City of Auburn Parks and Recreation
Field & Facility Tournament Rental Policies

Field & Facility Rental Overview

The City of Auburn Parks and Recreation Department offers athletic fields and indoor facilities for tournament rental. Fields and facilities may be rented for games, tournaments, practices, and approved special events. Please note, no percentage of ticket sales or gate fees are collected under this pricing model.

Rental Inclusions

Each field rental includes:

- Access to the field(s) for the reserved time period.
- Field lighting (if available).
- Standard setup and cleanup by Auburn Parks and Recreation staff. Setup and cleanup include lining of fields, setup of standard equipment, trash pickup and removal, and cleaning restrooms. Any requested additional setup and cleanup must be approved by Auburn Parks and Recreation, and additional fees will be negotiated.
- On-site supervision for facility upkeep (restocking bathrooms, etc.). City staff will not assist with tournament operations or officiating.

Each facility rental includes:

- Access to all designated spaces for the reserved time period.
- Access to locker rooms (where available).
- Standard setup and cleanup by Auburn Parks and Recreation staff. Setup and cleanup include setup of standard equipment, cleaning restrooms/locker rooms, sweeping and mopping. Trash must be picked up and taken to the dumpster by the renter. Tables and chairs will be provided upon request but must be set up and broken down by the renter. Any additional requested setup and cleanup must be approved by Auburn Parks and Recreation, and additional fees will be negotiated.
- On-site supervision for facility upkeep (restocking bathrooms, etc.). City staff will not assist with tournament operations or officiating.

Reservation Requirements

- Reservations must be made at least thirty (30) days in advance.
- Requests are subject to availability and approval by the Auburn Parks and Recreation Department.
- Tournament start and end times MUST include set-up and clean-up.

- **Partial Facility Rentals:** If a tournament or event rents the gym only and requests access to additional activity rooms or meeting spaces, those rooms will be rented at their standard hourly rates as listed on MyRec and charged separately from the tournament rate.
- **Multi-Day Tournaments:** Multi-day events may reserve consecutive days at the full-day rate. Early setup or takedown outside of normal hours will follow the pro-rated hourly policy above.

Payment Terms

- Partial payment (50% of the projected cost + Damage deposit) is due fourteen (14) days prior to the scheduled event date. This partial payment is required to prevent cancelation of your event/tournament.
- All remaining payment and any additional fees added during the tournament will need to be paid within five (5) business days of the completion of the tournament.

Non-Profit Payment Terms

- Civic / Non-Profit: Defined as any group or Non-Profit Organization determined so by federal regulations. A group may request civic/non-profit status, for reservation purposes, through the Director of Auburn Parks and Recreation. A copy of the IRS 501(c)3 Determination Letter must be submitted to jburch@auburnal.gov with the Field / Facility Tournament Rental reservation. Otherwise, the full rental fee will be due upon approval.
- Non-profit entities from inside the City of Auburn will be charged ½ of the facility rental fee plus any additional fees added during the tournament, such as additional time, space, or bags of Turface. Non-profit entities that have addresses outside the City of Auburn will pay full fees. The City of Auburn Parks and Recreation Department reserves the right to waive fees for any group affiliated with the City of Auburn at the discretion of the department head. Fees will be determined for non-profit status from the address of the organization, not the person filling out the form.

Cancellation Policy

- No refund will be issued if the reservation is canceled by the renter within seven (7) days of the scheduled event.
- Cancellations made 8–29 days prior to the event will receive a 50% refund plus the damage deposit.
- Events canceled due to inclement weather may be rescheduled at no additional cost, subject to field/facility availability. If we are unable to reschedule, the Renter will receive a full refund.

Insurance Requirements

All organizations or groups renting fields/facilities must provide:

- Proof of $1,000,000 general liability insurance, naming the City of Auburn Parks and Recreation as an additional insured.
- A copy of the insurance certificate must be submitted at least fourteen (14) days prior to the event.
- Commercial General Liability General Aggregate, including Products & Completed Operations$1,000,000
- Each Occurrence$1,000,000
- Automobile Liability - combined single limit $1,000,000
- Workers Compensation
    - Each Accident:$1,000,000
    - Disease - Policy Limit $1,000,000
    - Disease - Each Employee: $1,000,000

General Rules and Responsibilities

- Renters are responsible for all event operations, participants, and spectators.
- Only water is permitted on artificial turf/playing surfaces and inside gymnasiums.
- No food, glass containers, or pets (except service animals) allowed on the fields or in gymnasiums.
- No alcohol is allowed. No smoking/vaping at any city facility.
- Renters must abide by all facility and field rules.
- Renters must leave the facility/field in clean condition. Additional cleaning or damage fees may apply. A damage deposit of $150 will be collected at the time of the reservation.
- The City of Auburn Parks and Recreation Department reserves the right to deny or cancel rentals that conflict with department programs or maintenance schedules.
- If additional rooms are added to a field only or gym only tournament, they will be rented separately at their standard hourly rates as listed on MyRec. Additional hours added during the tournament will need to be paid for within five (5) business days of the completion of the tournament.

