

City of Georgetown Parks and Recreation Department



Outdoor Athletic Facilities Reservation Information

(Updated September 27, 2019)

The City of Georgetown Parks and Recreation Department manages the scheduling and maintenance for all athletic facilities to ensure equitable distribution, achieve maximum sustainable use, and maintain a safe, high-quality environment.

Georgetown Parks and Recreation athletic facilities are intended to provide quality recreational experiences and activities and not to be utilized for commercial or private gain.

Management of any event or tournament is the responsibility of the Renter and may not be sanctioned by or affiliated with the City of Georgetown or the Georgetown Parks and Recreation Department in any way. For any facility or field reservation, events and tournaments, Renters assume all responsibility for any attendees.

Georgetown Parks and Recreation Department does not assume responsibility for any equipment provided by the Renter, participants or others (soccer nets, lacrosse sticks, T-ball backstops, etc.) Please collect your belongings each day after play has ended.

Scheduling and Reservation Process

- Georgetown Parks and Recreation programs have priority use over all facilities. Rentals to the public are available around program times.
- Completed *Athletic Field Rental Request* must be submitted to the Parks and Recreation Department via online request form at <https://parks.georgetown.org/outdoor-fields-and-athletic-facilities/>.
 - All requests / proposals are subject to Georgetown Parks and Recreation Department approval.
 - Approval and completion of a prior reservation does not guarantee future approval of the same or additional requests.
- The **Renter** (organization representative or private individual who made reservation) requesting the reservation must be in good financial standing with the Georgetown Parks and Recreation Department.
- It is the responsibility of the Renter to provide the Georgetown Parks and Recreation Department with accurate and truthful information.
- Reservation requests are not final until approved by the Georgetown Parks and Recreation Department and payment is made as specified in the Rental Contract.
 - Field preparation and lighting services will not be activated with an outstanding balance.
- The Renter must be present at each reservation.
- Once rental requests are approved and fields are reserved, scheduled times cannot be subleased to other individuals or organizations.
- Request deadlines are firm and dependent upon the category of Renter:

Renter	Reservation Deadline	Contract Limits
Tournament Providers (one- or multiple-day events)	Tournaments reservations are accepted up to 12 months in advance of first booking.	Each tournament must have a separate contract.
Resident Schools (GISD, private or charter schools inside Georgetown City Limits)	Reservations are accepted up to 8 months in advance of first booking.	A Rental Contract (one or more bookings) will be no longer than 6 months.
Nonresident Schools (outside Georgetown City Limits)	Reservations are accepted up to 6 months in advance of first booking.	A Rental Contract (one or more bookings) will be no longer than 4 months.
General (Individuals, families, for-profit organizations, select athletic teams/clubs, etc.)	Reservations are accepted up to 3 months in advance of first booking.	A Rental Contract (one or more bookings) will be no longer than 3 months.

- Once the *Athletic Field Rental Request* has been accepted and approved by Georgetown Parks and Recreation Department, the actual rental agreement will be created in our scheduling software. A single rental might have one booking on a particular date or several bookings over a specified period of dates.
- A Rental Contract will be given to the Renter, showing all scheduled facilities and their intended use, on all dates, as well as the total fees for that rental and payment due dates.
 - Approved requests within 2 weeks of the date of the booking must be paid in full immediately. Department staff will take payment upon confirmation of the reservation.

Field Conditions, Weather Alerts & Closures

When necessary, the Parks and Recreation Department may close certain facilities due to weather conditions or safety issues. Fields may also be closed for repairs or to protect them from overuse; keeping athletic fields in optimum condition involves managing the amount of play a field receives and allowing time for proper maintenance to occur. Continued cooperation between the Georgetown Parks and Recreation Department and athletic field users is a critical component of this management.

During periods of inclement weather, the Georgetown Parks and Recreation Department may close athletic fields to prevent hazardous conditions for the public. Bad weather also causes poor playing conditions, causing excessive repair work to bring the field back to playable condition. Because the weather can change at any time, an umpire, referee, or staff member may decide to close a field near or during a scheduled game/practice time. This information will be given to the Coach or Renter, who will then communicate with team participants or event attendees. Renters may also choose to cancel their field use at the last minute due to bad weather or poor field conditions; please email J.J. Lillibridge, Recreation Supervisor at jj.lillibridge@georgetown.org immediately so the Georgetown Parks and Recreation staff are aware of the change.

If a facility has been CLOSED, no activities may be held on that field. Any Renter, team or organization that plays on a field that has been officially closed may forfeit current reserved field time as well as future consideration for field use.

It is the Renter's responsibility to obtain field closure information. All field closures will be updated online at teamsideline.com/georgetown as soon as a decision has been made regarding weather or planned closures. For current information, Renters can visit teamsideline.com/georgetown and complete the Athletics Text Message Sign Up for email and text alerts.

Outdoor Athletic Facilities

MCMASTER ATHLETIC COMPLEX

101 W.L. Walden Drive

The McMaster Athletic Complex offers four softball fields with covered seating, two soccer fields, four sand volleyball courts, and a multi-purpose field that can be used for football, soccer and lacrosse. Other amenities include a concession stand, restrooms, playground, water mister, horseshoe and washer pits, pickleball courts, and a large parking lot. All are available for rent to organizations, individuals and private groups.

