

## SPORTS FACILITY POLICY MANUAL – BASEBALL/SOFTBALL 2026

The Oak Ridge Recreation and Parks Department maintains and rents out 8 baseball/softball fields at 4 different locations. Our fields are available for rental from March 1 to October 31. Facility requests of our Athletics Facilities for the 2026 season will be accepted after December 1st, 2025. Applications received before February 1st, 2026, will be given priority schedules over later requests. Please be aware that requests are only that and a reservation permit is not issued until the request has been reviewed and approved.

### INSURANCE REQUIREMENTS:

- Any group wishing to rent all or part of these facilities shall provide evidence of \$1,000,000 in liability insurance coverage in the form of a Certificate of Insurance naming the "City of Oak Ridge" as an additional insured. This written proof of insurance must be provided at least 2 weeks in advance of the permitted date. Failure to provide this proof or name the City as an Additional Insured shall result in the event being cancelled.

### INSURANCE REQUIREMENTS/RULES FOR TOURNAMENT PLAY:

- Tournament Directors/Organizers shall verify that each participating team maintains \$1,000,000 in liability insurance coverage and provides evidence of such coverage in the form of a Certificate of Insurance naming the "City of Oak Ridge" as an additional insured. Failure to comply with this requirement, shall result in either (a) the City shall hold the Tournament Director/Organizer personally liable for any and all damages and/or injuries caused by an uninsured tournament participants, or (b) the City shall cancel the event.

### DEPOSIT FEE:

- After a "Request for Practices, Games or Tournament and Special Event Application" form has been submitted and an event approved by the Manager of Athletics a 50% deposit will be required at least 1 month prior to the approved permitted date to complete the reservation process. This deposit will be applied toward the final total cost due. Once submitted the deposit is not refundable, except in the case of cancellation due to weather. The remainder of the balance will be billed upon the completion of the permit. Make check payable to "City of Oak Ridge". If deposit fees are not received within 1 month of the event the event will not be reserved.

### PRE-TOURNEY / GAME MEETING:

- There will be a mandatory meeting between the City of Oak Ridge Manager of Athletics or Manager of Parks and designated representative(s) of the tournament / group prior to the tournament / game at a mutually agreed upon time. Issues related to officials, field maintenance, inclement weather policy, insurance, schedule, etc. may be discussed.

**FEE SCHEDULE: PER FIELD**

Class II – Oak Ridge youth and senior citizen activities

Class III – Oak Ridge community organizations and Adults

Class IV – Commercial use, non-resident and non-Oak Ridge organizations

Class	Day Practice	Night Practice w/lights	League Games	Non League Games	Tournament Per Field
II	\$5.00/hr	\$7.50/hr	\$10.00/game	\$15.00/game	\$25.00/day
III	\$10.00/hr	\$15.00/hr	\$20.00/game	\$30.00/game	\$50.00/day
IV	\$20.00/hr	\$30.00/hr	\$40.00/game	\$60.00/game	\$75.00/day

Tournaments generally require the minimum of a 2 field rental. One day only tournaments will be considered if the schedule allows.

**Scheduling of Tournaments/Games/Practices**

- Before the February 1<sup>st</sup> deadline, priority scheduling will be given to the City of Oak Ridge Recreation and Parks then ORHS, followed by Oak Ridge residents and organizations, Oak Ridge commercial usage and lastly by non-residents and organizations. After the February 1<sup>st</sup> deadline, scheduling will be done on a first come basis.
- Tournaments will be given priority for weekend usage (Friday – Sunday) and games will be given priority during the week.
- In cases where two users want a field on the same date and time, priority will be given to Oak Ridge residents and organizations.

**Umpires and Officials:**

- The City of Oak Ridge is not currently affiliated with a particular group of umpires and officials, and therefore does not provide officials for any of our rentals. We prefer that local, qualified umpires and officials be used to officiate games. Umpires must be registered and in good standing with whatever group they are representing. The City of Oak Ridge Recreation and Parks department reserves the right to approve all umpires and officials used for games played at the facility. The Manager of Athletics will make this decision.

**RENTER RESPONSIBILITIES:**

- Renters of the facilities will be responsible for:
  - o Providing Balls
  - o Providing awards
  - o Advertising
  - o Providing Rules
  - o Providing Brackets / Game Schedule
  - o Providing rain out policy
  - o Providing trainers (if required)
  - o Paying for security (if required)
  - o Scheduling and paying umpires, score keepers and gate keepers
  - o Handling game protests

**SCOREKEEPERS:**

- The facility does not supply scorekeepers at the facility. It will be the responsibility of the renter to become familiar with the scorekeeping equipment at each facility. Payment of any scorekeeper used will be the responsibility of the renter.

**FIELD SUPERVISOR:**

- The City of Oak Ridge does NOT currently provide a field supervisor. All field decisions will be the responsibility of the renter. Please remember that any damage done to the field, equipment or facility can be charged to the facility renter and could affect future rentals. All participants must always be under adequate supervision during the rental. Participants should not be on the field without a responsible person on site.

