

# CITY OF MASON

# ATHLETIC COMPLEX REQUEST FORM

Dear Sports Organizations,

Thank you for your interest in requesting a City of Mason Athletic Complex. The City of Mason's Athletic Complex Usage Policy provides a framework to accommodate the high demand for Mason's facilities in an equitable manner.

The Athletic Complex Usage Policy has been updated for the 2026 Spring/Summer season. Please take time to carefully read the updated Policy. Below are just a few items of note:

- An Athletic Complex Request Form must be completed for each season and/or event.
- There is no cost for use of City fields for non-profit organizations who meet the 70% Mason City School District residency requirement, provide the required supplemental information, and complete the Financial Management Course, hosted by the Warren County Prosecutor Office.
- Non-resident Community Center Premier members are considered Mason residents under this policy. The non-resident Premier member must have active membership during the sports season.
- Organizations that do not meet the 70% residency requirement but have minimum residency rate of 65% can pay an additional fee of \$75 per non-resident player until the 70% residency requirement is met. For example, if an organization does not meet the residency requirement by 10 players, they will pay \$75 for each of the 10 players to meet the 70% requirement per season.
- A completed and submitted Athletic Complex Request Form request does not guarantee an Athletic Complex reservation. Forms are reviewed and approved by City staff. If approved, organizations will receive an Athletic Complex Use Confirmation from the City with specific details related to their request. Please do not make any commitments prior to receiving the City's confirmation.
- The organization using the facility must complete and submit each request. Completing requests on behalf of other organizations is prohibited and may jeopardize an organization's ability to request fields in the future.

## **Improvements and Additions to Mason's Parks**

Mason City Council continues their commitment to direct significant investments to recreational opportunities for residents and businesses. The City has a strong track record for partnering with area organizations for improvements and development of recreational amenities that further Mason's mission for building a culture of wellness for the community. We encourage organizations to ask about how they can give back to the community they serve.

Enclosed is the 2026 City of Mason Athletic Complex Usage Policy for the spring/summer season. Completed forms returned will be processed as received.

Please contact Keith Albin with any inquiries or concerns.

All requests for facilities/fields should be directed to [fieldscheduling@masonoh.org](mailto:fieldscheduling@masonoh.org)

Thanks for your interest in Mason's parks.

Chrissy Avery  
Parks and Recreation Director  
513.229.8555  
[cavery@masonoh.org](mailto:cavery@masonoh.org)

# CITY OF MASON ATHLETIC COMPLEX USAGE POLICY

The City of Mason's Athletic Complex Usage Policy provides a framework to accommodate the high demand for Mason's facilities in an equitable manner. When fulfilling requests, the City tries to maintain a balance and variety of play for youth recreational sports, youth competitive sports, adult recreational sports, adult competitive sports, single team requests and one day event requests. City events and activities receive priority scheduling.

Included in this packet is a listing and brief description of park facilities and amenities, frequently asked questions, dates that facilities are not available, pricing, and information for organizations that are primarily serving City of Mason residents.

## ATHLETIC COMPLEX FACILITIES

The below City of Mason parks and facilities are available for use.

### **Corwin M. Nixon Park**

- 4 lighted baseball/softball fields w/dugouts
- Large multipurpose space that can accommodate multiple fields for various sports
- Additional amenities include a park concession stand, restrooms, access to walking paths

### **Mason Sports Park**

- 5 lighted baseball fields w/dugouts
- 1 large multipurpose space that can accommodate various sports for training/practice use
- Additional amenities include a park concession stand, press box, and restrooms

### **Sundin Fields at Heritage Oak Park**

- 9 baseball/softball fields
- 4 large soccer fields
- 4 medium soccer fields
- 7 small soccer fields
- 1 cricket pitch
- Additional amenities include a park concession stand, restrooms, basketball courts, tennis courts (tennis court lights have been removed) and a skatepark

### **Quinn Park**

- 1 baseball field
- 1 cricket pitch
- Additional amenities include a port-a-let, playground, tennis, and basketball courts

### **Makino Park**

- FC Cincinnati Mini Soccer Pitch
- Two baseball fields
- Additional amenities include an inclusive playground, picnic area and restroom facility

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# CITY OF MASON ATHLETIC COMPLEX USAGE POLICY

## ATHLETIC COMPLEX REQUEST POLICY & PROCEDURES

### 1. Athletic Complex Availability

Athletic Complex Fields are available beginning April 1 through October 31. Requests for fields before or after these dates will be evaluated on a case-by-case basis and may be subject to additional fees.