The fields are illuminated with tournament-quality lighting installed by MUSCO Lighting Inc. Lights are not included in rental rates but are available for an additional fee.

AMENITIES	Softball Field 1 & 2	Softball Field 3 & 4	Sand Volleyball	Multipurpose Field	Soccer Field A & B
Fence	300' long 8' high	315' long 8' high	N/A	N/A	N/A
Foul Pole	20' Yellow foul pole	20' Yellow foul pole	N/A	N/A	N/A
Warning Track	Yes	Yes	N/A	N/A	N/A
Spectator Seating	Yes Covered	Yes Covered	No	Yes Open	Yes Covered
Electric Access	No	No	No	Yes	No
Water Access	Yes	Yes	No	No	No
Garbage Removal	Yes	Yes	Yes	Yes	Yes
FEES	Softball Field 1 & 2	Softball Field 3 & 4	Sand Volleyball	Multipurpose Field	Soccer Field A & B
Hourly Rate (2 hour minimum reservation)	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour
Daily Rate (6+ hrs)	\$120/day	\$120/day	\$120/day	\$120/day	\$120/day
Lights	\$20/hour	\$20/hour	No	\$20/hour	\$20/hour
Field Prep	\$30/field	\$30/field	\$30/court	\$30/field	\$30/field
Labor (2-man crew)	\$50/hour	\$50/hour	\$50/hour	\$50/hour	\$50/hour

VFW PARK

401 E. 2nd Street

The VFW Park includes three youth softball fields, batting cages and a playground. Other amenities include a concession stand, restrooms and adequate parking.

The fields are illuminated with tournament-quality lighting installed by MUSCO Lighting Inc. Lights are not included in rental rates but are available for an additional fee.

AMENITIES	VFW Softball Complex
Fence	200' long 6' high
Foul Pole	20' yellow foul pole
Warning Track	No
Spectator Seating	Yes Covered
Electric Access	Yes
Water Access	Yes
Garbage Removal	Yes
FEES	VFW Softball Complex
Hourly Rate (2 hour minimum reservation)	\$15/hour
Daily Rate (6+ hrs)	\$120/day
Lights	\$20/hour
Field Prep	\$30/field
Labor (2-man crew)	\$50/hour

SAN GABRIEL PARK

Between Austin Avenue and Morrow Street

The 180-acre San Gabriel Park is the largest in Georgetown, with playgrounds, picnic tables and pavilions, trails and disc golf. San Gabriel Park also includes fields for soccer, football, lacrosse and baseball, as well sand volleyball courts and a basketball court. None of the fields offer spectator seating.

AMENITIES	SG Multipurpose Field	SG Baseball Field	SG Adult Soccer Field 1 & 2	SG Youth Soccer Field 3, 4, 5 & 6
Fence	N/A	400'	N/A	N/A
Foul Pole	N/A	Yes	N/A	N/A
Warning Track	N/A	No	N/A	N/A
Field Prep Available	Yes	Yes	Yes	Yes
Concession Stand	No	Yes	No	No
Restrooms	No	Yes	Yes	Yes
Electric Access	Yes	Yes	No	No
Water Access	No	Yes	No	No
Garbage and Waste	Yes	Yes	Yes	Yes
FEES	SG Multipurpose Field	SG Baseball Field	SG Adult Soccer Field 1 & 2	SG Youth Soccer Field 3, 4, 5 & 6
Hourly Rate (2 hour minimum reservation)	\$15/hour	\$30/hour	\$15/hour	\$15/hour
Daily Rate (6+ hrs)	\$120/day	\$150/day	\$120/day	\$120/day
Lights	No	\$20/hour	No	No
Field Prep	\$30/field	\$30/field	\$30/court	\$30/field
Labor (2-man crew)	\$50/hour	No	\$50/hour	\$50/hour

Rules & Regulations

It is the responsibility of the Georgetown Parks & Recreation Department to share this information with each Renter. All users are responsible for following any posted site-specific rules and regulations as well as the policies and procedures set forth in this document. Failure to comply with Department policies and/or damage to facilities may result in the cancellation of any current reservations as well as loss of any future consideration for use.

