



Kenneth Crawford <kenneth@bcmssports.net>

Subject: Oklahoma Open Records Act Request — USSSA / Third-Party User-Group Use of McCloud Public Schools Athletic Facilities, Facility Agreements, Utilities & Education Sales Tax

1 message

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To: Kenneth Crawford <kenneth@bcmssports.net>

Mon, Aug 31, 2026 at 7:17 PM

Message sent via school portal, as the email address is not publicly displayed.

To the Records Custodian / Superintendent:

Pursuant to the Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq., I respectfully request electronic copies of records concerning third-party use of **McCloud Public Schools** for USSSA baseball or softball tournaments, leagues, practices, tryouts, camps, or related activities.

This request is part of a public-interest research project concerning the Pottawatomie County Education Sales Tax, public-school athletic facilities, utility expenditures, and third-party youth-sports facility use.

The purpose of this request is not to presume that any expenditure or facility arrangement was improper. The purpose is to determine what legal and financial arrangements governed documented third-party use and whether event-related utility and operating expenses were paid by the user group, included in rental consideration, reimbursed to the district, or otherwise allocated.

1. USSSA / User-Group Agreements

Please provide every agreement applicable to USSSA or a person/entity conducting a USSSA-sanctioned event at the district's athletic facilities, including:

- leases;
- facility-use agreements;
- user-group agreements;
- rental agreements;
- licenses;
- permits;
- memoranda of understanding;
- contracts;
- field-use agreements;

- tournament-hosting agreements;
- concession agreements;
- maintenance agreements;
- amendments;
- renewals;
- extensions;
- addenda; and
- other written instruments authorizing use.

Please include agreements with USSSA, USSSA directors, tournament directors, tournament promoters, sports organizations, nonprofits, businesses, booster organizations, or individuals responsible for the documented events.

For every agreement, please provide:

effective date; execution date; expiration date; renewal provisions; parties; authorized facilities/fields; rental rate; deposits; insurance requirements; indemnification provisions; maintenance obligations; concession rights; gate/admission provisions; field-preparation responsibilities; and utility responsibilities.

2. Current User-Group Agreement

If a current user-group, lease, facility-use, or similar agreement presently governs outside baseball or softball use of the facility, please provide:

- the complete current agreement;
- its original effective date;
- date approved by the Board of Education;
- all renewals and amendments;
- previous agreement immediately preceding it;
- documentation identifying when the current user group first obtained authority to use the facility; and
- board agenda/minutes approving the arrangement.

This is particularly important because we want to establish when the present contractual structure went into effect and whether it also governed the historical USSSA events identified in the research.

3. Agreements in Effect on the Documented USSSA Event Dates

For each USSSA event date identified below for this district, please provide the agreement, permit, lease, policy, or other authorization that was actually in effect on that date.

If the district cannot locate such an agreement, please state that no responsive written agreement was located.

If the district believes a different agreement governed the event, please identify and provide that document.

This section prevents a current lease from being used as a substitute for determining what governed an event years earlier.

McLoud Public Schools — request the April 14–15, 2012 NCAA PreSeason League Tournament, the April 16–June 8, 2012 NCAA Spring League, and the April 6–8, 2018 Brian Crawford Memorial. The long-duration 2012 league makes McLoud especially valuable for determining what facility-use arrangement existed historically.

4. Board Authorization

Please provide Board of Education:

- agendas;
- minutes;
- resolutions;
- motions;
- attachments;
- recommendations;
- contracts presented for approval;
- superintendent recommendations; and
- board packets

concerning outside/user-group use of the baseball or softball facilities during the requested period.

Please include records concerning USSSA, the relevant tournament director/operator, and any organization through which the facility was reserved.

5. Facility Rental and User Fees

Please provide all fee schedules applicable during the requested period, including:

- field rental;
- tournament rental;
- hourly/day rates;
- field-light charges;
- electricity surcharges;
- water charges;
- sanitation/trash charges;
- maintenance charges;
- field preparation;
- custodial charges;
- security;
- concessions;

- gate/admission;
- parking; and
- other event-related fees.

Please identify whether utilities were included in the rental rate or charged separately.