### 2. Mason City School District Residency Requirement – Supplemental Information Required

Sports organizations must meet the 70% Mason City School District residency requirement to have Athletic Complex fees waived. A maximum of two coaches per team will be counted toward the residency requirement.

A Mason City School District resident is defined as a household residing in Mason City School District limits.

Organizations that do not meet the 70% residency requirement but have a minimum residency rate of 60% Mason residency can pay an additional fee of \$75 per non-resident player until the 70% residency requirement is met. For example, if an organization does not meet the residency requirement by 10 players, they will pay \$75 for each of the 10 players to meet the 70% requirement per season.

The City will accept non-resident, Community Center Premier members towards the residency requirement. The non-resident Premier member must have an active membership during the sports season.

Non-profit organizations requesting use of park facilities at no cost based upon meeting the 70% Mason resident requirement must provide the supplemental information outlined below along with their completed Athletic Complex Request Form.

- Current or past team rosters identifying coaches' names, player names, address, and residency status
  - Visit [wcauditor.org/Property\\_Search/](http://wcauditor.org/Property_Search/) to verify if a coach or a player is a resident or non-resident
- A list of registration dates & fees for the current season/year
- Roster of Board of Directors with contact information
- Copy of Organization's Code of Regulations or Bylaws
- Code of Conduct for Athletes and Coaches
- Policy for addressing behavior problems with athletes, coaches, officials & spectators
- Emergency communication plan for inclement weather
- Documentation of tax-exempt status with the IRS and IRS determination letter
- Submit the most recent federal tax filing submitted to the IRS (Form 990) to demonstrate compliance with tax return filing requirements.
- Documentation of attendance of the Financial Management Course for Non-Profits. Annually the City will host a program offered by Warren County Prosecutor, David Fornshell related to financial management for non-profit organizations. Any Board member of a non-profit agency may attend. At least one board member of any non-profit organization seeking to secure fields in Mason for no cost is required to attend this session. At least one active Board member for the organization must annually provide proof that they have attended this course. City of Mason staff will provide training opportunity dates and details.
- Provide financial details of all direct and indirect affiliations with individuals or organizational entities associated with financial gain resulting from use of City property, including but not limited to foundations, sports tournaments, corporate sponsorships, etc., that are not disclosed on the organization's federal tax filing forms.
- Organizations must submit a valid certificate of general liability insurance with the City of Mason listed as additionally insured as outlined on page 8 of this packet.
- Verification that coaches, referees, umpires, and any other adults working within the organization have a completed background check verifying they are safe to work with children and serve in their role.

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# CITY OF MASON ATHLETIC COMPLEX USAGE POLICY

## 3. Athletic Complex Blackout Dates

Annually the City hosts significant events that may influence availability of facilities and fields. Please view the dates below that are confirmed for the 2026 spring/summer season. Field/Event requests for the facilities and dates listed below cannot be accommodated.

Date	Facility	Event
Saturday, April 11	Corwin M. Nixon	5K
Saturday, April 18	Corwin M. Nixon	5K
Sunday, April 26	Corwin M. Nixon	Lacrosse Tournament
Friday - Sunday, May 1 - 3	Corwin M. Nixon	Swim Meet
Friday - Sunday, May 15 - 17	Mason Sports Park & Corwin M. Nixon	Baseball Tournament
Saturday - Sunday, May 30 - 31	Mason Sports Park & Corwin M. Nixon	Baseball Tournament
Saturday - Sunday, June 13 - 14	Mason Sports Park & Corwin M. Nixon	Baseball Tournament
Saturday, June 27	Corwin M. Nixon	Event
Friday, July 3	All Fields and Parks	Red Rhythm and Boom Event

## 4. Park and Field Maintenance

Mason parks and amenities are maintained by the City of Mason. Ballfields are drug each weekday morning and on weekend mornings when activities are scheduled. Organizations using ballfields are responsible for lining the fields, pegging and providing bases. If desired, organizations can request to have field drug on weekend afternoons. The fee is \$60 per field, per occurrence for this service and is itemized as Field Preparation on page 6 of this packet.

