

# Orange County/Claiborne West Park Ballfield Rental Guidelines

*Approved in Commissioner's Court on April 14, 2026*

## SCHEDULE AND TIMES:

Reserved use of the ballfield at Claiborne West Park is included in the rental of Shelter #3 adjacent to the field. Please contact the Park Office to make a reservation and secure field access. All regular Claiborne West Park Rules and Rental Guidelines apply.

Recurring reservation slots are available to provide consistent field access, and to ensure a fair opportunity for all parties, the following rules apply:

- **Practice Seasons:** There will be two "practice seasons" each calendar year as follows:
  - Spring/Summer Practice Season: February 1<sup>st</sup> – July 31<sup>st</sup> (Deadline to apply is January 15<sup>th</sup>)
  - Fall/Winter Practice Season: September 1<sup>st</sup> – December 31<sup>st</sup> (Deadline to apply is August 15<sup>th</sup>)
- **Application Process:** Teams/Parties must submit a "Recurring Reservation Application" to the park office prior to the application deadline of each practice season to be included in the drawing for the upcoming season.
- **Seasonal Selection Order:** A random draw of all applicants\* will be held prior to the start of each practice season to establish the time slot selection order. Each team/party has up to a two-hour window to submit their selection before the next team/party in line becomes eligible to choose. No changes are allowed once a selection has been made. \*Exception for the remainder of the 2026 Spring/Summer Practice Season through the end of the 2028 Spring/Summer Practice Season: Juice Baseball will have the 5:15 PM time slot on each Monday and Thursday as approved in Commissioner's Court on April 14, 2026.
- **Time Slot Selection:** Each team/party is eligible to select one weekday (Monday – Friday) time slot and one weekend (Saturday - Sunday) time slot. If no weekday slots are available, teams/parties may select two weekend slots as an alternative, as available. Each team/party has up to a two-hour window to submit their selection before the next team/party in line becomes eligible to choose. No changes are allowed once a selection has been made.
- **Schedule Release:** The updated schedule will be released prior to the start of each practice season.
- **Extra Slots:** Once the initial rotation is complete, any remaining slots may be filled by teams/parties selecting one additional slot in the same rotating order.
- **Duration:** Selected slots are active for the entire practice season.

There is NO guarantee that fields will be set for the age group of the team using them.

Please note that availability may be limited on certain weekdays or holidays, and the field may be closed occasionally for maintenance or previously scheduled events. The reservation schedule will be posted in the dugouts and online and failure to adhere to the reservation schedule will result in additional fees and/or loss of rental privilege.

**Monday – Friday PRACTICE (Requires rental of Shelter #3 for \$20 per session):**

Two Time Slots per Day – Practice sessions are limited to one (1) hour and forty-five (45) minutes. Practice sessions can be scheduled for Monday through Friday from 5:15 PM – 7:00 PM or from 7:15 PM – 9:00 PM by reserving the shelter through the Park Office. All vehicles must arrive prior to park closing, which varies by season.

**Saturday – Sunday PRACTICE (Requires rental of Shelter #3 for \$20 per session):**

On the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Saturday of each month, the Shelter #3 reservations will be designated for ball practice.

On the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Sunday of each month, the Shelter #3 reservations will be designated for ball practice.

Practice sessions are limited to one (1) hour and forty-five (45) minutes.

8:00 AM – 9:45 AM

10:00 AM – 11:45 AM

12:00 PM – 1:45 PM

2:00 PM – 3:45 PM

4:00 PM – 5:45 PM

6:00 PM – 7:45 PM (All vehicles must arrive prior to park closing, which varies by season)

All teams are expected to be completely off the field and have the dugouts and shelter area cleared NO LATER THAN five (5) minutes after their reservation time ends. Failure to vacate the shelter/field by this time could result in additional fees and/or loss of rental privilege. If more time is needed, end practice earlier.

**TEAM RESPONSIBILITY:**

- Each team is responsible for removing any equipment, trash/debris, etc. from the shelter, field, dugouts and stands after each practice. Failure to adhere to this rule will result in rental privileges being revoked and/or additional cleaning charges. The Orange County Parks Department/Claiborne Park is not responsible for the loss of items/equipment left behind after practice.

**PROHIBITED ITEMS/ACTIONS:**

- No alcohol
- No sidewalk chalk, balloons, silly string, confetti or powders.
- No parking on grass
- NO SOFT TOSS INTO FENCES.
- Metal spiked shoes/cleats are STRICTLY prohibited.
- Profane language, gestures, clothing, etc. will not be tolerated and will result in removal of person(s) from the property.

- Portable radio devices will be allowed but only at a reasonable volume, to be determined by park staff, that does not disturb other park patrons. Failure to comply will result in removal of the device. Repeated offense could result in loss of team rental privilege.
- Failure to comply with instructions from the Orange County Parks Department/Claiborne Park staff will result in field rental privileges being revoked.
- The Orange County Parks Department/Claiborne Park reserves the right to refuse service to anyone based on the criteria outlined in this rental agreement, facility policies, and/or local and state laws.

#### **PAYMENT INFORMATION:**

Full payment is due at the time of booking for one-time reservations.

Payments for Recurring reservations will be processed every Monday unless otherwise noted for that week's reservations and require credit card information and signed Payment Authorization Form to be kept on file in the Park Office. The Orange County Parks Department/Claiborne Park is not obligated to honor standing reservations to teams whose credit cards decline payment. Repeated credit card payment "declines" can result in loss of rental privileges. Additional fees & charges will be charged to the credit card on file. See the "Additional Fees and Charges" section below for more information.

#### **CANCELLATIONS:**

Reservation cancellations must be made no later than 11:00 AM on the Friday before the associated week in writing via email to parkadmin@co.orange.tx.us. Cancellations made prior to the deadline will not be charged the rental fee. Cancellations made after the deadline and/or "no-shows," will still be charged for that reservation, and a refund will NOT be issued. After three (3) team cancellations, teams will be subject to a loss of rental privileges as determined by the Orange County Parks Department/Claiborne Park.

Cancellations can be made by the Orange County Parks Department/Claiborne Park at its sole discretion if the field is not suitable for practice due to weather, repairs, or other conditions or business reasons. In the event a paid reservation is cancelled by the Orange County Parks Department/Claiborne Park for any reason, a refund will be issued and shall be the sole and exclusive remedy in the event of a cancellation under this provision.

#### **ADDITIONAL FEES AND CHARGES:**

- Holes dug in the facility by any member of your team/organization is subject to a fifty-dollar (\$50) maintenance fee and can result in loss of rental privileges.
- Excessive litter left by your team, coaches, or guests is subject to a twenty-five-dollar (\$25) cleaning fee and can result in loss of rental privileges.
- Any team that is not off the field within five (5) minutes after their scheduled rental time is subject to an overstay fee (starting at \$50) and can result in loss of rental privileges.
- Damage to the Orange County Parks Department/Claiborne Park facility and/or equipment can result in additional charges to be invoiced/charged as needed.
- The Orange County Parks Department/Claiborne Park reserves the right to issue and/or revise these fees at their discretion.