

Process to Reserve City Fields for Tournament Play

Each individual/organization that held at least one successful tournament during the current year must submit the necessary paperwork to request tournament dates for the following year by November 1st. Tournaments will be considered in the following order:

1. Any individual/organization that held a successful tournament the previous year will have first right-of-refusal to host a tournament the next year on the same dates if available. If the individual/organization held multiple successful tournaments, they may select up to three (3) tournament dates for the following year (same weekends/dates of previous year, if available). A tournament request form must be completed and submitted for each tournament (up to three) by November 1st.
2. Beginning November 1 thru November 15, any individual/organization may request dates for field reservations. If multiple people request the same date, a random draw will determine which individual/organization request is accepted. Upon confirmation of tournament date requests, all paperwork including the deposit must be submitted by the first Friday in December.
3. Beginning January 1 (or first official work day after the holiday), any open dates can be requested by anyone, provided that all of the necessary paperwork is completed and submitted. These will be taken on a first-come, first-serve basis.
4. If you cancel a tournament for any reason other than weather, you will forfeit your deposit. If you forfeit more than one tournament (other than weather) in the same year, your deposit will increase to \$200 per tournament for the remainder of the calendar year.

Please Note:

The Tallahassee Parks, Recreation and Neighborhood Affairs Department reserve the right to evaluate, accept, and/or deny any requests and will notify the individual/organization of such action. As an example, if there is a possibility to host a significant tournament, such as a National Qualifier, on a date that has already been reserved and it is determined that the National Qualifier will have a larger economic impact, the original request may be asked to move venues or dates. Every effort will be made to minimize these types of situations from occurring.

Successful Tournament Criteria

1. The tournament must have been held as scheduled.
2. All fees and necessary paperwork submitted in accordance with the Athletic Field Use Application and Guidelines for Tournaments.
3. All field and park areas were cleaned up after the tournament.