## 5. Schedules

Game and practice schedules must be provided to the City prior to use of the facility/fields. Failure to do so will impact future use of the facility/field. Please notify the City daily of any changes to schedules so that this information may be available to maintenance and concessionaire services.

## 6. Cancellation Policy

- No fee will be assessed if a written notice is received within 30 days of the start of the event.
- A fee equal to 50% of the total estimated fees will be assessed for written notices received less than 30 but more than 14 days in advance of the start of the event.
- 100% of the total estimated fee will be assessed for events and tournaments canceled with less than a 14-day notice of the start of the event.
- Cancellation of field preparation must be done more than 3 days prior to the start of the event.

## 7. Invoicing

The City will remit invoices for amounts owed based upon information available at the time of invoicing. It is important that any changes to games or practices be communicated to the City daily so invoices can accurately reflect usage of the facilities/fields. Changes communicated after invoices are prepared will not be accepted and full amount of the invoice must be paid. All invoices should be paid within two weeks of the invoice date. Final invoices will be emailed to the representative listed on the Athletic Complex Request Form the following business day after the event or tournament.

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# CITY OF MASON ATHLETIC COMPLEX USAGE POLICY

## 8. Weather

The City understands that inclement weather can interrupt planned field reservations. Organizations will not be charged a cancellation fee for reservations canceled because of inclement weather. The City has invested significant funds in making facilities and fields available to use. Please help us protect the facility and participants during inclement weather events. Organizations will be responsible for any damage to park facilities or fields because of improper use. Please be a good partner and exercise good judgement when inclement weather is expected. The City of Mason reserves the right to cancel a field reservation based on weather or field conditions due to inclement weather.

There are many weather apps available today for organizations to use in helping keep their participants and guests safe. The City uses the guideline of "When thunder roars, go indoors." If thunder is present, organizations should stop all activities, seek shelter in a substantial building or hard-topped vehicle and wait 30 minutes after the storm to resume activity.

## 9. Frequently Asked Questions

Organizations using City of Mason parks for sports are required to follow all park ordinances. A complete listing of park ordinances can be found online at [imaginemason.org](http://imaginemason.org). Below are some frequently asked questions:

### Can alcohol be consumed or sold at City parks and facilities?

- Alcoholic beverages are not permitted in public parks.

### Can we charge a gate fee for our tournament?

- Charging a fee for parking (gate fee) is prohibited at all parks unless approved by the City of Mason. Organizations can request approval by indicating interest in doing so on the Athletic Complex Request. There is a \$500 per day, per park fee for charging a gate fee. Gate fees must be collected in the fields and not at the park entrance. Park visitors interested in using the park but not attending the organization's event must have the ability to do so without impediment.

### Will the concession stands be open this year?

- The City does not have concessionaire operating park concession stands. Organizations are welcome to utilize the concession stands as a revenue opportunity. Organizations interested in utilizing a park concession stand will need to coordinate use of the concession stand with City staff and complete a user agreement.

### Can we bring a food truck to our tournament?

- The City understands organizations hosting special events may be interested in additional offerings such as food trucks to accommodate large crowds. Event organizers should contact City of Mason staff to discuss the use of food trucks. The request must be reviewed and approved by the City prior to the event.

### When are Mason parks open?

- City of Mason parks are open from Dawn to Dusk unless organizations have an approved reservation.

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# CITY OF MASON ATHLETIC COMPLEX USAGE POLICY

## CITY OF MASON FIELD & TOURNAMENT COSTS

We thank you for choosing Mason to host your sporting activity or tournament. The City of Mason has available the following items to help support your tournament or sporting activity. Please contact us if you have any questions or additional requests that may not appear on the list below.