6. Invoices Issued to USSSA/User Groups

Please provide invoices, statements, accounts receivable records, receipts, payment records, deposit records, canceled checks if maintained, and other documentation showing amounts billed to or received from:

- USSSA;
- USSSA directors;
- tournament directors;
- event promoters;
- sports organizations;
- booster organizations; or
- other third-party users

for the documented events.

Please identify the district fund/account into which payments were deposited.

7. Utility Responsibility

Please provide records identifying who was contractually or administratively responsible for:

- electricity;
- field lighting;
- natural gas;
- water;
- sewer;
- trash/disposal;
- communications;
- custodial services;
- field preparation;
- maintenance; and
- other operating costs

during third-party events.

Please provide any written policy, formula, administrative procedure, memorandum, correspondence, or contractual provision concerning allocation of those costs.

8. Utility Accounts and Invoices

For the baseball/softball facility used for the documented USSSA events, please provide:

- utility provider;
- service address;
- meter/account identifier, with confidential security information redacted if necessary;
- monthly utility invoices covering the documented event periods;
- electricity consumption;
- water consumption where available;
- charges;
- adjustments;
- payment source; and
- accounting/fund code used to pay each invoice.

We are not requesting residential customer information or personally identifying utility information.

9. Pottawatomie County Education Sales Tax

For utility invoices serving the athletic facility, please provide records showing whether any portion was paid using the Pottawatomie County Education Sales Tax, including:

- claims submitted to Pottawatomie County;
- invoices submitted to the County;
- purchase orders;
- requisitions;
- warrants;
- account codes;
- M&O classifications;
- capital-outlay classifications;
- board authorization;
- county authorization; and
- direct-vendor-payment documentation.

Official audit records independently document that districts can submit vendor invoices to Pottawatomie County for direct payment from allotted education-sales-tax accounts.

10. Reimbursement of Event-Related Utilities

Please provide all records documenting reimbursement to the district for utilities or operating expenses associated with third-party baseball/softball events, including:

- reimbursement invoices;
- checks;
- ACH records;
- receipts;
- journal entries;
- account credits;
- utility surcharges;
- field-light charges;
- cost-sharing calculations; and
- correspondence discussing reimbursement.

If utilities were included in a flat facility rental rate, please provide documentation establishing that fact and explaining the applicable rate.

11. Insurance and Risk Allocation

Please provide:

- certificates of insurance;
- additional-insured endorsements;
- liability insurance requirements;
- indemnification agreements;
- waivers;
- hold-harmless provisions; and
- proof-of-insurance records

required of the user group for the documented events.

Student/player medical or personally identifiable records are expressly excluded from this request.

12. Communications

Please provide emails, letters, memoranda, and text messages maintained as district records concerning:

USSSA; tournament; tournament director; facility rental; field rental; user group; baseball tournament; softball tournament; utilities; field lights; electricity; water; reimbursement; rental fee; gate fee; concession; facility use; lease; insurance; and education sales tax

where the communication relates to outside use of the identified athletic facility.

13. Event Scheduling and Field Assignment

Please provide records establishing which games or activities actually occurred at the district facility, including:

- facility calendars;
- field schedules;
- reservation calendars;
- tournament schedules;
- game assignments;
- field assignments; and
- event permits.

This is especially important for multi-site USSSA tournaments because our methodology expressly provides that association is not allocation. Event-wide totals are not assigned to an individual school without facility-specific documentation.

14. Records That Do Not Exist

For any category above for which the district has no responsive records, please identify that category as having no responsive records located.

If records existed but were destroyed pursuant to a records-retention schedule, please identify:

- the applicable retention schedule;
- destruction date, if known; and
- category of records destroyed.

Requested Format

Please provide responsive records electronically in their native electronic format or searchable PDF, when reasonably available.

This request is made for public-interest research, education, transparency, and governmental accountability purposes and not for a commercial purpose.

If fulfillment is expected to result in search or copying fees, please provide a written estimate before incurring fees.

If any portion of a responsive record is exempt from disclosure, please provide the reasonably segregable nonexempt portions and identify the statutory basis for each withholding or redaction.

Please acknowledge receipt and advise when access to the records will be available.

Thank you,

8/31/26, 7:30 PM

BCMSPORTS Mail - Subject: Oklahoma Open Records Act Request — USSSA / Third-Party User-Group Use of McLoud Public Schools Athletic Facilities, Facility Agreements, Utilities & Education S...

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Youth Sports Research