



## PARKS & RECREATION

### Rich Valley Baseball/Softball Field Tournament Rental Information and Guidelines 2026

#### Scheduling Priority & Reservation Timeline

Tournament reservations will be scheduled according to the following priority system. All requests must be submitted by the corresponding deadline to be considered at that priority level.

Priority	User Group	Request Deadline
1	City of Inver Grove Heights- sponsored activities	February 13, 2026
2	Inver Grove Heights Athletic Associations	February 20, 2026
3	Other youth sponsored organizations (2025 users, 2024 users, and new users)	February 23, 2026
4	Other adult sponsored organizations (2025 users, 2024 users, and new users)	February 23, 2026
5	Remaining tournament weekends based on weekend held in 2025	Available on March 6, 2026

*Any remaining tournament weekends will be reserved on a first-come, first-served basis. Submission of a request does not guarantee availability. Final scheduling is subject to field availability, maintenance schedules, and City needs.*

#### Tournament Reservation Process

- A **Rich Valley Tournament Request Form** must be submitted and approved before an official permit is issued.
  - Rental Applications can be found on [www.ighmn.gov](http://www.ighmn.gov) or by contacting the Parks and Recreation office.
  - The request must include dates, times, fields, number of games per day, and any other relevant details.
- The City of Inver Grove Heights will process tournament requests based on the priority schedule and contact the applicant to verify availability and outstanding requests.
- Once approved, a finalized permit will be distributed via email or available for pick up at the Parks and Recreation office.

#### Tournament Accepted Process

- If your request is approved, you'll have three (3) business days to confirm your booking.
- At the time of confirmation, you must provide the following required documents:
  - Certificate of Insurance
  - Athletic Field Rental Agreement
  - Rich Valley Tournament Field Prep Form (due 14 days before the tournament)

#### Tournament Cancellation Policy

- **6-14 Days Before Tournament:** \$100 per field cancellation fee.
  - *Example:* If a tournament originally reserved four fields but reduced to two within this timeframe, the fee is \$200 (\$100 per field cancelled).
- **Within 5 Days of Tournament:** Full game price charged for any cancelled games.
  - *Example:* If two games are removed from the schedule within five days of the tournament, the full game price still applies.

## Rich Valley Tournament General Information:

### Field Information:

Rich Valley Baseball and Softball Fields #1-9

- Baseball Field (fields 5,6,9)
  - Field 5 & 9: Regulation size up to 90', Field 6: Youth size, up to 75'
- Softball Fields (*fields 1-4, 7-8*)
- *Lights: Available only on fields 1-4*

### Synthetic Pitching Mounds:

Synthetic pitching mounds have been installed at Rich Valley on fields 5, 6, and 9 (Spring 2025). In addition, Fields 1-4 and 7-8 utilize portable synthetic pitching mounds.

#### **Metal cleats/spikes are NOT permitted on any Rich Valley pitching mounds.**

- This policy applies to all synthetic and portable synthetic mounds.
- It is the renter's responsibility to communicate this policy to all participating teams, including teams traveling from outside the area.
- Any damage to the pitching mounds resulting from non-compliance will be the responsibility of the renter.

With this update, NO metal cleats are allowed on these mounds.

### Restrooms & Portable Restrooms:

- **Indoor Restrooms:** Available from 7 a.m. to 10 p.m. during your tournament.
- **Portable Restrooms On-site:**
  - Fields 1-4: *one ADA & one standard unit*
  - Fields 5-8: *one ADA & one standard unit*
  - Field 9: *one regular unit*
- Cleaning Schedule: The City cleans restrooms on Mondays & Thursdays.
- **Additional Cleaning:**
  - **Multi-Day Tournaments:** For events over multiple days, the Rental Coordinator will assess the need for extra cleaning based on the tournament schedule.
  - **Coordination:** If additional cleaning is deemed necessary, the Rental Coordinator will arrange services with the City's provider.
  - **Fees:** The tournament host is responsible for any extra cleaning fees. The City reserves the right to include these fees in the rental permit.

### Cleaning Fees:

- **Standard Unit:** \$65 (resident) / \$75 (non-resident) per unit.
- **ADA Unit:** \$135 (resident) / \$145 (non-resident) per unit.

### Emergencies:

- An AED is located on-site at Rich Valley Athletic Complex.
- In case of emergency, call 911.