Item	#Requested	Price	Per	Total	#Delivered	#Returned
Field Use		\$50	Hour			
Tournament		\$255	Field/Per Day			
Gate Fee		\$500	Park/Per Day			
Field Lights		\$60	Occurrence/Field			
Field Preparation		\$60	Field			
Traffic Barricades/ Signs		\$12	Barricade			
Cones		\$3	Cone			
Dumpster Rental		\$425	Occurrence			
Port-a-let Rental		\$120	Piece			
Additional Trash Receptacles		\$8	Piece			
Maintenance Assistance		\$85	Hour/Per Staff (3 hr. min.)			
Extra Duty Police Officer		\$65	Hour (3 hr. min.)			
Fire/EMS on Duty (dedicated)		\$130	Hour (4 hr. min.)			
Total Due in Costs						
\$500 Deposit Check for events/tournaments; \$50 for single day rentals <b>must be received 14 days before the event</b>	\$500/\$50					

- If maintenance assistance is requested, please note there will be a 3-hour minimum charge.
- Gate fees must be approved by the City of Mason and there is a \$500 per park/per day fee for charging a gate fee. Gate fees must be collected in the fields and not at the park entrance.
- The deposit check ensures all areas and equipment are properly cleaned and returned in good condition.
- Deposit checks are returned if areas are restored to original condition and equipment has been returned to their original condition.

Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Mason Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF MASON ATHLETIC COMPLEX USAGE POLICY

## APPLICANT INFORMATION

Please complete a separate Athletic Complex Request for each season.

Organization Name

Representative Name

Address

City

State

Zip Code



Contact Phone

Email

Park Requested

Occurrence Type (Check One)

Spring/Summer Season

Fall Season

Tournament

Other

Date(s) Requested



Beginning

Ending

**Gate Fee:** Please check this box if interested in requesting approval for charging a gate fee.

Day	Time Requested	Park/Field #'s
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

I \_\_\_\_\_ as a representative of \_\_\_\_\_, understand that this form is a request for use of the City of Mason parks and athletic complexes and associated joint use areas and not a guarantee of usage. In addition, I have received and understand the Park Athletic Complex Usage Policy; the park rules & regulations, and the City's inclement weather policy and agree that all representatives of the requesting group will abide by the stated policies. I further understand that failure to abide by these policies may lead to future requests for usage of complexes being denied. All assignments are subject to change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed form by mail or email.

City of Mason  
 Keith Albin  
 6050 Mason Montgomery Road  
 Mason, OH 45040  
 Phone: 513.229.8555  
 Email: fieldscheduling@masonoh.org

# CITY OF MASON ATHLETIC COMPLEX USAGE POLICY

The \_\_\_\_\_ shall indemnify, hold harmless and defend the City of Mason (OH), their elected and appointed officials, all employees, agents, all boards, commissions, and all volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which the City of Mason, its elected and appointed officials, employees, agents, all boards, commissions, and volunteers may incur or be required to pay, arising out of or by any act or omission on the part of the Organization, its employees, representatives, agents, and volunteers, while occupying any City of Mason facility/property during any time members of the organization are utilizing said property/facility during the year of 2026.

The Release and Indemnity Agreement is given in consideration of the use of certain facilities owned by the City of Mason and shall include all expenses incurred by the City of Mason as a result of any such liability claims, actions, demands, and/or judgments, etc., including but not limited to attorney's fees and any costs associated herewith.

## Insurance Requirements:

In connection with the use of the Property, \_\_\_\_\_ shall maintain for the duration of this Agreement Commercial General Liability (CGL) Insurance Coverage, including athletic participants' coverage (if applicable), in an amount not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. Said CGL policy shall be endorsed to name the City of Mason, its elected and appointed officials, all employees, agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents, and volunteers thereof as additional insureds. Also, the CGL policy shall be endorsed to make the coverage primary and non-contributing as respects the additional insureds.

The Organization shall present to the City a certificate of insurance evidencing compliance with these specifications at least one week in advance of the event.

The City of Mason reserves the right to require complete certified copies of all insurance policies, including endorsements, required by these specifications at any time.

\_\_\_\_\_  
Representative's Name (Please Print)

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Name (Please Print)

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date