**CONCESSIONS:**

- A concessions stand may be provided (if available) for renters use for a usage fee deposit of \$50.

**FIELD PREPARATION:**

- The City of Oak Ridge does not line or otherwise prepare fields for play other than normal weekly maintenance. Any additional approved field maintenance will incur additional fee per field of \$100 per workup. No maintenance can be done by clubs without prior approval of the Manager of Parks or Manager of Athletics.
- One bag of Field conditioner will be provided per field per day for tournaments if a workup is requested. Additional bags may be purchased, with a maximum of 2 extra bags per field per weekend. A request for additional bags must be requested at least 5 days in advance, but availability cannot be guaranteed.
- Fields will be mowed in accordance with the City's regular mowing cycle unless discussed with Manager of Parks or Manager of Athletics at least 14 days in advance.
- Any requests for adjustments made to the field setup for tournaments and games (base pin and pitching rubber adjustments, temporary mound, temporary fencing...etc.) should be submitted to Manager of Parks or Manager of Athletics at least 14 days in advance and may be subject to additional setup fees.

**RESTROOMS:**

- Restrooms are available at the baseball complex with a \$50 key deposit; Yearwood Park has seasonal open use bathrooms and portable restrooms will be provided at all other facilities during the season. Abuse of the facilities could forfeit access to restrooms and to fields as well.

**TRASH PICK UP:**

- Event trash pickup during the event is the responsibility of the event group. User groups/individuals are strongly encouraged to remind their participants to use the receptacles provided and not throw trash on the ground. The event group will be charged for the removal of any trash left on site after the event and picked up by our city workers or contractors.
- If trash is left on the ground or in overflowing trash cans at the end of your tournament you can be charged a fee of \$100/field for cleaning services.

### SECURITY:

- A security individual may be assigned/required at the cost of the renter to periodically be on site to patrol the parking lots, deal with any disturbances and generally assist the facility manager as needed.

### GAME TIMES:

- No games will begin before 8:00 am. No game will start after 9:30 pm. All lights at our fields will end at 11:30 pm.

### PARK RULES:

- The City of Oak Ridge Recreation and Parks Department has the following rules for facilities that are expected to be followed by all users of the facilities. VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES.
  - o No Alcoholic Beverages
  - o No Pets on playing surface
  - o No tobacco products
  - o No knives, firearms or explosives (unless authorized permit by law or City of Oak Ridge)
  - o No profanity or loud threatening language
  - o No hitting into the fences
  - o No person operating, directing or responsible for any airplane, helicopter, glider, balloon, dirigible, remote controlled aircraft, parachute or other aerial apparatus, shall take off or land on any park area, recreational land or waterway, except when human life is endangered or an emergency situation exists, except upon written permission of the director in conjunction with some special event or program for the public benefit.

### Cancelation Policy

- If your reservation for field rental is “rained out” due to the threat or conditions caused by inclement weather, it is your responsibility to contact the Athletics Manager at 865-425-3443 or [ssstone@oakridgetn.gov](mailto:ssstone@oakridgetn.gov) within 7 calendar days from the date of your field reservation to reschedule or request a refund; **otherwise your reservation fee will be forfeited.**
- The cancellation of a reservation that is not weather related must be with at least 3 days prior notice for the date(s) to be removed from your invoice. A cancelation request must be made directly to the Athletics Manager at 865-425-3443 or [ssstone@oakridgetn.gov](mailto:ssstone@oakridgetn.gov).
- Oak Ridge Recreation and Parks reserves the right to cancel/reschedule any practice at any time due to concerns about field conditions & with at least 72 hours’ notice for use by tournaments or games.

All questions and correspondence concerning our facilities should be directed to:

Steve Stone – Manager of Athletics  
City of Oak Ridge Recreation and Parks  
PO Box 1, Oak Ridge, TN 37831  
[ssstone@oakridgetn.gov](mailto:ssstone@oakridgetn.gov)  
865-425-3443



## City of Oak Ridge Recreation and Parks Department Policy Manual Acknowledgment Form BASEBALL/SOFTBALL 2026

I hereby confirm the reading and full understanding of the "Sports Facility Policy Manual - Baseball/Softball" and agree to follow and abide by all guidelines, stipulations, policies, and procedures as set forth in this document. I will also ensure that all individuals acting on behalf of myself or the (organization name) \_\_\_\_\_ are aware of and are in full understanding and agreement with the terms and conditions of this document.

Location(s) of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Organization Representative Name: \_\_\_\_\_

Organization Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed acknowledgment form to:

Steve Stone – Manager of Athletics

City of Oak Ridge Recreation and Parks

PO Box 1, Oak Ridge, TN 37831

[sstone@oakridgetn.gov](mailto:sstone@oakridgetn.gov)

865-425-3443