 10-11, 2021: Mason Amateur Baseball Tournament, Mason Sports Park
- April 17-18, 2021: USSSA Baseball Tournament, Mason Sports Park
- April 24-25, 2021: Mason Amateur Baseball Tournament, Mason Sports Park

May 2021

- May 1-2, 2021: Mason Amateur Baseball Tournament, Mason Sports Park
- May 8-9, 2021: USSSA Baseball Tournament, Mason Sports Park
- May 15-16, 2021: Mason Monarchs Baseball Tournament, Mason Sports Park
- May 21-23, 2021: USSSA Baseball Tournament, Mason Sports Park
- May 28-30, 2021: Mason Amateur Baseball Tournament, Mason Sports Park

June 2021

- June 5-6, 2021: Mason Amateur Baseball Tournament, Mason Sports Park
- June 10-13, 2021: Mason Amateur Baseball Tournament, Mason Sports Park
- June 18-20, 2021: OFC Heat Softball Tournament, Heritage Oak Park
- June 19-20, 2021: USSSA Baseball Tournament, Mason Sports Park
- June 24-27, 2021: Summer Slam, Mason Sports Park and Corwin Nixon Park

July 2021

- July 1-4, 2021: Kings Island Invitational, Mason Sports Park and Corwin Nixon Park
- July 3, 2021: Red, Rhythm and Boom, Heritage Oak Park, Corwin M. Nixon Park and Pine Hill Lakes Park
- July 8-11, 2021: USSSA Baseball Tournament, Mason Sports Park
- July 15-18, 2021: USSSA Baseball Tournament, Mason Sports Park
- July 24-25, 2021: Mason Amateur Baseball Tournament, Mason Sports Park
- July 30-Aug 1, 2021: USSSA Baseball Tournament, Mason Sports Park



August 2021

- August 6-8 Mason Amateur Baseball Tournament, Mason Sports Park

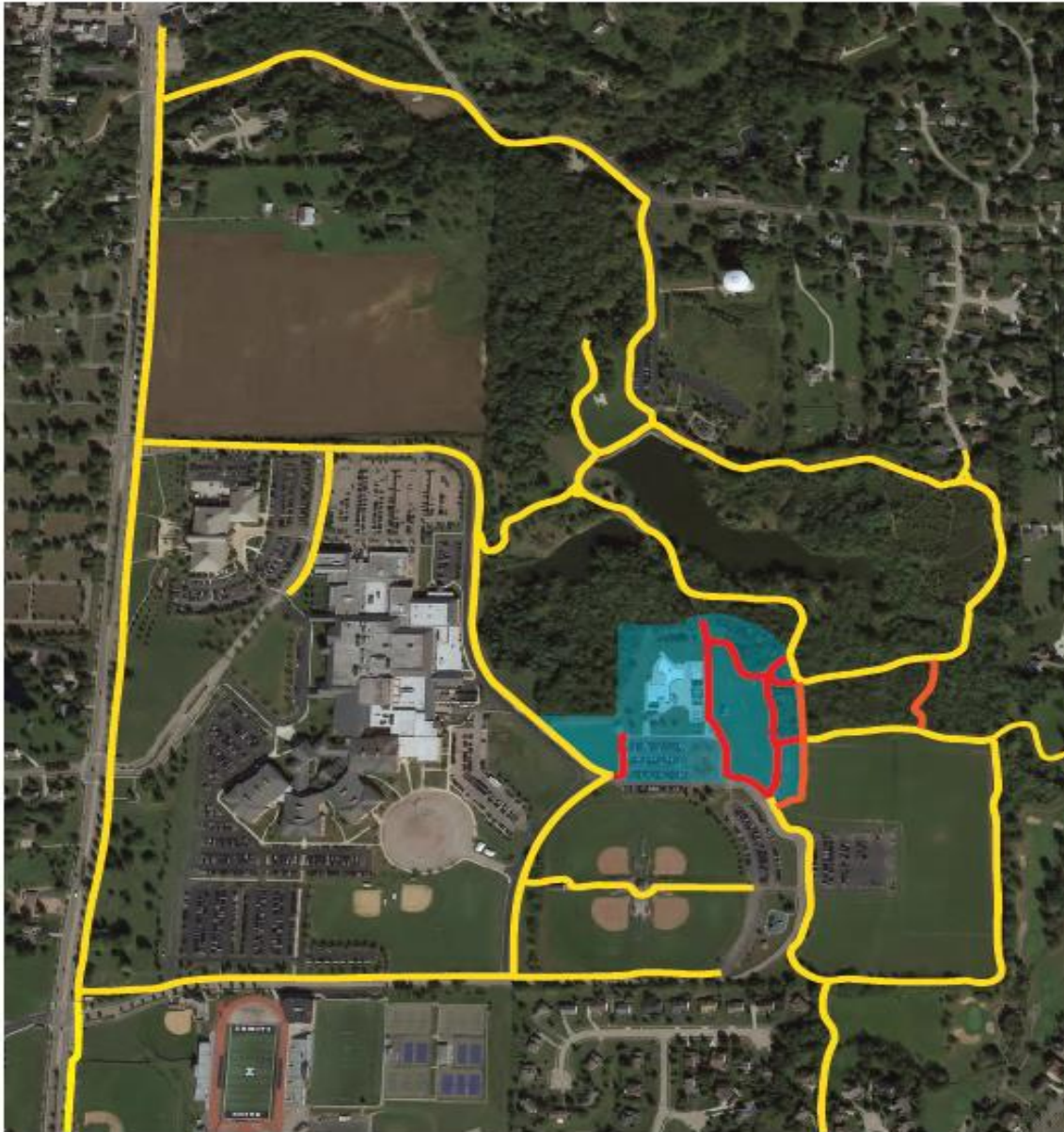
September 2021

- September 17-18- Mason Amateur Baseball Tournament, Mason Sports Park

October 2021

- October 9-10- Mason Amateur Baseball Tournament, Mason Sports Park
- October 23-24- Mason Amateur Baseball Tournament, Mason Sports Park

The map below indicates existing paths throughout the City of Mason and also indicates any paths effected by the Mason Municipal Aquatic Center construction.



- | | |
|---|---|
|  Existing Paved Path |  Mulch Path |
|  Existing Paved Path Impacted by Pool Construction |  Pool Constuction Site |