



Harker Heights Parks and Recreation Department

307 Miller's Crossing, Harker Heights, TX 76548

254-953-5657 (Office)

Email: hhathletics@harkerheights.gov

RENTAL APPLICATION FOR ATHLETIC FIELDS

APPLICANT/ORGANIZATION		TODAY'S DATE	
CONTACT NAME		TITLE WITHIN ORGANIZATION	
PHONE	EMAIL ADDRESS		
BILLING NAME/ADDRESS			
NAME OF CONTACT PERSON ON SITE		SITE SUPERVISOR CELL PHONE	
EVENT TYPE/SPORT		START DATE OF EVENT(S)	

Proposed Location(s): (circle all that apply)

Community Park Softball

Community Park Baseball

Summit Soccer Complex

Fees:

Rentals – Athletic Fields	HH Resident	Non-Resident
Security Deposit (refundable)	\$100	\$250
Rental Fee* (per field/2-hr block)	\$40	\$65
<small>*Light fee, field prep fee, and late fee listed under Other Fees on the fee table.</small>		
Rentals – Tournament Package	HH Resident	Non-Resident
Security Deposit (refundable after rental)	\$200	\$300
Rental Fee – Diamond Fields* (per four fields/per day)	\$700	\$800
<small>*Must rent all four fields for tournaments. Field prep included. Light fee and late fee listed under Other Fees on the fee table.</small>		
Rental Fee – Flat Fields* (per complex/per day)	\$700	\$800
<small>*Field prep included. Light fee and late fee listed under Other Fees on the fee table.</small>		
Rentals – Other Fees	HH Resident	Non-Resident
Lights (per field/per day) – charged if rental is after: 5:30p Oct.-Feb. or 7:30p March-Sept.	\$40	\$65
Field Prep Fee (per field/non-refundable) Field prep prior to rental per day Community – chalked lines, bases & pitching mounds movement/placing, temp fence installed Summit – field painted, goal placement	\$40 Included for Tournament	\$40 Included for Tournament
Late Fee for Non/Late Payments (per transaction)	\$50	\$50

*****FOR OFFICE USE ONLY*****

Reviewed by/Date	Rental Amt Due	Deposit Due	Walk-Through Date/Time
Approved by/Date	Date Rental Paid	Date Deposit Paid	Payment Method

Detailed Reservation Information

NUMBER OF FIELDS	START DATE	END DATE	START TIME	END TIME	COMMENTS

Describe in detail the type of activity:

(Type of event, age of participants, admission charges, field maintenance requests, etc.)

ATHLETIC FIELD RESERVATION PROCEDURES

1. All athletic field rental applications must be completed for each new athletic field rental.
2. The permit and the party responsible (person, 21 years of age or older, who officially rented the field) must be on-site when the field is being used.
3. **Athletic field facility rental request must be submitted on CivicRec or a facility rental application to athletic staff. Upon approval by Parks and Recreation staff, all rental fees and deposits must be paid in full for fields reservation to be confirmed for use.**
 - a. **ALL RESERVATIONS MUST BE MADE AT LEAST 72 BUSINESS HOURS IN ADVANCE** by requesting field rentals on CivicRec or turning in this rental application.
 - b. **TOURNAMENT RESERVATIONS MUST BE submitted; PAID and any Field dimension must be submitted NO LATER THAN 14 BUSINESS DAYS IN ADVANCE. If no field dimensions are not submitted, the only preparation will be done is bathroom and chalk/painting. (no exceptions.)**
4. Only the athletic fields approved by the Parks and Recreation Department can be utilized. If additional fields are used during the rental the numbers of fields used will be added to the account balance and will subtract from the deposit from the rental, prior to any other request put in.
 - a. **CLEAN UP:** All debris, decorations, litter, and garbage must be picked up and placed in garbage receptacles. If it is necessary for the city to provide cleaning services following the reserved activity, the permit holder may lose their deposit, **and the city will review whether to approve future use by the permit holder/ organization.**

