



Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMO

TO: Commissioner Tackett

FROM: Michael Barren

DATE: April 24, 2019

RE: Future Dates for State Archery

The Warren County Parks and Recreation Department submitted to our office, a contract for Host site of the State Archery Championships. They have included the following dates to be reserved for our use at no charge to the Association.

April 21, 2020 April 20, 2021 April 19, 2022 April 18, 2023

It is our recommendation that we accept this proposal.



**WARREN COUNTY PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT TOURNAMENT CONTRACT**

EVENT INSURANCE	
INSURANCE DUE DATE	five business days prior to event date/each year (no later than 5 days prior to event - List as Certificate Holder "WCPRD, 2055 Three Springs Road, Bowling Green, KY 42104")
SCHEDULE OF EVENTS	
FINAL SCHEDULE DUE DATE	five days prior to event date each year (no later than 5 business days prior to event)
WATER FEES	
WATER FEE AMOUNT \$\$	n/a
DUE DATE	(no later than 5 business days prior to event)
PAYABLE TO	
SECURITY/LAW ENFORCEMENT FEES	
SECURITY FEE AMOUNT \$\$	n/a
DUE DATE	n/a (no later than 5 business days prior to event)
PAYABLE TO	
HOURLY RATE	
HOURS OF COVERAGE	
SPECIAL INSTRUCTIONS OR NEGOTIATED TERMS (IF APPLICABLE)	

No facility fees will be charged for these four State Archery Championships covered in this contract. The associated nonrefundable deposits have also been waived per Chris Kummer, Director, WCPRD.

The Ephram White Gymnasium has been blocked on the Monday prior to each event date from the hours of 5pm-9pm to allow the KHSAA group to set up for the championship on the next day (Tuesday).

Concessions will be conducted by concession vendor under contract with WCPRD.

By my signature, I affirm that I have read this document and will abide by all WCPRD rules and regulations contained herein regarding the use of WCPRD 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 affirm that I will submit payments and any other required documents according to the schedule laid out in this document.

Please sign and date here

EVENT COORDINATOR SIGNATURE	
DATE	5/1/19
WCPRD DIRECTOR SIGNATURE	
DATE	

All Special Events & Tournaments must be approved by WCPRD Director. Only by the approval of the Director will any stipulations herein be waived and/or altered. The Special Events or Tournament Coordinator will be referred to herein as the "User."

FEES/PAYMENTS

All fees related to reservations of specific facilities are applicable. Some indoor facilities require a *refundable security deposit*, in addition to the rental fees. Refunds may take 2-3 weeks to be processed. If damage to facility after a rental, the security deposit will go towards repair costs and will not be refunded.

A Special Event fee of \$70 per day may be applicable based on scope of the event (in addition to applicable facility fees).

Upon notification of approval of the Special Event or Tournament, the required facilities will be "held" for a period of no longer than 10 days, during which period the User must make a *nonrefundable deposit* in the amount of \$100 for Tournaments (in gymnasiums or outdoor complexes) and \$50 for all other Special Events. This deposit does not apply towards the event fees.

All other fees related to the event/tournament are due no later than 5 business days prior to event date.

All payments must be made according to these stated rules.

CANCELLATIONS

Cancellation of an event by the User after the event fees are paid will result in a credit being placed on the User's account to be used for future scheduling of events. The nonrefundable deposit is not credited; and should the event be rescheduled at a later date, an additional non-refundable deposit will be charged. Any cancellations of events and/or facilities associated with an event/tournament must be communicated to the Business Manager at the WCPRD Main Office (270)842-5302.

Cancellation of an event by WCPRD based on WCPRD Policies (weather, mechanical issues, etc.) will result in a credit (of fees paid, including the nonrefundable deposit) on the User's account which may be used for future scheduling. An additional nonrefundable deposit would not be charged if rescheduled during same calendar year.

ON-SITE PRE-EVENT MEETING

For most Special Events, an on-site meeting should be scheduled to take place between the User and the Park Manager or Director.

CONCESSIONS

No concessions vendors are allowed on WCPRD properties. All concessions are the exclusive right of the current Concessions Vendor under contract with WCPRD.

ALCOHOL

No alcohol or drugs are allowed on WCPRD properties.

HORSES

Horses are not permitted on WCPRD properties.

CAMPING/OVERNIGHT ACTIVITIES

Camping overnight on WCPRD properties is prohibited under all circumstances.

INSURANCE

Special event insurance listing "WCPRD, 2055 Three Springs Road, Bowling Green, KY" as a "Certificate Holder" must be provided to the Business Manager at the WCPRD Main Office no later than 5 business days prior to the event date.

TRAILS

Any required trail markings must be preapproved by Director or Park Manager. Painting across and other directional signs should be avoided, and the use of flags and temporary stakes, signs, or cones should be used instead.

