



CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT TOURNAMENT REQUEST FORM

ONLY ONE TOURNAMENT DATE PER FORM

PLEASE ALLOW 5-7 BUSINESS DAYS FOR A RESPONSE

TOURNAMENT REQUEST FORM			
DATE OF REQUEST			
Event			
Event /Tournament Name			
Date(s)			
Age(s)			
Park/Facilities (Fields)			
Park	Select One	Morris Frank Baseball	Morris Frank Softball Kit McConnico
How Many Fields			
Organization (Tournament Organizer or Director)			
Name			
Phone			
E-Mail			
Details of Event			
Example: (Gate Fee, Parking Lot Modifications, etc.)			
I understand this form is only a request and dates are subject to availability and approval.			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>By my signature, I affirm that I have read this document and will abide by all Lufkin Parks and Recreation rules and regulations contained herein regarding the use of Lufkin Parks and Recreation facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages. I also agree to indemnify and hold harmless from and against all claims, demands, liabilities, suits damages, costs and expenses of every kind and description, including penalties and reasonable attorney fees.</p> <p>I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.</p> <p>User: _____ Date: _____</p> <p>LPARD Staff _____ Date: _____</p>			

ADMIN USE ONLY ___APPROVED ___DENIED

REASON



Tournament Date Submission Policy – Effective May 2025

I. Date Requests

1. Submission Period: All tournament date requests must be submitted between September 1 and November 1.
2. First Right of Refusal: Returning tournament directors from the previous year will have the first opportunity to retain their dates.
3. All other date requests will be accepted on a first-come, first-served basis for any remaining available weekends.
4. Requests may only be made 364 days in advance.

II. Review & Approval

1. After all requests are received, the Parks & Recreation Department will review each application in accordance with the Priority System and the Good Standing Criteria:
 - a. Priority System
 - i. City League Tournaments & City-Sponsored Events – These events receive the highest priority when assigning tournament dates.
 - ii. High Economic Impact Events – Tournaments that generate substantial economic benefits for the community, such as large-scale regional or state competitions, are given priority consideration after City events.
 - iii. Standard Tournaments – Regular tournaments hosted by organizations or leagues are scheduled once higher-priority events have been assigned.
 - iv. Charity & Non-Profit Events – Fundraising tournaments and other non-profit events are scheduled according to remaining facility availability.
 - b. Good Standing Criteria
 - i. Minimal tournament cancellations.
 - ii. Minimum of 20 participating teams.
 - iii. Positive economic impact on the community.
 - iv. Professional conduct of tournament staff.
 - v. Facility left clean and undamaged after previous events.

The department will make final decisions to ensure the tournament schedule supports community needs and departmental capacity.

III. Date Announcement

1. Approved tournament dates will be announced after November 1.

IV. Deposit Requirement

1. Tournament directors will have two weeks from the deposit invoice date to submit the required deposit.

Failure to pay the deposit within two weeks will result in the date being released and made available to other organizations.

V. Lottery System

1. All submitted applications will be reviewed, and a lottery system will be used to allocate dates when multiple organizations request the same weekend.

VI. Facility Use - Each facility is designated for specific activities.

1. Morris Frank Park Baseball Fields: Reserved for youth baseball and softball.
2. Morris Frank Softball Complex: Reserved exclusively for youth softball and baseball overflow.
3. Kit McConnico Park: Reserved for adult leagues.

VII. Facility Selection

1. Turf fields are the only option for tournaments. With minimal preparation needs and a reduced risk of weather cancellations, turf provides the most reliable playing conditions.
2. Due to the new upgrades, this facility will serve as the primary tournament location. The Girls Softball Complex will be used as overflow only.

Disclaimer

The City of Lufkin reserves the right to cancel or reschedule any tournament at its sole discretion due to severe weather, facility damage, conflicts with city-sponsored events, public safety concerns, unforeseen operational issues, or failure by tournament staff to follow established rules and procedures. Alternate dates may be offered when possible.



All athletic events and tournaments must be approved by the Lufkin Parks and Recreation Director. Only by the approval of the Director will any stipulations herein be altered. The Special Events or Tournament Coordinator will be referred to herein as the “User”.