ATHLETIC FIELD RENTAL POLICY

1. Harker Heights Parks and Recreation leagues and/or events will take priority over all private rentals.
2. All rentals are subject to approval by Harker Heights Parks and Recreation. **Once a rental request is submitted it may take up to 72 business hours to be approved. The decision on the rental will be emailed to the person that submitted rental request. Payment is due at that time. Failure to make payment 24 hours prior to the rental, the reservation will be cancelled, and an email notification will be sent of notification that the facility will not be opened.**
3. Athletic fields are to be used for the sport in which they were intended unless approved by Harker Heights Parks and Recreation Department.
4. No events may run later than 10:00pm without prior approval by the Parks and Recreation Department.
5. No apparatus or equipment may be located on the sports fields unless the use and location of equipment has received prior approval.
6. Private vehicles may NOT be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
7. **ALL park users must abide by ALL park rules.** The renter will be responsible for all people in the group or organization utilizing the athletic facility. Within the perimeters of Community Park or Summit Soccer Complex, for the safety of competitors and spectators, we ask that the following rules and regulations be observed: pets, skateboarding, roller blading, bike riding, glass containers, and overnight parking are not allowed.
8. **Renters must be cleared from fields by the end of designated rental time.**
9. All parking must be in designated parking areas only. **There is NO DRIVING ON ATHLETIC FIELDS. Failure to comply will result in the forfeiture of your deposit to the city.**
10. Admission charges, donation requests, or merchandise sales must have prior approval of the Parks and Recreation Department.
11. The City of Harker Heights Parks and Recreation Department reserves all concession rights, and the contracted concessionaire has the right to first refusal to operate the concession stand during all events. A full-service concession facility is on the premises with a contracted concessionaire available at no charge. For smaller events the Concessionaire will make the determination to open the concession stand. No additional selling or providing of food and beverages (including bottled water) within the park perimeters during an event is permitted without city approval. Outside organizations will not receive any profits from concession sales.
12. **No consumption of alcoholic beverages in or around the facilities (including all parking lots).**
 - a. Violation of this rule will incur forfeiture of deposit, and the organization must meet with staff before reserving fields for future use.
 - b. **Alcoholic beverages are not allowed AT ANY TIME.**
13. If you require assistance during your event, you may contact HHPRD during business hours (254-953-5657) or the Police Department during non-business hours (254-953-5400).

14. **All policies of the Field Use Permit Program are subject to the discretion of the City of Harker Heights Parks and Recreation Department. The Department reserves the right to modify or waive any policy as it deems necessary and in the best interest of the City.**
15. **NO SHOW**-Reservations that do not complete payment or no show without notification will lose deposit and may not be allowed future rentals as determined by Harker Heights Parks and Recreation.

DEPOSITS:

1. Any damage deemed by the Parks and Recreation Department to be due in part by the party reserving the field will result in forfeiture of deposit
2. Long term organization rental deposits will be paid at first rental or in October and will be refunded at last rental date or September.
3. Use of the facility for a purpose other than that specified on the facility use form will result in forfeiture of deposit,
4. No consumption of alcoholic beverages in or around the facilities (including all parking lots).
 - a. Violation of this rule will incur forfeiture of deposit, and the organization must meet with staff before reserving fields for future use.
5. **CLEAN UP:** All debris, decorations, litter, and garbage must be picked up and placed in garbage receptacles. If it is necessary for the city to provide cleaning services following the reserved activity, the permit holder may lose their deposit, **and the city will review whether to approve future use by the permit holder/ organization.**
6. All parking must be in designated parking areas only. **There is NO DRIVING ON ATHLETIC FIELDS. Failure to comply will result in the forfeiture of your deposit to the city.**

MAINTENANCE CLOSURES:

Athletic fields will be closed periodically throughout the year for rest and maintenance. Dates are subject to change due to uncontrollable variables. Dates will be determined by maintenance needs and will be communicated to the public by Harker Heights Parks and Recreation staff.