### Invoices & Payments:

- Final invoices will be processed the week after the tournament and emailed to the tournament host.
- Payment is due on the 20th of the month following your tournament.
- Payment options:
  - Online: Log in via ActiveNet or by phone: Call Terry, Guest Services, 651-450-2586

## Tournament Host Responsibilities:

- Submit a **Rich Valley Tournament Field Prep Form** at least **14 days in advance**.
- Provide a **Certificate of Insurance** covering at least \$1,000,000, naming the City as an **additional insured**.
- Maintain vendor compliance (permits, insurance, and fees paid to the City).
- Enforce **NO METAL CLEATS** on synthetic mounds (fields 5, 6, 9). *The user is responsible for any damage.*
- Hire tournament officials (must be fully insured).
- Ensure all teams clean dugouts after games.
- Enforce parking regulations:
  - No parking on the grass, No overnight parking.
  - No parking around the concession stand or field common areas.
  - Minimize motorized vehicle use on pathways -only for supply drop-offs.
  - *Additional parking is available at Rich Valley Soccer Field.*
- Provide **medical/first aid supplies**; an AED is available on-site.
- **On-site Tournament Director:** You are required to be present on-site during the tournament or designate a person to serve as the tournament director in your absence. If you are appointing someone else, please provide their name and contact phone number. This person must be on-site during the tournament.
- No smoking or alcohol on playing fields or player bench areas.
- No alcohol at youth tournaments.

## Concessions & Vendor Guidelines:

### Concessions

- The City does not operate concessions but allows tournament hosts to use the concession stand for an additional fee.
- Users must pick up a concession stand access card from the Parks and Recreation Department prior to their rental.
- Access to the concession stand may be available 1-2 days prior to the tournament, subject to availability.
- The tournament host is responsible for **cleaning the concession stand** after use and must leave it in the condition it was found. Cleaning responsibilities include:
  - Inside of refrigerators and freezers
  - Countertops
  - Floor
- All items must be removed from the concession at the conclusion of the rental.  
Any additional time needed to remove items must be approved in advance by the Rental Coordinator.

### Concession Stand Fees:

- Resident rates: \$285 per weekend or \$115 per day
- Non-resident rates: \$300 per weekend or \$140 per day

## **Outside Vendors (Food Trucks)**

- **Pre-approval** from City is required.

Contact the Rental Coordinator to add a vendor to your tournament.

Each vendor must **complete a Vendor Permit Application** and pay the applicable **vendor fee**.

### **Vendor Fees:**

- Resident rates: \$80 per day or \$130 per weekend
- Non-resident rates: \$90 per day or \$145 per weekend

Vendors must submit all required documentation to the City prior to the start of the tournament (see Tournament Submission Checklist).

The City will designate approved locations where vendors are allowed to park.

## ***Tournament Submission Checklist***

*Items required by the City prior to the start of a tournament*

### ***Forms required to host a tournament at Rich Valley:***

- Rich Valley Tournament Request Form (online)
- Outdoor Athletic Facilities Agreement
- Certificate of Insurance (COI)
- Field Prep Form (due 14 days prior to your tournament)

### ***Are you hosting concessions?***

If yes, submit your organization's MDH License to Sell to the Rental Coordinator prior to your rental.

### ***Are you having a food truck on-site?***

*If you have an on-site vendor (such as a food truck), the following documents must be submitted to the City prior to the start of the tournament:*

- Vendor Permit Application (provided by the City)
- Vendor Liability Insurance
- Special Event Food Permit (Minnesota Department of Health)

# Services Provided by Inver Grove Heights Parks and Recreation: Summer (May-mid-August)

## General Information

- **Field Access:** Tournament hosts will have access to fields one hour prior to the first scheduled game.
- **Staff Contact:** Please do not contact City staff before their scheduled start time unless there is an emergency.
- **Field Use:** If four or fewer fields are used, they will be located on the same wheel. The City reserves the right to move tournament games to a central wheel as needed.

