

# City of Mandeville



*Harbor Field - 178 Jackson Avenue - Mandeville, LA 70448*

November 18, 2024

Dear Coaches/Athletic Directors,

We will be hosting two lotteries. The first lottery, Lottery A, is for teams with 50% or more Mandeville Residents. The second lottery, Lottery B, is for teams with less than 50% Mandeville Residents on their team. Included in this packet is a great deal of information and details explaining each lottery's procedures, a timeline so you don't miss and deadlines, and your application to be included in the lottery for a season permit.

Lottery application, roster and proof of insurance will be due to our office by 4:00pm on Monday, December 9, 2024. Please be sure that these packets get returned to my attention. Both lotteries will be held on Thursday, December 12, 2024 for 5:30pm at the City of Mandeville City Hall, Council Chambers. We will host the Lottery A and then we will host the Lottery B immediately following Lottery A. After both lotteries are complete, teams may then sign up for any additional time openings. Permits will begin on Monday, February 3, 2025 and continue through Friday, April 25, 2025.

Please do not hesitate to contact me with additional questions.

Sincerely,

Alia Casborne'

Director of Cultural Affairs and Events

City of Mandeville

Number: (985) 624-3147

Email: [acasborne@cityofmandeville.com](mailto:acasborne@cityofmandeville.com)

Website: [www.experiencemandeville.org](http://www.experiencemandeville.org)

**APPLICATION FOR THE CITY OF MANDEVILLE  
HARBOR FIELD SEASON PERMIT  
SEMI-ANNUAL 2025**

**- OFFICE USE ONLY -**

Resident Team  
 Non-Resident Team  
Lottery Number: \_\_\_\_\_

**COACH INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

DAYTIME NUMBER: \_\_\_\_\_ EVENING NUMBER: \_\_\_\_\_

DAY OF WEEK PREFERRED:       MONDAY      TIME OF WEEK PREFERRED:       5:30PM – 7:00PM  
   TUESDAY     7:00PM – 8:30PM  
 WEDNESDAY  
 THURSDAY

**TEAM INFORMATION:**

TEAM NAME: \_\_\_\_\_

TEAM AGE GROUP: \_\_\_\_\_ TEAM GENDER: \_\_\_\_\_

**Resident Team Season Permit: \$750.00      Non-Resident Team Season Permit: \$1,000.00**

**COMPLETE ROSTER ON PAGE 2 AND ATTACH WITH APPLICATION  
REVIEW TERMS AND CONDITIONS ON PAGE 3 PRIOR TO SIGNING BELOW**

By signing below, I have read and agree to the City of Mandeville Harbor Field Rental Terms and Conditions outlines in this agreement.

\_\_\_\_\_

*Applicant/Coach Signature*

\_\_\_\_\_

*Date*

**- OFFICE USE ONLY -**

**LOTTERY:**

RESIDENT (A)  
 NON-RESIDENT (B)  
 AFTER DEADLINE

**PROOF OF INSURANCE:**       RECEIVED

**PAYMENT:**       CASH

Fee: \$ \_\_\_\_\_  CHECK

**Date/Time Received:** \_\_\_\_\_

# TEAM ROSTER

TEAM NAME: \_\_\_\_\_  
COACH'S NAME: \_\_\_\_\_  
TEAM AGE GROUP: \_\_\_\_\_

## PLAYER ROSTER:

PLAYER'S NAME	PLAYER'S ADDRESS	PHONE NUMBER	PARENTS/GUARDIAN'S NAME
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# City of Mandeville