CANCELLATIONS/REFUNDS:

1. If you find it necessary to cancel your reservation, a written request is required prior to the rental, providing the following information: name of group, signature of applicant, date of intended use, address, and telephone number. This information may be emailed or brought in person to the Parks and Recreation Department. A partial or full refund will be issued, or a make-up date can be reserved depending on the information below
 - a. **FOR 2-hr BLOCK RENTALS**
 - i. **Less than 24 hours prior to rental, 100% of the fee will be forfeited, full deposit will be refunded.**
 - b. **FOR TOURNAMENTS**
 - i. **More than 14 days prior to date of reservation:**
 1. **The rental fee and deposit will be refunded.**
 - ii. **Less than 14 days, but more than 7 days prior to date of reservation:**
 1. **50% of the rental fee, plus full deposit, will be refunded.**
 - iii. **Less than 7 days prior to date of reservation:**
 1. **100% of rental fee will be forfeited, full deposit will be refunded.**
 - c. **Refunds will be issued for cancellations of inclement weather.**
 - i. **100% if entire tournament is cancelled.**
 - ii. **25% if tournament is able to play first full day of tournament.**
 - iii. **An alternative date can be scheduled depending on availability.**

INCLEMENT WEATHER

2. If there is inclement/rainy weather prior to a scheduled tournament a full refund will be granted if the tournament does not begin and is cancelled due to inclement weather.
 - a. **DO NOT ATTEMPT TO ACCESS ATHLETIC FACILITIES WHEN CLOSED. FAILURE TO COMPLY WILL RESULT OF LOST OF FULL DEPOSIT.**
 - b. Any field rentals cancelled due to weather will be credited to the account and be applied to the soonest athletic field with a balance.

Please initial you have read and understand the following:

PARKING

_____(initial)

For large groups of 150 or more, parking may become a problem. There is to be **NO PARKING** in the fire or emergency vehicle lanes. Parking in fire lanes, on grass, or athletic field boundaries will be ticketed.

GROUNDS

_____(initial)

Inflatables may be set up for parties or events but require a meeting two (2) days prior with our Grounds Supervisor to ensure proper placement and no interference with underground electrical or irrigation lines.

LARGE GROUPS

_____(initial)

Large groups of 200 and up must have a separate and clearly designated First Aid Station, so that in the event of an injury or emergency, the Police Department and Paramedics will be able to access and assist the victim(s).

To receive a deposit refund, the area must be clean, and trash must be bagged and taken to the dumpster after the event.

SOUND PERMIT

_____(initial)

Any group using amplified noise, such as speaker/microphone system, must reference Chapter 95: Noise regulations.

PARK RULES

_____(initial)

All trash must be disposed of properly at the conclusion of each permit period and carried to the dumpster.

- Barbecue pits are not allowed on or around fields.
- Please keep animals off playing fields and on leashes

- The responsibility for crowd control / discipline is assumed by the permit holder. All proceedings shall be orderly.

-Violations of any park ordinances may result in revocation of future reservation privileges.

- Athletic fields will be closed periodically throughout the year for rest and maintenance.

TOURNAMENTS

_____(initial)

-For tournaments, director or organization representative must meet with Parks and Recreation staff a minimum of four (4) days prior to tournament to review schedule and maintenance.

- Renter must provide a minimum \$1,000,000 general liability insurance policy listing the City of Harker Heights as an additional insured for date of event.

I have read and understand the Harker Heights Parks and Recreation Athletic Field Rental Policies and will adhere to these rules and regulations. Failure to adhere to these rules and regulations could result in forfeiture of deposit and revocation of future reservation privileges

SIGNATURE

DATE

Reminders:

A completed application is a request for use and is not an automatic rental approval.

ALL RESERVATIONS MUST BE MADE AT LEAST 72 BUSINESS HOURS IN ADVANCE by requesting field rentals on CivicRec or turning in this rental application.

