



# Athletic Facility Reservation Policies and Procedures



Branson Parks and Recreation  
1501 Branson Hills Parkway  
Branson, MO 65616  
(417) 335-2368 | [tournaments@bransonmo.gov](mailto:tournaments@bransonmo.gov)

*Revised August 20, 2024*

## Athletic Facility Reservation Policies and Procedures

The following Athletic Facility Reservation Policies and Procedures details rules, policies and procedures, and fees that govern the use of City of Branson athletic facilities.

### Athletic Facilities

#### **Branson RecPlex: 1501 Branson Hills Parkway**

- Baseball/Softball Complex
  - Four (4) turf fields with portable mound and pitching mat options
    - Two (2) 220' fields with 50'-80' base options with lights
    - Two (2) 300' fields with 50'-90' base options with lights. Ability to have temporary fencing with outfield dimensions of 220'
  - Two (2) batting cages
- Soccer Fields
  - Grass soccer fields with lights
  - Ability to host one (1) professional regulation pitch in accordance to FIFA/IFAB regulations with lights or multiple youth-sized fields
- Gymnasium
  - Two (2) basketball courts with 8'-10' net height options with drop-down divider curtain option
  - Two (2) volleyball courts with adjustable net height options
  - Six (6) indoor pickleball courts

#### **Alexander Park: 901 Hawthorn**

- Two (2) open outfield softball fields with 50'-70' base options with lights
  - Ability to have temporary fencing up with outfield dimensions of 180'
- Grass soccer fields with lights
  - Ability to host one (1) u10 regulation pitch in according to USSF regulations with lights

## PARKS & RECREATION DEPARTMENT

RECREATIONAL PROGRAMS | SPECIAL EVENTS | PARKS & FACILITIES



### Definition of Use

- **Organized Use** – League games, practices, tournaments, clinics, instruction, special events, or other uses where a fee is charged by Branson Parks and Recreation for participation.
- **Private Individual Access** – A rental fee is required for private use of facilities. The fee will be paid to Branson Parks and Recreation to reserve and use the facilities for individual practice or unorganized games. Examples include youth basketball practice, youth baseball practice, etc for drop-in rentals.
- **Private Group Access** – A rental fee and deposit is required to private rental use of facilities for tournaments and events. The fee and applicable deposit will be paid to Branson Parks and Recreation for reservation of the facility for tournaments. A Letter of Agreement will be created that will serve as a contract between Branson Parks and the tournament organizer that details tournament information.
- **Public Access** – Athletic facilities open to public for individual use without reservation of facility.

### How to Make a Reservation

To inquire about facility availability, contact the Branson RecPlex at (417)335-2368, or email to [tournaments@bransonmo.gov](mailto:tournaments@bransonmo.gov). A deposit may be required to secure the is reservation.

### Facility Payment

Payments may be made by credit card (VISA or MasterCard), cash, or check. Checks are made payable to City of Branson. Checks and cards must be in the name of the individual or organization listed as the applicant.

**Private Individual Access** – Payment must be made at time of reservation for a one-time use of the facility. Long-term rentals (4+ consecutive reservations) may elect to pay at one time, on a month-by-month basis, or on a week-by-week basis. Failure to pay within 24-hours of next scheduled reservation may result in the cancelation of reservation.

**Private Group Access** – Payment must be made within 24 hours of the start of the tournament or event. To reserve a selected date, a reservation fee is required in the amount of \$500 to be applied to the total cost of the facility rental for all events scheduled between Apr 1-Jul 31. The reservation fee is non-refundable. The reservation fee will be applied toward the cost of the total rental fee. **Reservation fees not received within 30-days of date approval may result in the cancelation of the rental.**

### Facility Agreement

A letter of agreement will be created by the Branson Parks and Recreation that will serve as a contract for the tournament and will include the dates, policies and procedures, tournament deposit and fee information. The tournament director is responsible for providing Branson Parks and Recreation details of the event including the game schedule, field/court dimensions, and set-up instructions. The tournament director is responsible for providing a certificate of insurance naming the City of Branson as an additional insured.

# PARKS & RECREATION DEPARTMENT

RECREATIONAL PROGRAMS | SPECIAL EVENTS | PARKS & FACILITIES



## Facility Rental Fees

Updated Jan 1, 2024

	<u>Private Individual Access</u>		<u>Private Group Access</u>
	City Resident	Non-Resident	
<b>Gymnasium</b>			
Single Court	\$25/hr	\$30/hr	\$500 8-hour minimum \$60/hr each additional hour
Gymnasium	\$50/hr	\$60/hr	
<b>Baseball/Softball Complex</b>			
Practice (no set-up) Field	\$20/hr	\$25/hr	\$1,200/day \$300/day
Add Lights	\$10/hr	\$10/hr	
Complex Fee Alexander Park			
<b>Stockstill Tennis Courts</b>			
Single Tennis Court	\$10/hr	\$15/hr	\$200/day
Tennis Complex (5 courts)			
<b>Soccer Fields</b>			
Practice (no set-up) Field			\$600/day
Add Lights	\$30/hr	\$25/hr	
Complex (lined)	\$10/hr	\$10/hr	

## Facility Use Policies

Users of the facilities will be responsible to follow all rules and regulations, including the following:

- Metal spikes are not allowed on the turf. Molded cleats or flat soled rubber shoes must be worn.
- No alcohol or smoking (including e-cigarettes and vape pipes) is allowed.
- No gum or sunflower seeds allowed on the turf.
- No pets allowed on the turf.
- Fields must be used as intended and not altered/damaged. No stakes or poles can be stuck into turf.
- Tournament director, site supervisor or coach is required to be present at all times and is responsible for the team’s conduct and compliance with all rules.
- Lights should not be turned on prior to 30-minutes before sunset. Lights at on the turf field are automatic.
- Abidance by department policies, city ordinances, and state/federal laws is required.