- The Georgetown Parks and Recreation Department promises to administer these policies and procedures in an equitable and fair manner. Please treat staff courteously.
- All maintenance or repair of athletic facilities shall be performed by Department staff only.
 - Renters shall not make any modifications to Georgetown athletic fields or facilities. Any requests for reasonable changes or accommodations should be made directly to the Georgetown Parks and Recreation Department.
 - Renters shall not dig ditches or apply foreign materials to the athletic fields in an attempt to “dry out” a field.
- The Renter shall be responsible for expenses incurred by Georgetown Parks and Recreation Department in correcting, cleaning, repairing or replacing any facility or property which was damaged by the Renter’s actions, or the actions of anyone participating in or attending the event.
- Georgetown Parks and Recreation Department-owned equipment (bases, pitching rubbers, soccer goals, goal posts, bleachers, nets, etc.) are not to be removed from or relocated to any athletic fields without express permission from the Department.
- Georgetown Parks and Recreation Department athletics teams are not permitted to use athletic facilities unless pre-scheduled and approved by the Athletics staff.
- All athletic field users must have a current and valid Rental Contract with the Georgetown Parks and Recreation Department. The Renter is required to carry a copy of the Rental Contract to the field to avoid any conflicts.
- At least one business day’s notice is required to change a facility reservation in a Rental Contract.
- Vehicles are not allowed on Georgetown Parks and Recreation Department athletic fields or adjacent pathways.
- Alcoholic beverages, including unopened containers, are not permitted on playing fields, dugout areas, and during gameplay.
- Glass containers are not permitted in any athletic facility, San Gabriel Park or VFW Park.
- The use of all forms of tobacco (smoking, chewing tobacco, snuff, etc.) is not permitted at any athletic facility. Vaping / electronic cigarettes are not permitted.
- Animals (dogs, other pets, horses, etc.) are not allowed in any athletic facility.
- Fireworks, inflatables, waterslides and confetti are not permitted in any athletic facility.
- No participant, Renter or attendee shall intentionally throw, hit or kick balls into or over the fences, backstops or buildings.
- Do not practice in goal mouth areas.

General Information

Tournaments

- The online *Athletic Field Rental Request* form at <https://parks.georgetown.org/outdoor-fields-and-athletic-facilities/> is also used for tournaments.
- Facilities for tournaments may be requested up to one year in advance.
- All approved tournament requests require immediate payment of a non-refundable deposit.
 - Deposit will not be refunded if tournament is canceled by the Renter.
 - Tournament deposit is 25% of the total fees specified in the Rental Contract, and will be applied to the total two weeks prior to tournament when the cancellation deadline has passed.
- Remaining 75% of the rental fees must be paid two weeks prior to tournament.
- Reservation adjustments can be made two weeks prior to tournament.
- Field markings must be submitted for approval one week prior tournament.
- Renter / tournament director is required to meet with Georgetown Parks and Recreation Department staff one week prior to tournament start date to discuss additional needs and filed allocation.

Other Events

- Based on availability, fields may be scheduled for events other than sports.
- Activities must not damage the facilities or prevent their intended use for athletics in the future.
- Renters requesting non-athletic events must submit a detailed plan for facility use, including a site layout, with their *Athletic Field Rental Request* online. Georgetown Parks and Recreation staff will review the plan and either approve, modify or deny it. In the event that the plan is modified or denied, staff will meet with the Renter to work towards meeting the Renter's needs.
- Unless otherwise specified in the Rental Contract, all fees are due when the reservation is confirmed.

Field Lights

- Athletic field lights may only be scheduled until 11:59 PM.
- Lights are scheduled for each use based on the reservation request.
- Lights must be booked for a minimum of one hour. Additional time may be added in 15-minute increments.
- Light services must be paid for before they will be scheduled.

Parking

- Vehicles improperly or illegally parked may be ticketed or towed by the Georgetown Police Department.
- All clients and visitors park at their own risk. Georgetown Parks and Recreation Department is not responsible for theft or damage to vehicles.
- **Do not park in the grass along College Street, San Gabriel Masonic Lodge parking lots, and VFW Hall parking lot.** Alternative parking can be found at the Georgetown Parks and Recreation Administration office building.

Concessions

- Sale of concessions is not permitted at any Athletic Facility without a concessions contract with the Georgetown Parks and Recreation Department.
- Georgetown Parks and Recreation Department must approve all vendors.

Electronic Scoreboards

- Electronic scoreboards are available for use at McMaster Athletic Complex and VFW Park.
- Request for use of scoreboard must be made through the Georgetown Parks and Recreation Department at least two weeks in advance.
- Any Renter using the controllers will be directly responsible if they are lost, stolen or damaged in any way.

Waste Management

- Renters are responsible for making sure their litter and garbage is properly disposed of in the provided trash cans.
- Georgetown Parks and Recreation staff are responsible for emptying trash cans at all parks and facilities. If heavy traffic during a rental has caused trash cans to fill more frequently than expected, please contact Georgetown Parks and Recreation so we can empty them.
- Forfeiture of field time or additional fees may result from fields being left in unsatisfactory condition.

For More Information

Monday-Friday 8:00_{AM} - 4:00_{PM}

J.J. Lillibridge, Recreation Supervisor
jj.lillibridge@georgetown.org | 512-930-3594

Monday-Friday 4:00_{PM} – 9:00_{PM} | Saturday 9:00_{AM} – 9:00_{PM} | Sunday 12:00_{PM} – 6:00_{PM}

Georgetown Recreation Center
512-930-3596

After-Hours Concerns Monday-Friday 4:00 – 9:00 PM | Saturday & Sunday

For any issues at an athletic facility after hours, please contact the on-call Parks Attendant. The Parks Attendant will be able to assist with any onsite situations (locked gates, bathroom upkeep, equipment malfunction, trash pickup, etc.)

On-Call Parks Attendant
512-215-1889