*Harbor Field - 178 Jackson Avenue - Mandeville, LA 70448*

## **HARBOR FIELD TERMS AND CONDITIONS**

- Harbor Field use is restricted to baseball/softball/kickball use only.
- Harbor Field may be used for baseball/softball/kickball games or practices.
- Only 30 players/coaches are permitted on the field at one time.
- Teams must provide their own equipment – bases and field lining are not provided.
- Teams granted a Season Permit will be responsible for the field maintenance and grass cutting during the Season Permit period (the City of Mandeville will maintain the landscaping of Harbor Field).
- Please bring your permit during field use as it may be requested as proof of rental time.
- In case of inclement weather, visit our website at [www.experiencemandeville.com](http://www.experiencemandeville.com).
- If fields are unplayable, you must cancel practice or game for the day and not use the field.
- No refunds will be given for cancelled fields due to weather.
- Reservations are not final until all fees are paid in full, and proof of insurance naming the City of Mandeville as an additional insured has been provided to the City of Mandeville, Cultural Affairs and Events Office.
- Teams granted a Season Permit may use Harbor Field subject to the terms and conditions established by the City of Mandeville for a period of (6) months from the effective date of the permit; the City of Mandeville, in its discretion, may extend the permit for reasonable cause by an additional (6) months.
- There is a \$200.00 cancellation fee on any field returned after the lottery.
- City of Mandeville programs have priority over field rentals.
- There is no private enterprise on public property (i.e. selling concessions, running clinics or camps, etc.) without the approval of the Mayor or City Council of the City of Mandeville.
- Teams granted a Season Permit shall clean up all trash after each use of the field.
- Vehicles are not allowed to park on gardens, on nearby trails or on the field.
- Facilities are available to people of all abilities. Renter may not exclude anyone from participating or subject anyone to discrimination based on race, religion, color, origin or disability.
- If there are any problems regarding field rental, please contact the Department of Cultural Affairs and Events at 985-624-3147.
- Failure to abide by facility rules or permit conditions may result in cancellation of the permit without a refund.

Alia Casborne'

Director of Cultural Affairs and Events

675 Lafitte Street

Mandeville, LA 70448

Phone: (985) 624-3147

Website: [www.experiencemandeville.com](http://www.experiencemandeville.com)

## LOTTERY “A” PROCEDURES

1. Only teams with 50% or more Mandeville Residents on their team roster are eligible for Lottery “A”.
2. Application and rosters **MUST** be received by the deadline, **by 4:00pm on Monday, December 9, 2024** to be included in Lottery “A”.  
*(Late applications will be handled on a first come first served basis after Lottery “A” and “B” have been selected.)*
3. Each team may submit only one application for a one season permit. If there are available date/time after Lottery “B” is completed, teams may apply for another permit.
4. Each application will be assigned a number upon receipt.
5. Numbers will be randomly drawn for day/time selection on **Thursday, December 12, 2024 beginning at 5:30pm in the City of Mandeville City Hall, Council Chambers.**
6. The first number drawn will have the first selection available day/time. Once a day/time slot has been chosen, another number will be drawn. This will continue until all applications have been drawn or day/time slots have been selected (whichever happens first).
7. After all applications have been drawn and day/time slots have been selected, the schedule is complete.
8. Coaches may trade day/time slots among themselves prior to paying the permit fee. Field rules and policies still apply to changes. Department staff must approve all changes.
9. To complete the lottery, all coaches must pay the permit fee. Selected day/time slots and temporary permits are not valid until payment and proof of insurance is received.
10. Permits will not be sent until your Official League Rosters have been received by **Monday, January 6, 2025.**
11. Once your Official Roster is validated, you will receive an Official Permit via email for the **February 3, 2025 – April 25, 2025.**

After reviewing your Official League Roster, any discrepancies that would have changed the lottery and/or your team definition (resident vs non-resident) will result in forfeiture of the team’s day/time permit.

## LOTTERY “B” PROCEDURES

1. Only teams with less than 50% of Mandeville Residents on their team roster are eligible for Lottery “B”.
2. Application and rosters MUST be received by the deadline, **by 4:00pm on Monday, December 9, 2024** to be included in Lottery “A”.  
*(Late applications will be handled on a first come first served basis after Lottery “A” and “B” have been selected.)*
3. Each team may submit only one application for a one season permit. If there are available date/time after Lottery “B” is completed, teams may apply for another permit.
4. Applications will be selected on **Thursday, December 12, 2024 beginning at 5:30pm in the City of Mandeville City Hall, Council Chambers** according to the number of Residents on a team. The team with the most Mandeville Residents will receive first selection, and so on. This lottery will occur immediately following Lottery “A” which is held at 5:30pm that night.
5. Teams with exactly the same number of Mandeville Residents per team will be randomly drawn at the appropriate time to choose their day/time slot.
6. After all applications have been drawn and day/time slots have been selected, the schedule is complete.
7. Coaches may trade day/time slots among themselves prior to paying the permit fee. Field rules and policies still apply to changes. Department staff must approve all changes.
8. To complete the lottery, all coaches must pay the permit fee. Selected day/time slots and temporary permits are not valid until payment and proof of insurance is received.
9. Permits will not be sent until your Official League Rosters have been received by **Monday, January 6, 2025**.
10. Once your Official Roster is validated, you will receive an Official Permit via email for the **February 3, 2025 – April 25, 2025**.

After reviewing your Official League Roster, any discrepancies that would have changed the lottery and/or your team definition (resident vs non-resident) will result in forfeiture of the team’s day/time permit.