

Softball Complex Rental: Team Information Form

Class. of Game: _____ Date of Game: _____

Home Team: _____ Colors for this Game: _____

Time Home Team Bus will Arrive at Stadium on Game Day: _____

Contact Name: _____

Contact Phone (Home (Office):
Numbers: or Cell) _____

Contact Fax: _____ Contact E-Mail: _____

Tax ID #: _____

Business Office Mailing Address: _____

Winner of this game plays winner of: _____ Vs. _____

Game Day Ticket Prices: _____ Passes Honored: _____

Official Crew Chapter: _____ Crew Chief: _____

Phone #: _____

The Home team is responsible for procuring and paying all field officials and UIL expenses. Sam Houston State University will provide all press box officials.

Pre-Game Schedule: Please list times for pre-game activities below

| | | | |
|-------|-----------------------|-------|---------------------------|
| _____ | Home Team Warm-up | _____ | Announce starting lineups |
| _____ | Visiting Team warm-up | _____ | Star Spangled Banner |
| _____ | Plate Conference | _____ | First Pitch |

Rental Fee: \$1,500 for day game, \$1,700 for night game and \$2,000 for double header, plus 10% of the game-day gate receipts. *Sam Houston State University will sell tickets on game day. There will be no advance ticket sales. The rental fee will be deducted from ticket sales by the Sam Houston State University Athletic Business Manager. Net profits will be forwarded to the home team for disbursement to the visiting team. In the event that ticket sales do not cover the rental fee, a bill will be sent to the home team for the portion of the rental fee not covered by ticket sales.*

Visiting Team: _____ Colors for this Game: _____

Time Visiting Team Bus will Arrive at Stadium on Game Day: _____

Contact Name: _____

Contact Phone (Home (Office):
Numbers: or Cell) _____

Contact Fax: _____ Contact E-Mail: _____

Return completed form to DJ Schwoegl, Athletic Facilities Coordinator, Sam Houston State University, Box 2268, Huntsville, TX 77341; djs025@shsu.edu email

Bearkat Softball Stadium Rental: General Information

Sam Houston State University Contacts: D. J. Schwoegl, Athletic Facilities Coordinator (713-859-3951 cell, djs025@shsu.edu) Jason Barfield, Media Services (Phone: 936-294-3533); Bobbie Hilliard, Athletic Business Manager (Phone: 936-294-1727); Dustin LeNorman, Athletic Trainer (936-294-1710)

Field Surface: Grass, **Seating Capacity:** 500

Reservations: Taken by phone on a first-come, first-serve basis. The attached reservation form must be returned via fax or email to the Sam Houston State University Department of Athletics. Priority will be given to games which can be guaranteed (all possible combinations agree to play at this site on a given date).

Rental Fee: \$1,500 for day game/\$1,700 for night game/\$2,000 for double header, plus 10% of game day gate receipts. Sam Houston State University will sell tickets on game day. **There will be no advance ticket sales.** The Sam Houston State University Athletic Business Manager will deduct the rental fee from ticket sales. Net profits will be forwarded to the home team for disbursement to the visiting team. In the event that ticket sales do not cover the rental fee, a bill will be sent to the home team for the portion of the rental fee not covered by ticket sales.

Special Facility Rules: 1) No soft toss into the fences; 2) Pitchers must warm-up in the bullpen area ONLY; 3) Hitting facility will be open before game, **but must be monitored by one non-student coach, and teams must agree amongst themselves on a pre-set schedule for when each team will hit in the facility;** 4) No umbrellas, outside food or drink or pets allowed in stadium.

Game Day Ticket Prices: Ticket prices will be established in advance by the home team. Ticket prices must be set as whole dollar amounts (e.g. \$4.00 NOT \$4.50). All game day tickets will be general admission. Be sure to set an adult and student price.

Advance Ticket Sales: No advance ticket sales.

Sam Houston State University will be responsible for the following services and officials:

Game Day Operations Manager (On Site Contact), Concessions (Spectrum Catering), Ambulance (Walker County EMS on standby), General Security (University Police Department), Plumber (stand-by), Electrician (stand-by), Ticket Personnel, Scoreboard Operator, Announcer, Pre-Game Music, Stadium Cleaning.

The Home Team will be responsible for the following services and officials:

Procuring and paying of all field officials; disbursement of profits to visiting team; payment of any required UIL expenses directly to the UIL; providing roster lists for the announcer and media in the press box prior to game; keeping official game stats, game programs (if desired).

Each team will be responsible for its own: Towels, trainers and training equipment, replacement drink, cups, (Water will be placed in each dugout), “walk-up” music, scoreboard message center information, press box/field passes and game programs (see below sections for more information).

Misc: 1) Music. Sam Houston State will provide warm up music prior to the game. If interested, **both teams** may have “walk up” music played for their hitters (we won’t play it for just one team) as they come to bat. However, this music, **in mp3 format** (E-mailed files are preferred), must be provided to Sam Houston State at least three days prior to the game for screening and loading purposes. Any offensive music, in our judgment, will not be played. 2) Scoreboard message center. If interested, **both teams** may provide a roster of names, numbers and positions (we won’t just display one team) to be displayed on the scoreboard message center when

hitters come to bat. These lists must be provided to Sam Houston State press box personnel **at least two hours prior to game time** for loading purposes.

Press box/Field Passes: Each school must provide its own press box/field passes. Sample press box passes must be provided to the Sam Houston State University Ticket Office on game day (E-mailed scanned images are preferred). If no passes are provided early, **no one outside of credentialed media and team personnel will be allowed in the press box or on the field.**

Game Programs: If game programs are desired, it will be the responsibility of the home team to produce and sell programs and to distribute profits from program sales to the visiting team.

Training Room: The training room will be open and staffed by one Sam Houston State University Athletic Trainer. **The training room will not be available for pre-game or post-game taping or treatments.** It will be available for the treatment of injuries incurred during the game as needed by both teams.

Locker Rooms: Locker room facilities are **NOT** available.

Dugouts and Seating: Home team will occupy the third base dugout; visiting team will occupy the first base dugout. Fan seating is general admission.

Team Bus Parking: All buses must park and teams enter stadium BEHIND the complex off of Sycamore Ave. **Buses MAY NOT attempt to enter the north football parking lot as they will high center and get stuck.** Signs are posted but invariably, someone thinks this doesn't apply to them. Please inform your bus driver NOT to attempt to enter the north lot and to park the bus behind the complex. Game personnel will be available to direct bus parking.

Spectator Parking: West and north lots of Bowers (football) Stadium. There is limited spectator parking available at the baseball stadium. The football stadium north lot (behind the football scoreboard) provides ample parking opportunities and is located right next to the softball complex. Please inform your fans of parking locations.

Scouts: **Due to limited space, scouts will not be allowed in the press box and must sit in the stands. Please make potential opponents aware of this policy, it will be strictly enforced.**

Press box Phone: The main press box phone number for the softball field is 936-294-4131.

Telecast Fee: A fee of \$150 will be charged for telecasting an event. This fee will be paid directly to the Sam Houston State University Athletic Department by the television station and is not included in the rental fee. If University Physical Plant employees are required for set-up, an appropriate labor charge will be added to the fee.

Athletic Use Only: Rental of Sam Houston State Athletic Facilities may only be used for athletic events only.