

# Warren County Parks and Recreation Department Special Events and Tournaments Security Contract

Event Start Date (Required): \_\_\_\_\_

The Warren County Parks and Recreation Department (hereafter referred to as WCPRD) strives to provide the safest and most enjoyable recreational experiences to all users of its facilities. To assist in this effort, the Warren County Sheriff's Office has assigned a deputy to patrol the park areas. This Security Contract is used for all types of Special Events, Park Functions, and Tournaments in which it is deemed necessary to require additional security to ensure public safety.

It is required that all Special Event/Tournament groups ensure that all users, patrons, participants, spectators, officials, umpires, referees, event/tournament staff, coaches, managers, assistant coaches attending and associated with their event fully understand the WCPRD Code of Ethics and agree to abide by all rules and regulations of the department. This includes understanding and acknowledging that anyone who displays unsportsmanlike conduct, engages in fighting, assaulting, threatening, menacing, harassing, acting disorderly, vandalizing, or cursing will be removed from the facility and will not be allowed back in the facility for the duration of the tournament or special event.

The Special Event/Tournament group understands that if a tournament or event is cancelled due to violation of the corresponding event/tournament contract or this security contract, WCPRD and Warren County Fiscal Court are not responsible for the refunding of any type of event-related fees, security fees, charges, registrations, or any other event/tournament-related costs. These costs are solely the responsibility of the event/tournament provider. Failure to comply with the security contract will result in forfeiture of date for the following year.

This Security Policy and Contract must be signed and dated within ten (10) business days of being notified that your event has been approved. The event or tournament director will have a choice of two options for providing additional security for the event and must communicate to the WCPRD Business Manager the chosen option at least ten (10) business days prior to the event.

Terms and Conditions of Contract:

This Security Policy and Contract is required, in addition to the WCPRD Special Event and Tournament Contract, because the Director has determined that your special event, function, or tournament will require additional security based on but not limited to the following factors:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants/spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users/participants, threatening of users/participants, harassing of users/participants utilizing the facility).
2. The projected number of participants is large and may require more security resources to ensure public and facility safety.
3. Multiple facilities or park locations are being used.
4. The type of event that is being held.
5. Local Law Enforcement recommends additional security.
6. Disruptive or violent acts that have occurred over the past twelve (12) months on WCPRD property

Available Security Options

**OPTION 1:** Use Warren County Law Enforcement personnel according to the pay scale that is in effect at the time of the event (current rate is \$85/hour, i.e., 8-hour day = \$680; 10-hour day = \$850). If the event or tournament involves multiple facilities/locations, one deputy per location is required. If this option is chosen, the payment must be made five (5) business days prior to the event start date in the form of a personal check made out to WCSO and submitted to the Business Manager of WCPRD.

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**OPTION 2:** Event or Tournament Director will provide security for the event. The security personnel must meet all the following criteria:

## Indoor Events

- Non-Basketball/Other Type of Tournament or Event utilizing one or more facilities in same park must provide one (1) security staff for the event. Additional security personnel may be required if an event utilizes multiple locations.
- Basketball Tournaments must provide one (1) security staff for every court being utilized (i.e., 4 security personnel for 4 middle school courts; 2 security personnel for 2 high school courts).

## Outdoor Events

- Other Outdoor Events (non-baseball/softball tournament) utilizing large areas of a park must provide (1) security staff for the event. Additional security personnel may be required if an event utilizes multiple locations.
- Baseball/Softball Tournaments - One security staff person must be provided for each park location. For locations using multiple fields, one security staff is required for every 2 fields.

## SECURITY PERSONNEL REQUIREMENTS:

1. All security personnel must be insured by event insurance provided by the event or tournament director. Please provide proof of insurance.
2. Each security personnel must wear an identifiable security uniform or shirt. Shirts must say SECURITY on the front and/or back.
3. All security personnel must comply with a no-hands-on protocol in dealing with disruptive fans.
4. No security personnel shall not be armed.
5. All security personnel must understand that WCPRD and WCSO personnel have exclusive authority to all WCPRD and Warren County properties on all final disciplinary actions.
6. Security personnel must understand that they are to supplement WCPRD staff on duty.
7. Security personnel must meet with WCPRD Management team on site at least one (1) hour before the event to go over basic policy and approved disciplinary procedures. WCPRD may provide security personnel with a radio and earpiece to facilitate communication with WCPRD staff. The facility will always be staffed by a WCPRD employee.
8. The Tournament/Special Event Director shall provide a written plan on how security staff will be utilized and what action plan they have for dealing with disruptive patrons, spectators, coaches, officials, players, or officials. This is due for review at the mandatory security meeting with WCPRD staff one (1) week prior to the event or tournament.

The event or tournament director is responsible for advising all users, officials, scorekeepers, teams, participants, and event staff of the WCPRD rules and regulations and policies regarding expectations of behavior while in WCPRD facilities or on WCPRD properties for this event. WCPRD Policies are provided at the time of this contract. Unsportsmanlike conduct will not be allowed in WCPRD facilities.

**SPECIAL NOTE:** Scorekeepers should be instructed to remain neutral and impartial throughout the event while acting in assigned capacity. Cheering for teams and engaging with spectators is not permitted. Engaging or conversing with the spectators or with officials or umpires during a game is prohibited unless it pertains to game business is prohibited.

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By my signature, I affirm that I have read this document and will abide by all WCPRD rules and regulations contained herein regarding the use of WCPRD facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my event and shall be responsible for paying for all damages (i.e., goals, bleachers, curtains, or any other amenities in or associated with facilities rented). I also agree to indemnify and hold harmless Warren County Government officers, directors, judge executives, county officials, and employees from and against all claims, demands, liabilities, suits, damages, costs, and expenses of every kind and description, including penalties and reasonable attorney fees.

I also affirm that I will submit payments and any other required documents according to the schedule as specified in this document.

**Event Coordinator Signature  
(Required):** \_\_\_\_\_

**Date signed (Required):** \_\_\_\_\_