INFLATABLES AND/OR OBSTACLES

It is the User's responsibility to ensure that any inflatable bounce houses and/or obstacles are current with all applicable permits required by local, state, and /or federal laws regarding operation, safety procedures, and guidelines. WCPRD does not provide electricity or generators for operation of inflatables or other obstacles.

WCPRD POLICIES

The following WCPRD Policies are in effect: Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, League Scheduling Policy, Drone, R.C. Airplane, & Experimental Aircraft Policy. For a downloadable copy of these policies visit website: warrencountyky.gov

PARKING

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff. Special Event volunteers may be required to assist with parking.

EVENT STAFFING

For large outdoor events, WCPRD staff will be present during the duration of the event to direct parking and attend to restrooms and trash receptacles. The User may be required to provide volunteers to assist with duties if deemed necessary by WCPRD Director.

SECURITY

No overnight security is provided for equipment, etc. placed on WCPRD properties and left overnight. A Parks Police Officer, however, may be present during large events. If deemed necessary by WCPRD Director based on large volume/multi-location events (gymnasiums, baseball/softball complexes, etc.), the User should be prepared to pay for additional sworn (State of Ky.) law enforcement officer(s) per location at a rate of no more than \$40/hour for an 8-12-hour day. Hours of coverage will be negotiated at time of contract based on type of event. This fee is due 5 days prior to event and payable to the W.C. Sheriff's Office or other law enforcement agency providing the manpower. The WCPRD Parks Police Officer will coordinate this security coverage during the event.

WATER USAGE

For events requiring large volumes of water (such as Mud Runs, etc.), the User may be required to pay a water usage fee to be paid directly to a volunteer fire department or to WCPRD. Rates are dependent upon the amount of water and whether transport of water is required. Water fees negotiated at time of contract and due 5 days prior to event.

PORTABLE TOILETS

Based on the projected attendance, if portable toilet units are deemed necessary in addition to any restroom facilities already provided by WCPRD, the User is required to schedule and pay associated costs for an ample number of units (approximately 1 per 100 people) to be placed at the event site. Placement of these portable toilet units must be coordinated with Park Manager or Director.

CLEANUP

After the event, the User is required to conduct all breakdown and transport of all items brought onto WCPRD properties at the close of the event on the day of the event. Any other arrangements must be approved by the Director. *The User is required to leave the facility in the same condition as found prior to event.* All trash must be placed in trash receptacles, and a post-walkthrough of facility will be conducted noting any areas/items of damage. If damage is found, User is responsible for repair costs.



**WARREN COUNTY PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT TOURNAMENT CONTRACT**

EQUIPMENT

No recreational equipment is provided for Special Events or Tournaments such as baseballs, softballs, bats, gloves, basketballs, etc.

FIELD DRYING PRODUCTS

WCPRD does not provide field drying products for ball fields for special events and/or tournaments for groups other than Leagues chartered with WCPRD.

SCHEDULE OF EVENTS

A *preliminary* schedule of hours of operation for the Special Event or Tournament must be provided to the Business Manager at the WCPRD Main Office no later than five (5) days prior to the event. This is to ensure proper staffing for event. A *final* schedule must be provided if updates are required.

CONTRACT TERMS & DETAILS	
EVENT	
EVENT NAME	KHSAA State Archery Championship
DATE	April 21, 2020; April 20, 2021; April 19, 2022; April 18, 2023
TIME	All day
RECTRAC RSVN#	R#15798, 15799, 15801, 15802 respectively
PARK/FACILITIES	
PARK	Ephram White Park Gymnasium
FACILITIES	Gymnasium (4 courts)
PARK MANAGER	Joseph Gott
PHONE	270.282.8610
EMAIL	joseph.gott@ky.gov
ORGANIZATION	
ORG NAME	KHSAA
ADDRESS	2280 Executive Drive
	Lexington, KY 40505
COORD NAME	Michael Barren
PHONE	859.317.3300
EMAIL	mbarren@khsaa.org
SIGNED CONTRACT	
CONTRACT DUE	Monday, April 29, 2019
	(no later than 10 days after approval)
NONREFUNDABLE DEPOSIT	
DEPOSIT AMOUNT \$\$	n/a
	(Gym & Field Tournaments \$100 / Special Events \$50)
DUE DATE	
	(no later than 10 days after approval)
PAYABLE TO	WCPRD
FACILITY FEES	
TOTAL ALL FACILITIES \$\$	n/a
FACILITY(S) SECURITY DEPOSIT \$\$ (if applicable)	
	(Senior Center & Old Alvaton \$40 / Chapel \$100)
DUE DATE	
	(no later than 5 business days prior to event)
PAYABLE TO	WCPRD