



Field Rental/Use



Softball Fields: **Martinsville** (500 Wall Street), **Stenzil** (170 Stenzil Ave), **Gilmore** (789 Gilmore Ave), **Galassi** (300 Christiana St), **Felton** (191 Thompson St)

Baseball Fields: **Rojek** (250 Walck Rd)

Leagues/Tournaments:

Any league/tournament interested in renting out a field(s) must submit a proper request. City programs and leagues have priority over outside organizations for use of fields.

Game Day Prep Week nights (Monday-Friday): Includes field being dragged and lined. In the event of inclement weather which causes fields to not be playable, the league contact person will be notified by 3:00pm the evening of the game.

\$30 per day per field.

Game Day Prep Weekends (Saturday-Sunday): Price covers the overtime costs of staff for weekend field prep including dragging and lining the field.

\$150 per day for 1 field
\$200 per day for 2 fields
\$250 per day for 3 fields
\$300 per day for 4 fields

General Use Weekends (Saturday-Sunday): Price covers field usage with NO weekend field maintenance. Fields will be prepped on the Friday proceeding the weekend and will not be dragged or lined over the course of the weekend. Field will be in "as is" condition based on the scheduled usage between time of Friday maintenance and your scheduled game time.

\$30 per day per field

Practices:

Any league interested in utilizing our fields for practices must

- (1) Submit a copy of league insurance listing the "City of North Tonawanda 216 Payne Ave" as additional insured on their policy.
- (2) Provide a list of verified teams and coaches
- (3) Pay a one-time fee of \$50 which covers all teams listed for practices for the entire season.
- (4) Once steps 1-3 have been completed, verified coaches can reserve fields for practice times through our online system. They must include their league/team name.

www.ntparksrec.com

500 Wheatfield Street, North Tonawanda NY 14120
695-8520 / ntparksrec@northtonawanda.org

GUIDE TO RESERVING A FIELD

Online Reservation Request:

To streamline the process field permits can be obtained via our online reservation system at www.ntparksrec.com. This is a two step process.

1. First, you submit a reservation request, detailing the specifics (date, time, etc). The request is then reviewed by our department and if approved you will receive a confirmation email.

2. After approval, your reservation becomes complete only after your balance due is paid. You have 5 days from the approval of the request to pay your balance due otherwise your reservation is canceled, and the dates are opened back up to the public for available reservations. If there is no fee associated with your request (practice with no field prep) then there is no need to complete step two of the process and your reservation is complete upon confirmation from our department.

Steps to reserving your facility

1. Head to www.ntparksrec.com. Log in or create your account from the "Account" header tab.
2. Once your account is created, on the main menu tab select Facilities → Reservations → Start Online Reservation Request
3. Choose your field, date and times for your request. Click "next"
4. Fill in the required information to be reviewed: Purpose (i.e. Tournament, Practice, League game), field prep request, organization type etc → Select "submit"
5. Your request will be reviewed by our department and an email will be sent within 1-2 business days of the request indicating if the request has been approved or declined (coming from noreply@receipts.myrecdepartment.com). If you don't receive an email check your spam or junk folder.
6. If there is a fee associated with your rental, you will need to log into your account and pay the balance due according to the emailed statement. Your permit will be available by clicking Account → My Account → Reservations link → Permit link. (Permit not available until after any owed fees are paid).

Notes:

- For scheduling purposes requests for facilities cannot be made less than week prior to the desired reservation date.
- Payment for your reservation is non-refundable (in event of rainouts, your field reservation can be transferred to a different date).
- For questions contact 695-8520 or email ntparksrec@northtonawanda.org

Field Use Guidelines

DO NOT...

- Remove field material from a playing field.
- Use any tool other than a rake to maintain a field.
- Dig any holes in the field to remove water or mud
- Drive any vehicle onto a field unless a medical emergency exists
- Hit baseballs/softballs into the fencing/backstop
- Use the field if weather conditions have left it wet or muddy

PLEASE BE SURE TO..

- Notify us of any conditions (torn bases, plates, debris, damage etc) that may require immediate maintenance
- Clean up any garbage, plastic bottles and mess created by your team.

The City of North Tonawanda is not responsible for lost, stolen or left behind items