## Basic Maintenance

- **Daily Field Preparation:** Fields will be prepared daily prior to the first game, including setting bases, dragging, and lining.
- **Staffing:** The City will provide two staff per wheel; additional staff requests will be charged by the fee schedule.
- **Field Maintenance:**
  - fields will be dragged and relined **after every third game.**
  - Additional dragging or lining may be requested, subject to staff availability.
  - All additional maintenance requests must be arranged in advance (*see Enhanced Maintenance Fees*).
- **Indoor Restrooms:** Available from 7:00 AM to 10:00 PM during the tournament. City staff will clean and maintain restrooms.
- **Garbage Collection:** City staff will collect garbage throughout the tournament.
- **Equipment Provided:** Rakes and chalk will be available for tournament host use.
- **Tournament Host Responsibilities:**
  - Raking around bases
  - Cleaning dugouts
  - Any maintenance beyond the services listed above

## Enhanced Maintenance

*(subject to staff availability, must be arranged in advance)*

Includes all Basic Maintenance services, plus:

- **Increased Staffing:** Up to 5-8 total staff members, with costs determined by the fee schedule and tournament schedule.
- **Enhanced Field Prep:** Fields will be dragged, raked, and re-lined after **every other game.**

## Weather Policy:

- Weather-related delays or cancellations will be determined on a case-by-case basis by the City and the tournament host.
- The City reserves the right to suspend or end play if field conditions become unsafe or unplayable.

The tournament host is responsible for any damage caused by play during adverse weather conditions.

# Services Provided by Inver Grove Heights Parks and Recreation:

## Fall (Mid-August - October)

### ⚠ Limited Tournament Availability

Due to limited resources, the City is **unable to accommodate large-scale tournaments** after mid-August through the end of the season.

### General Information

- **Field Access:** Tournament hosts will have access to fields one hour prior to the first scheduled game.
- **Staff Contact:** Please do not contact City staff before their scheduled start time unless there is an emergency.
- **Field Use:** If four or fewer fields are used, they will be located on the same wheel. The City reserves the right to move tournament games to a central wheel as needed.

### Facility & Field Use

- **Availability:** Rentals are available **Saturday and Sunday only. Friday rentals are not available.**
- **Facility Access & Initial Field Prep:**
  - The facility will be open each morning.
  - Fields will be prepped prior to the first game, including setting bases, dragging and lining.

### Field Maintenance & Staffing

- Only the initial field maintenance will be provided each morning
- **No additional maintenance** will be provided during the day.
- **No City staff will be on-site** during tournaments.
- Rakes and chalk will be available for the tournament host use.

### Additional Services

- **Indoor Restrooms:** Available from 7:00 AM to 10:00 PM during the tournament. City staff will clean and maintain restrooms.
- **Garbage Collection:** City staff will collect garbage throughout the tournament.
- **Equipment Provided:** Rakes and chalk will be available for tournament host use.
- **Tournament Host Responsibilities:**
  - Raking around bases
  - Cleaning dugouts
  - Any maintenance beyond the services listed above

### Weather Policy:

- Weather-related delays or cancellations will be determined on a case-by-case basis by the City and the tournament host.
- The City reserves the right to suspend or end play if field conditions become unsafe or unplayable.
- The tournament host is responsible for any damage caused by play during adverse weather conditions.

## Rich Valley Athletic Complex Fee Descriptions

Parks and Recreation			
Park Usage	Frequency	2026 Resident Fee	2026 Non Resident
<b>Rich Valley Athletic Complex</b>			
<b>Tournaments</b>			
IGH association	Per field/per day	\$130	\$130
<b>Youth baseball</b>	<b>Per game</b>	<b>\$100</b>	<b>\$125</b>
Adult baseball	Per game	\$110	\$130
Youth softball	Per game	\$75	\$95
Adult softball	Per game	\$95	\$115
<b>Cancellation fee within 14 days</b>	<b>Per field</b>	<b>\$100</b>	<b>\$100</b>
<b>Cancellation fee within 5 days</b>	<b>Per game</b>	<b>100%</b>	<b>100%</b>
Tournament/game vendor			
Single day	Per day	\$80	\$90
Weekend (two days)	Per weekend	\$130	\$145
Concessions stand			
Weekend	Per weekend	\$285	\$300
Day	Per day	\$115	\$140
Additional maintenance (staff, supplies, equipment, etc.)			
Enhanced maintenance (1 staff member)	Per hour	\$45	\$55
Enhanced maintenance (team of 2)	Per hour	\$80	\$100
Enhanced maintenance (team of 3)	Per hour	\$105	\$125
Rich Valley lights	Per hour	\$50	\$70
Add chalk lines	Per park	\$30	\$40
<b>Add portable restroom cleaning</b>	<b>Per unit</b>	<b>\$65</b>	<b>\$75</b>
<b>Add ADA portable restroom cleaning</b>	<b>Per unit</b>	<b>\$135</b>	<b>\$145</b>

Fees do not include tax.

# Rich Valley Athletic Complex