Food Trucks and Other Vendors

- Must be pre-approved by Auburn Parks and Recreation at least seven (7) days prior to the event/tournament and each vendor must pay a $50 per event/tournament fee.
- Fee must be collected by the Renter and paid to Auburn Parks and Recreation within five (5) business days of the completion of the event/tournament.
- Each Vendor must have a valid City of Auburn business license and current health department permit (when applicable.)
- Must park in designated areas.

Contact Information

City of Auburn Parks and Recreation Department
425 Perry St, Auburn, AL 36830
334-501-2930
registration@auburnal.gov

Athletic Field Tournament Rental Pricing

Facilities Available for Tournament Rentals: Auburn Softball Complex*, Duck Samford Baseball Park*, Lake Wilmore Park Athletic Fields*, Wire Road Soccer Complex Fields*, Felton Little Park*, Martin Luther King Park Athletic Field and Margie Piper Bailey Field
*Facilities marked with an asterisk include a concession stand that is operated by the Auburn Parks and Recreation concessionaire when available.

Included in All Rates: Field lining and re-lining (after every third game for baseball and softball), lighting, staffing for setup and cleanup, and trash removal. Additional lining is subject to a fee.

Rental Pricing Structure

Rental Option	Duration	Fee	Inclusions
Damage Deposit		$150	
Full-Day Tournament	Up to 12 hours	$500 per field per day	Lights, staffing, field prep, cleanup
Half-Day Tournament	Up to 6 hours	$300 per field per day	Same inclusions as full day

Additional Athletic Field Rental Policies:

- Additional Facility Use: If indoor facilities at the same location are added to the tournament rental, they will be subject to additional tournament pricing or the standard rental rate as listed on MyRec (if renting rooms individually).
- $30 per bag if Turface is used for drying surfaces.
- $25 per additional lining per field outside of the initial lining included in the “All Rates” definition above.
- No music or DJ's allowed at Lake Wilmore Fields.

Lake Wilmore Pickleball Courts Tournament Rental Pricing

Facility Overview

- **Location**: Lake Wilmore Pickleball Courts, 2000 Grove Hill Road, Suite 100, Auburn, AL 36830
- **Total Courts Available**: 18 covered pickleball courts

- **Included**: Court lighting, staffing (setup, cleanup), and facility access

Rental Pricing Structure

Rental Option	Duration	Fee	Inclusions
Damage Deposit		$150	
Full-Day Tournament	Up to 12 hours	$2,500	All 18 courts, lights, staffing
Half-Day	Up to 6 hours	$1,500	All 18 courts, lights, staffing

Note: Partial rentals (e.g., fewer courts or shorter time blocks) are not permitted. All rentals are for the full facility.

Additional Pickleball Court Rental Policies:

- Tournament must take place between 6 a.m. - 10 p.m. including setup and cleanup.
- If the tournament extends past 12 hours the renter will be charged an additional Half-Day rate.
- Lights available for evening play at no additional charge.

Lake Wilmore Park Recreation Center Tournament Rental Pricing

Facility Overview

- **Location:** 2000 Grove Hill Road, Suite 200, Auburn, AL 36830
- **Amenities:** Gymnasium, activity rooms, catering kitchen, meeting room, party room, concession stand (operated by Auburn Parks and Recreation staff when available)

Rental Option	Duration	Fee	Inclusions
Damage Deposit		$150	
Full Facility (All Downstairs Rooms + Gym)	Full Day (Up to 12 hours)	$3,500/day	Gym (two courts), lobby, activity rooms, catering kitchen, meeting room, party room, staffing, setup, cleanup
Gym Only	Full Day (Up to 12 hours)	$1,750/day	Gym only (two courts), staffing, setup, cleanup

Wire Road Soccer Complex Tournament Rental Pricing Guide

Facility Overview

- **Location:** 2340 Wire Road, Auburn, AL 36832
- **Amenities:** Gymnasium, multi-purpose room, conference room, concession stand (operated by Auburn Parks and Recreation concessionaire when available)

Rental Option	Duration	Fee	Inclusions
Damage Deposit		$150	
Full Facility	Full Day (Up to 12 hours)	$2,500/day	Gym (two courts), lobby, meeting room, conference room, concession stand, staffing, setup, cleanup
Gym Only	Full Day (Up to 12 hours)	$1,750/day	Gym only (two courts), staffing, setup, cleanup

Frank Brown Recreation Center Tournament Rental Pricing

Facility Overview

- **Location:** 235 Opelika Road, Auburn, AL 36830
- **Amenities:** Gymnasium, three activity rooms, conference room, small kitchen

Rental Option	Duration	Fee	Inclusions
Damage Deposit		$150	
Full Facility	Full Day (Up to 12 hours)	$2,500/day	Gym (one court), three activity rooms, conference room, small kitchen, staffing, setup & cleanup
Gym Only	Full Day (Up to 12 hours)	$900/day	Gym only (one court), staffing, setup & cleanup