**White House Parks & Recreation**

**Travel Team Sports Tournaments Checklist**

**Before we will grant access to our fields for tournaments the following checklist must be followed:**

* Teams must apply for a tournament at least 30 days prior to their desired tournament date
* No advertisements for tournaments are allowed until approval of the tournament
* A Certificate of Insurance in the amount of $1,000,000 General Liability naming the City of White House as an Additional Insured on the team's policy must be supplied before tournament approval (if not already on file)
* A 25% deposit is due one week after approval of tournament. The other 75% is due one week after tournament is held.
* Schedule must be supplied at least one week prior to tournament
* Fee: $100 per field/per day for baseball and softball
* This includes lining and dragging the fields one time for the day before the games begin
* Includes lights for any fields requested
* At the event producer’s request, additional field maintenance can be done for an additional $25 per field. Field conditioner/field dry is available at cost.

***A dumpster may be required to be purchased at the expense of the tournament organizer. This will be determined at the sole discretion of the Parks Department. Decision will be made based on past numbers for events or number of participants expected.***

***\*Failure to abide by this checklist may result in cancellation of tournament or refusal by our department to allow a particular tournament or tournament director to return for another tournament. \****