TOURNAMENT RESERVATIONS MUST BE submitted; PAID and any Field dimension must be submitted NO LATER THAN 14 BUSINESS DAYS IN ADVANCE.

Once a rental request is submitted it may take up to 72 business hours to be approved. The decision on the rental will be emailed to the person that submitted rental request. Payment is due at that time. Failure to make payment 24 hours for 2-hour rentals and 14 business days for tournaments prior to the rental date, the reservation will be cancelled, and an email notification will be sent of notification that the facility will not be opened.

Upon approval by Parks and Recreation staff, all rental fees and deposits must be paid in full for fields reservation to be confirmed for use.

NO DRIVING ON ATHLETIC FIELDS

**DO NOT ATTEMPT TO ACCESS ATHLETIC FACILITIES WHEN CLOSED.
FAILURE TO COMPLY WILL RESULT OF LOST OF FULL DEPOSIT.**

CHAPTER 105: PARKS AND RECREATION

§ 105.03 GENERAL RULES AND REGULATIONS.

The following rules and regulations shall be in force in all parks of the City of Harker Heights located within or without the corporate limits of the city.

- (A) Injury to plants, improvements, etc. It shall be unlawful for any person to cut, deface, mark, pluck, injure, damage, or destroy any shrub, tree, plant, grass, turf, fountain, seat, fence, building, structure, ornament, monument, or any other natural or artificial improvement in a park. (See also § 131.02.)
- (B) Park facility use and program rates and other related charges. Park facility rental rates, program registration rates, and other related charges will be established by the City Council in the annual fee schedule.
- (C) Disposal of litter. It shall be unlawful for any person to deposit or discharge, or cause the deposit or discharge, of paper, glass, metal, litter, rubbish, waste, garbage, refuse or trash of any description on any park lawn, driveway, path, fountain, pond, stream, or other place except in receptacles provided for that purpose. (See also § 51.02.)
- (D) Commercial activity. It shall be unlawful for any person to engage in any commercial venture including offering to sell any goods, wares, merchandise or food, or render any service for hire or to solicit funds or donations of any item without the written permission of the Director.
- (E) Noise regulations. See Chapter 95.
- (F) Glass containers. It shall be unlawful for any person to use or possess in any form a glass container in any area situated within a park.
- (G) Fires. It shall be unlawful for any person to start or maintain an outdoor fire in any park, except for cooking fires which shall be started and maintained only in a stove, barbecue pit or in a portable camp stove. No person starting or maintaining any fire in a park shall leave the fire unattended without first completely extinguishing the fire.
- (H) Interference with other park users. It shall be unlawful for any person to recklessly and unreasonably prevent, disturb, disrupt, or interfere with the lawful use of a park by another person, or any lawful activity permitted within the park.
- (I) Disorderly conduct. See § 42.01 of the Tex. Penal Code, as amended.
- (J) Public nudity. It shall be unlawful for any person to appear in a state of nudity.

§ 105.04 RESTRICTED AREAS AND HOURS.

- (A) Hours. All parks located within the city are closed to the public each day from 11:00 p.m. until 5:00 a.m., unless otherwise permitted by the Director. In addition, any municipal park, section or part thereof may be declared closed to the public by the Director or a peace officer at any time and for any interval of time upon a temporary basis (daily or otherwise), either entirely or merely to certain uses as the Director or peace officer shall find reasonably necessary to manage, use, preserve and govern park property, buildings and activities.
- (B) Restricted areas. It shall be unlawful for any person to knowingly enter into or remain in or on a park or area designated by one or more posted signs as "restricted" or "closed."
- (C) Curfew in parks. See § 130.02.
- (D) It is an affirmative defense to prosecution under this section that at the time of the violation the person was lawfully attending a special event, activity, or program that was sponsored by the city or conducted in the park with written permission of the city.

§ 105.05 ALCOHOL.

- (A) It shall be unlawful for any person to knowingly possess or consume any alcoholic beverage, as defined by the Tex. Alcoholic Beverage Code, while in a park or a public street, public alley, or public parking lot adjacent to a park.
- (B) It is an affirmative defense to prosecution under division (A) of this section that:
 - (1) The alcoholic beverage was in a container with an unbroken seal or other evidence of having never been opened; or
 - (2) At the time and place of the alleged offense the possession or consumption was permitted by:
 - (a) A valid license issued by the Texas Alcoholic Beverage Commission; or
 - (b) A permit, lease or rental agreement granted by the city.

§ 105.06 ANIMALS.

- (A) It shall be unlawful for any person while in a park to:
 - (1) Knowingly frighten, annoy, injure, or attempt to frighten, annoy, or injure any animal, bird or reptile, or to remove or have possession of the young, eggs or nest of any animal, reptile or bird, or to capture or attempt to capture such animal, reptile or bird except with the consent of the owner thereof.
 - (2) Keep or permit an animal unless the same is attended and kept under the person's physical restraint at all times by means of a leash, cord, chain or enclosure. (See also § 90.36.)
 - (3) Without written permission of the Director, ride any animal in or upon a park area not specifically designated for such purpose. (See also § 90.06.)
 - (4) Tether or pasture, or allow or cause to be tethered or pastured, any animal in a park. (See also § 90.49.)
 - (5) Bring a dangerous dog (as that term is defined by § 90.01) onto park property.
 - (6) If the animal is required to be vaccinated against rabies, bring such animal onto park property without having in his or her immediate possession proof of such current vaccination.
 - (7) Fail to have in his or her possession such materials or implements as may be used immediately in a sanitary and lawful manner to remove and dispose of defecation, as required by § 90.05, by an animal under his or her ownership or control in a park.
- (B) Notwithstanding division (A) of this section, fishing shall be permitted in areas designated by the Director and subject to such conditions as may be imposed by the Director. In addition, the Director may authorize the capture or killing of any animal within a park as necessary to eliminate or minimize any nuisance or hazard to public health and safety, or to alleviate suffering.

§ 105.07 RECREATIONAL ACTIVITIES.

- (A) Practicing golf. It shall be unlawful for any person to practice golf in any portion of a park not specifically designated for that purpose.
- (B) Shooting sports. It shall be unlawful for any person to launch, fire or discharge any arrow, slingshot, firearm, or gun of any kind (including air guns and paintball guns) within or across any park area not specifically designated for that purpose. (See also § 130.44.)
- (C) Throwing sports. It shall be unlawful for any person to practice throwing a javelin, spear, knife, throwing star, shotput, discus, or other dangerous object within or across any park area not specifically designated for that purpose.
- (D) Drones, kites, model airplanes, etc. It shall be unlawful for any person to fly a kite, or propel or guide a drone, model airplane or rocket in any park area traversed by high voltage transmission lines.
- (E) Wading, swimming, or boating. It shall be unlawful for any person to wade, swim, bathe, or boat within any park area not specifically designated for that purpose.
- (F) Camping. It shall be unlawful for any person to camp overnight in a park without first obtaining a permit under this chapter.
- (G) Climbing. It shall be unlawful for any person to climb fences, buildings, or other structures in a park, except play equipment designated for that purpose.

§ 105.08 VEHICLES.

