

Northwest Sports Complex Tournament Rental Policy
Jefferson County Department of Parks and Recreation

1. The fees charged for Tournaments at the Northwest Sports Complex are designed to recover costs associated with the preparation and use of the facility.
2. The Jefferson County Department of Parks and Recreation reserves the right to modify or waive any policy or fee as it deems necessary and prudent.
3. Recreation programs offered by the Jefferson County Department of Parks and Recreation have priority over all facility rentals.
4. Certificate of insurance with at least 1 million dollars liability coverage naming Jefferson County as additional insured is required before the start of your tournament.
5. The Jefferson County Department of Parks and Recreation reserves all rights to postpone, cancel or delay activity with their park system, including the Northwest Sports Complex. The decision to start or continue a tournament rests solely with the Jefferson County Department of Parks and Recreation's Staff designee.
6. The use of the Northwest Sports Complex ballfields for a purpose other than the purposes approved for the tournament may result in assessment of additional fees and/or damages and may result in cancellation of the remainder of the Tournament and/or future use of the facilities.
7. The facility will be left in a clean and neat condition. If it is necessary for Parks and Recreation Staff to provide cleaning services following a Tournament, additional fees may be charged.
8. If your tournament is canceled by Parks Staff prior to games being played, a full refund of fees will be granted. If play is shortened by inclement weather, a prorated refund will be granted.
9. Golf carts and/or utility vehicles are not allowed without prior approval in writing. Drivers must possess a valid driver's license.
10. Vehicles may not be driven or parked on turf surfaces, sidewalks, service drives, walking tracks or emergency zones. Only parking lots may be used for loading and unloading.

11. Equipment of any kind may not be located at the facility unless the use and location of such equipment has received prior approval from the Director or designee.
12. Amusement rides, games, booths, bands, DJ's, etc., are not allowed without prior authorization in writing from the Director or designee.
13. The Jefferson County Department of Parks and Recreation will prepare the fields prior to their use for the tournament. Any additional field prep or lining will be handled by the renter, and field liner chalk and a manual liner will be provided to the renter. Any field preparation done by the renter will be limited to hand tools only.
14. The Jefferson County Department of Parks and Recreation may revoke any permit granted if it is determined that the application for the permit contains any misrepresentation or false statement, or that any condition set forth in the policies are not being complied with, or that the safety of the participants in the activities of the applicant or other patrons/visitors is endangered by the continuation of the event.
15. No vehicles allowed on the ravel drives while tournament is in play. Golf carts and Gators are exempt.