



Athletic Field and Court Rental Rules and Regulations for Games and Tournaments Public Works – Park Division (rev. 01/2020)

1. The Park Division holds the right to schedule field usage at their discretion.
2. All organizations, groups and/or individuals will be required to submit the application, their schedules and full payment for the upcoming season between January 1st and March 1st. An appointment must be made with the Athletic Clerk to review the schedule and accept payment. Schedules will NOT be considered if the previous year's fees have not been paid.
3. Tentative schedules for organizations that have an agreement with the City will be accepted, as they have priority of those fields.
4. All organizations, groups and/or individuals that reserve all fields at one facility for a tournament will have concession rights (for an extra charge), except at fields of those organizations that have an agreement with the City. Permittees shall contact the organization that has an agreement with the City regarding handling concessions. The permittee may be allowed to bring in their own concessionaire, however, the unit must be self-contained.
5. All tournament games that receive field prep from the City will start no earlier than 9 a.m. and conclude by 10 p.m. Requests can be submitted one year in advance through the Special Event Application Packet, unless approved by the Parks Commission.
6. Game lights must be turned off no later than half an hour following the conclusion of the game, but no later than 10pm (10:30 p.m. if approved by the Parks Commission).
7. All organizations, groups and/or individuals are prohibited from the use of motorized equipment in the preparation or maintenance of any City athletic field unless authorized by the Superintendent of Parks. Hand tools (rakes, shovels and chalkers that are brought by the organization) may be used for routine field maintenance between games.
8. **Cleanup:** Organizations, groups and/or individuals must clean up the entire area after each game. If the Park Division is required to clean the area, the organization, group or individual will be charged a fee of \$50 per hour/per employee. If this fee is not paid within 30 days of billing, all remaining games will be canceled. Organizations that have an agreement with the City and that operate concession stands on a regular basis will be required to provide a dumpster. Said organization shall provide the dumpster at their cost and are also responsible for removal of the trash. The Park Division will identify the location for a dumpster at the facility.
9. **Diamond Dry:** 2 bags will be used per field for normal field preparation by the City. Additional bags requested (not to exceed an additional 3 bags per field) will be billed at \$15 per bag.
10. Field closure for the season will be determined by the Park Division. The closures will be subject to change regarding the field and date each year.
11. Each athletic field will be considered as a separate facility and have individual use restrictions.
12. Field conditions may dictate relocation or denial of field use. Measurable amounts of rain within 24 hours of practice/games will cancel those activities. Knowledge of a group playing on and damaging turf will result in the immediate cancellation of that permit. No refund will be granted and damages will be billed to the organization. The Park Superintendent or his designee shall make the final decision to cancel games, in the event of inclement weather, to prevent damage to the fields.

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13. Rain-outs and postponements must be rescheduled through the Park Division. The rescheduling of rain-outs or postponements will be mutually agreed upon between the Park Division and organization.
14. Permits are not transferable.
15. Permittees are only to use those fields and times specifically designated on the Athletic Facility Rental Permit. There may be another group following your game, so it is essential that the field be vacated by the scheduled ending time.
16. Permittee is responsible for supervising all persons using the park under authority of its permit. Profanity and/or unsportsmanlike conduct is grounds for revocation of the permit.
17. **Noise:** Use of a sound system shall be limited to the necessary operations and announcements as related to game play. Amplification equipment shall be pretested and set as approved by the Park Superintendent or his designee, at a conforming and acceptable noise level for the duration of the event. Such noise level shall be set according to the Code of General Ordinances, Chapter XII "Noise Control," as outlined and enforced by the Police and Health Departments. Sound system shall not be used between the hours of 10 p.m. - 8 a.m.
18. Any signage and/or banners placed at the site must have approval by the Board of Park Commission a minimum of 30 days prior to the event. All materials must be removed upon completion of the event.
19. 'Youth Group' definition: An organization whose primary goal is to provide services, programs or activities for children under the age of 18.
20. All organizations are required to make sure the field, dugout and stand areas have been cleared of all trash. A fee of no more than \$50 per hour/per employee will be assessed to any organization that violates this policy.
21. **Cancellation Policy:** If a game is canceled prior to turning in the schedule (10 days in advance) the rental fee will be refunded. If there is a no-show when the game begins with no previous advance notice, no deposit or fees will be refunded.
22. IF AN ORGANIZATION, GROUP OR INDIVIDUAL IS FOUND TO BE IN VIOLATION OF THE RULES AND REGULATIONS IN THIS POLICY OR WITH THE GENERAL CODE OF ORDINANCES, THE PERMIT IS SUBJECT TO CANCELLATION.

I have read the above rules and regulations:

Print Name: _____

Signature: _____

Date: _____

Organization: _____