- (A) It shall be unlawful for any person to:
 - (1) Drive or operate any vehicle in, over or through any park area except upon drives, streets, boulevards or other areas designated for such purposes;
 - (2) Stop, stand or park any motor vehicle or to permit any such motor vehicle to so stop, stand or park within any park except within the limit lines of a designated parking stall or a passenger curb loading zone; or
 - (3) Wash a vehicle in any park or do routine maintenance in any park area not specifically designated for that purpose.
- (B) It is an affirmative defense to prosecution under division (A) of this section that the driving, stopping, standing, or parking was due to temporary mechanical failure of the vehicle, provided that as soon as reasonably possible the operator completed emergency repairs or summoned tow removal equipment, as appropriate.
- (C) The Director is authorized to establish time limits for the parking of motor vehicles within designated parking areas of the city's parks.
- (D) If any motor vehicle is found within any park in violation of this division and the identity of the operator of such vehicle cannot be determined:
 - (1) It is rebuttably presumed that the registered owner of the vehicle is the person who stopped, stood, or parked the vehicle at the time and place of the alleged offense; and
 - (2) The police may remove or impound the vehicle as provided by law.

§ 105.09 ADDITIONAL RULES.

- (A) The Director shall have the authority to adopt such additional rules as may be reasonably necessary to protect the safety of persons and property in parks, and to ensure that parks and recreation facilities are available for use on an orderly and non-discriminatory basis for those persons wishing to utilize those facilities.
- (B) Rules adopted by the Director pursuant to this section shall be conspicuously posted at the parks facilities to which they apply.

§ 105.98 ENFORCEMENT.

- (A) Compliance with rules and regulations of this chapter is a condition of the use of the public parks and recreation areas of the city, and all peace officers shall have the right and power to arrest any person who may violate any of the rules, regulations, orders, or requirements of any ordinance or general law relating to the maintenance of the parks located within or without the corporate limits of the city.
- (B) All park property owned and operated by the city shall be under the jurisdiction of the Police Department of the city, and all rules and regulations concerning said properties shall be enforced as provided herein.
- (C) The Director and park attendants may in connection with their duties diligently enforce the provisions of this chapter.
- (D) Proof of the fact that any device, sign, signal or marking designating or restricting any area of a park for particular hours, purposes, or uses was actually in place at any location in the city shall constitute prima facie evidence that the same was installed under the authority of law.
- (E) It is an affirmative defense to prosecution under this chapter that at the time and place of the alleged violation the person:
 - (1) Had obtained written permission from the city or the Director to engage in the activity for which the offense is charged;
 - (2) Was acting on instructions lawfully given by a peace officer, the Director, or a park attendant;
 - (3) Was an employee or contractor of the city, or other public official, acting in the course and scope of his or her official duties in performing the activity for which the offense is charged; or
 - (4) Was responding appropriately to an emergency involving a sudden or unexpected occurrence of a serious and urgent situation which requires immediate action to preserve life or property, including without limitation fire, natural disaster, an automobile accident, or seeking immediate medical treatment for any person.

§ 105.99 PENALTY.

- (A) Ejection. A person violating any provision of this chapter, or any rule adopted by the Director hereunder, may be ejected from a park by the Director, a peace officer, or any park attendant. It shall be unlawful for any person to remain in or on any park property after being instructed by the Director, a peace officer, or any park attendant to leave, and an unauthorized return or refusal to leave shall constitute a criminal trespass.
- (B) A violation of a provision of this chapter is an offense and shall be punishable upon conviction by a fine of not more than \$500. Unless otherwise expressly provided, a culpable mental state is not required for the commission of an offense under this chapter and need not be proved.

(Ord. 2019-34, passed 10-22)

COMMUNITY PARK ATHLETIC COMPLEX

- #1 (1) SOFTBALL
- #2 (1) SOFTBALL
- #3 (1) SOFTBALL
- #4 (1) SOFTBALL

- #5 (1) BASEBALL
- #6 (1) BASEBALL
- #7 (1) BASEBALL
- #8 (1) BASEBALL

ADDRESS: 1501 E. FM 2410



Summit Soccer Complex - 401 N. Amy Lane



SUMMIT SOCCER COMPLEX

- 11V11: FIELD 1-2
- 9V9: FIELD 4 & 5
- 7V7: FIELD 6-8
- 5V5: FIELD 9-11
- 4V4: FIELD 12-15
- ABILITY SOCCER: FIELD 16
- FOOTBALL FIELD 3