Deposits/Fees/Payments

Dirt Fields

A four week notice and a deposit of \$500.00 is required when reserving the tournament dates. The deposit can be applied to the total cost of the reservation. All tournament field preparation fees and rental fees must be paid two (2) weeks prior to the tournament or if approved by the Director, five (5) days after the conclusion of the tournament. Any fees for any services during the tournament must be paid within five (5) days of the tournament's conclusion.

Turf Fields

A four week notice and a deposit of \$500.00 is required when reserving the tournament dates. The deposit can be applied to the total cost of the reservation. All tournament field preparation fees and rental fees must be paid two (2) weeks prior to the tournament or if approved by the Director, five (5) days after the conclusion of the tournament. Any fees for any services during the tournament must be paid within five (5) days of the tournament's conclusion.

Cancellations

All cancellations made within seven (7) days of the scheduled event will forfeit the deposit. Cancellation of an event by the user after the event fees are paid will result in a refund being sent for any services not performed. The refund will be mailed to the user two (2) weeks after the tournament cancellation. All cancellations must be communicated to the Parks and Recreation Department at (936) 633-0253.

Pre-Event Meeting

The user will schedule an in-person or Zoom meeting with the Athletics Superintendent or Director at least seven (7) days prior to the event/tournament. A tentative event/tournament and field lighting schedule is required at the pre-event meeting.

Concessions

All concessions are the exclusive right of Lufkin Parks and Recreation. Concessions will not be offered after 10 p.m., and the menu is subject to change. No outside food vendors are allowed on park premises.

Alcohol

No alcohol or drugs are allowed on Lufkin Parks and Recreation properties.

Security

No overnight security is provided for equipment, etc., placed on Lufkin Parks and Recreation's properties and left overnight. A Police Officer must be present for any tournament with more than 30 teams registered. Hours of coverage will be negotiated at the time of the contract based on the type of event. If a police officer is required, the user is responsible for all the hiring fees.

Cleanup

After the event, the user is required to conduct all breakdown and transport of all items brought onto Lufkin Parks and Recreation's properties at the close of the event on the day of the event. The user is required to leave the facility in the same condition as found prior to the event. All trash must be placed in trash receptacles.

Failure to clean the facilities in accordance with the agreement will result in the forfeiture of the facility reservation deposit.

Equipment

No recreational equipment is provided for special events or tournaments such as balls, bats, gloves, etc.

Field Drying Products

Lufkin Parks and Recreation does not provide complementary field drying products for tournaments other than Lufkin Parks and Recreation leagues. Field drying agents must be purchased from the department seven (7) days prior to the event/tournament.

Field Preparation

Lufkin Parks and Recreation will prepare the fields at \$75 per field per dressing. Dressing includes dragging and marking. Any field dressing requests must be made prior to the tournament and must be scheduled. Field dressing will only be done during the tournament if arranged in advance of the tournament.

No machinery may be used on the fields without the Lufkin Parks and Recreation's Maintenance Divisions approval.

Lighting

Lights are \$20 per hour per field and must be scheduled seven (7) days in advance during the pre-event meeting.

Schedule

The user must give a tentative schedule to Lufkin Parks and the Recreation Department seven (7) days prior to the tournament and a final schedule two (2) days prior.

If any changes are made after the final schedule is submitted, those changes are subject to staff availability.

Umpires

Lufkin Parks and Recreation does not provide umpires for tournaments.

Basic Facility

Lufkin Parks and Recreation shall clean all public areas and ensure restrooms are stocked prior to the tournament. Depending on the size of the tournament, the Lufkin Parks and Recreation Director may require the user to rent additional portable toilets at the user's expense.

Parking Procedures

All tournament personnel, contractors, exhibitors and other participants are required to park in the designated parking areas only. No Parking on Grass. The main park entrance must always be clear to allow emergency vehicle entrance as needed. No RV's allowed overnight.



CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT SEVERE WEATHER POLICY

1. Lufkin Parks and Recreation Department reserves the right to cancel all programs, games, practices, tournaments, special events, and functions if weather conditions are hazardous to the general public. The following events could cause events to be canceled or postponed:

- a. Severe Thunderstorms Warnings
- b. Tornado Watch/Tornado Warning
- c. Special Weather Advisory
- d. Winter Weather Advisory
- e. Winer Weather Watch
- f. Winter Storm Watch/Warning
- g. Flood Warning
- h. Hurricane

2. The lightning policy of the Lufkin Parks and Recreation Department is as follows:

The parks staff will monitor the weather utilizing the Weather Bug app on their mobile device or smartphone. If lightning is detected within a 10-mile radius of the facility, all outdoor events shall be postponed for a minimum of thirty (30) minutes. This means that park staff will politely and professionally notify all patrons and participants that they must leave the park facilities and take shelter. After thirty (30) minutes, the situation will be reassessed. If lightning or severe weather persists, the event or function may be postponed or canceled.



CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT FIELD PLAYABILITY POLICY

These are the deciding factors that will determine if ball fields are acceptable for play:

1. Standing water on the infield-play is not permitted.
2. If three-quarters (3/4) of the ball field is damp where you sink in a quarter inch (1/4 inch)-play is not permitted.
3. If fields are slick enough to prohibit proper traction, play is prohibited.
4. Decisions on-field play will be made on the availability of drying agents and chemicals purchased by the user before the event.

****The Lufkin Parks and Recreation Department office may be contacted at (936)633-0250, Monday through Friday from 8:00am until 5:00pm, for updates on field conditions/weather conditions****

SPECIAL NOTE:

The Lufkin Parks and Recreation Department will not provide drying agents for non-league tournaments and sport-related functions. These materials will need to be purchased by the event coordinator seven (7) days prior to the event and can be stored onsite. The storage location must be coordinated with the Parks Maintenance Division.

Drying agents will only be applied by trained Lufkin Parks and Recreation Maintenance Division staff. No exceptions.



CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT

ANIMAL/PET POLICY

No animals/pets are permitted in the bleachers, concession areas, dugouts, playing fields, bullpen areas, and batting cages.

Only certified service animals or emotional support animals are allowed in these areas.

All animals/pets in the other (non-athletic) areas of the parks must always be on a leash. Animal Control Officials will remove all non-restrained/non-leashed animals.

Basic Tournament Fees

Facility: Morris Frank Park Baseball Complex

1	2	3	4	5	6
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Facility: Morris Frank Park Multi-Purpose

1	2	3	4		
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Facility: Morris Frank Park Softball Complex

1	2	3	4	5	6
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Facility: Kit McConnico Park Softball Complex

1	2	3	5	6	7	8
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Initial Field Reservations:

Number of Fields		x	\$200	Total=	
Number of Fields (Turf)		x	\$150.00	Total=	

Add on

Field Dressings:

Number of fields		x	\$75.00	Total =	
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Field Drying Agent:

Number of bags		x	\$20.00	Total =	
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Temporary Fencing:

Number of fields		x	\$10.00	Total =	
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Field Lights:

Number of fields		x	\$20	x	Hours		Total =	
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Grand Total	\$				
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City of Lufkin Parks and Recreation Baseball, Softball and Special Event Tournament Agreement

Pitching Mound Distance	Age Group	Base Distance
Field 1) _____	_____	_____
Field 2) _____	_____	_____
Field 3) _____	_____	_____
Field 4) _____	_____	_____
Field 5) _____	_____	_____
Field 6) _____	_____	_____
Field 7) _____	_____	_____
Field 8) _____	_____	_____

Additional Notes:

CITY OF LUFKIN PARKS AND RECREATION DEPARTMENT

AGREEMENT TERMS

Agreement Terms and Details

Approval Date	
Event Name	
Dates(s)	
Time(s)	

I have been given the following policies and accept them:		
Tournament Submission Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Severe Weather Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field Playability Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Animal Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>By my signature, I affirm that I have read this document and will abide by all Lufkin Parks and Recreation rules and regulations contained herein regarding the use of Lufkin Parks and Recreation facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages.</p> <p>I also agree to indemnify and hold harmless from and against all claims, demands, liabilities, suits damages, costs and expenses of every kind and description, including penalties and reasonable attorney fees.</p> <p>I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.</p>		
User Signature:		Date:
LPARD Director:		Date:

Notes:
