

ATHLETIC FIELD & SPORTS FACILITY RENTAL MANUAL



Revised November 30, 2020

**Bainbridge Island Metropolitan Park & Recreation District
7666 NE High School Road
Bainbridge Island, WA 98110**

**Administrative Office – 206.842.2306
Customer Service & Aquatic Center – 206.842.2302
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Introduction

The Bainbridge Island Metropolitan Park & Recreation District (Park District or District) has a variety of athletic fields and sports facilities for public recreational use that can be either reserved or used on a drop-in basis. The oversight of these fields and sports facilities is the responsibility of the Park District and includes the administration, operation and maintenance of them. In addition, the Park Services Division of the Park District monitors User Group activities to ensure the fields and sports facilities are used properly and are safe and useable for the public. The Park District also manages the scheduling for all athletic fields and sports facilities.

It is the goal of the Park District to strive towards equitable distribution of the fields and sports facilities among User Groups, maximum use of the fields and sports facilities by the public, and protection of the fields and sports facilities from overuse.

This manual is intended to assist the user when making field and sports facility reservations, and to guide staff in resolving conflicts that may come up when scheduling. Staff may deviate from these guidelines when determined necessary and appropriate. For rental of indoor facilities, picnic shelters, or outdoor areas that are not fields or sports facilities, the Park District's "Facility Rental Manual" should be referred to.

Types of Field and Sports Facility Reservations

Periodic Use:	One-time or periodic use.
League or Seasonal Play:	Seasonal play by a sports league or team that includes practices and games. Fields or sports facilities are reserved for an entire season.
Tournament/Sports Event:	A competition between four or more teams that takes place over a period of several days; or some other type of large sporting event requiring fields or sports facilities.

Who Can Reserve Fields and Sports Facilities?

1. Sports associations, leagues, and teams
2. Bainbridge Island School District
3. Non-profit organizations
4. Businesses
5. Organizations
6. Private individuals

Each of the foregoing is a “User Group” for purposes of this document.

Who can Use Fields or Sports Facilities on a Drop-In Basis?

Fields and sports facilities that are not in use or scheduled for use can be used on a drop-in basis without a reservation or rental payment. Who can use empty fields or sports facilities on a drop-in basis?

1. Neighbors, friends, and family for casual activities that are not affiliated with any league or organized team play.
2. “Pick-up” games that are casually organized, free, and not affiliated with any organization that collects payment or charges fees.

Drop-in use on unreserved fields is not intended for team practices or games when the team is a part of an organized association. These games and practices must be scheduled within the times that have been reserved by the league or association.

During the peak sports season, unreserved time is generally limited to Sundays or daytime park hours during the week.

Scheduling Priorities

When conflicting requests are made for the same field or sports facility, the Park District uses the following guidelines to prioritize them, with those first on the list having the greater priority:

1. Park District programs or co-sponsored programs
2. Bainbridge Island School District
3. Non-Profit Organization
 - a) Fulfills a community recreational need
 - b) Cost recovery is fee based
 - c) Organized by a registered non-profit organization
 - d) Open mainly to members of a specific organization
4. Private Leagues
5. Private Group, Events, & General Public
 - a) A onetime, non-profit event for members of a specific organization or group (i.e., company tournament).
 - b) Individual teams or User Groups that do not meet the descriptions of prior categories.

The following additional factors may also be taken into consideration:

1. Benefit to the residents of Bainbridge Island
2. Type of event (national, regional, state or local)
3. Past field use history and dates of events
4. Seasonal activities versus non-seasonal activities
5. Impact of use on surrounding neighborhood
6. Scheduled games versus practices
7. Diversity of recreational opportunities

NOTE: Field or sports facility use may be restricted, denied or cancelled if a User Group is not in good standing (i.e., excessive cancellations, damage, late payments, poor sportsmanship, etc.)

Steps to Reserve a Field or Sports Facility

1. Review this manual carefully for information and requirements pertaining to your field or sports facility rental request.
2. Complete the rental application. Keep in mind that any rental applications for tournaments or large sporting events requiring a field or sports facility must be completed and turned in no later than 30 days before the event. To obtain a rental application form, go to www.biparks.org. A sample for viewing is also included at the end of this manual.
3. Return completed rental application to the Park District. Staff will review it and contact the User Group to confirm dates if available or offer alternative locations and/or times if not.
4. When determined necessary by staff, sign User Group agreement prepared by the Park District once dates and facilities are confirmed. Once the agreement is approved, no amendments to it will be effective unless made in writing and signed by both parties. Any request for items related to an athletic field or sports facility rental that is not covered in this manual will require a User Group agreement.
5. Submit proof of insurance and payment as stipulated in the agreement with the Park District.

Questions?

Contact for Field & Sports Facility Rental Requests & Tournaments:

Sports Program Manager
Bainbridge Island Metropolitan Park & Recreation District
206.842.2306

Contact for General Questions or Other Facility Rental Requests:

Email: rentals@biparks.org
Park District personnel will route the email to the appropriate staff person.

Rental Fees

Park District fields and sports facilities are rented on an “as is” basis. In other words, the Park District maintains the fields and sports facilities according to recreational standards appropriate for use by the general public and does not groom fields for competitive or specific use.

The User Group is responsible for lining the fields they have reserved for their specific sport, and may need to supply their own equipment such as bases, goals, etc. Additional charges may apply when a User Group requires Park District services that are over and above what is provided by the District for general recreational use. For more information, see the following Additional Charges section.

To obtain rental fees for athletic fields and sports facilities, go to the Park District’s website at www.biparks.org to view a current fee schedule.

Rental fees for fields and sports facilities may be offset by credits User Groups can acquire when working in partnership with the Park District on specific projects. Donations of property, goods or services to the Park District during the duration of such a project may result in credits that can be applied against future rental fees. Decisions pertaining to the acceptance of potential donations will be made in accordance with the Park District’s “Gift Acceptance” policy.

Such partnerships require an agreement between the User Group and Park District which defines User Group responsibilities and contributions and stipulates the number of credits that will be issued in return. User Group credits may not be used for tournament play or special events.

The Park District reserves the right to charge additional fees depending on the type of activity planned.

Additional Charges

As outlined in the “Rental Fees” section, Park District fields and sports facilities are rented on an “as is” basis. The Park District maintains the fields and sports facilities according to recreational standards appropriate for use by the general public and does not groom fields for competitive or specific use. Additional charges will apply when a User Group requires Park District services that are over and above what is provided by the District for general recreational use.

When a User Group requires additional services, such as during a tournament or special event, the User Group and Park District will agree to the scope of these services prior to the event and the User Group will be charged for the additional costs. This could include specific items such as those listed below, as well as additional staff time to manage, supervise or assist with the event. These additional services must be pertinent to the facilities identified in the User Group agreement.

Additional costs will also apply when a User Group’s use of an athletic field or sports facility has resulted in damage to District property.

Additional Sanicans & Trash Bins

The Park District will be responsible for placing sanicans at any rental fields or sports facilities that do not have a public restroom from April 1 through October 1 each year. There are times when the Park District will provide sanicans outside this time frame depending on what has been agreed to in a rental agreement.

The User Group is responsible for providing additional sanicans for those events or occasions when it is anticipated that the crowd will exceed the limit of the Park District’s current system capacities. The User Group is responsible for ordering and paying for any additional sanicans.

If additional trash and recycling bins are needed for an event, the User Group is also responsible for ordering and paying for these.

Damages

The User Group is responsible for all damage to the Park District’s premises, equipment, and property that occurs during their rental. This includes any damage done to the premises through the negligence or intentional conduct of the User Group, its members, participants, guests or attendees.

The User Group will reimburse the Park District for any loss or damage to property caused by such use within 30 days of the billing date.

Also, if additional services are required after an activity in excess of normal maintenance, the User Group will be charged accordingly.

The Park District has the right to revoke any rental agreements it has issued due to a User Group causing damage to a field or sports facility as a result of misuse or inappropriate behavior or activities.

Police Supervision

The Park District reserves the right to require police supervision for any event booked. The cost of police supervision will be paid by the User Group. User Group must confirm security requirements have been met prior to the event date.

Deposits & Payments

Deposits and payments vary as indicated below and depend on the type of activity.

Periodic Rentals

For one time or periodic use of fields or sports facilities, payment is required at the time the reservation is made.

League Play

For league or seasonal play, field or sports facility reservations are made for an entire season, and the following applies:

1. A \$500 deposit is due at least two weeks prior to the date of when the field or sports facility will first be used.
2. The deposit will be applied against the total amount due at the end of the User Group's contracted period, the Park District will send an invoice for the remaining balance.
3. Payment of the invoice is due 30 days after the date of the invoice.
4. Under some circumstances (such as prior late payments, a one-time use, or a new User Group) full payment may be due and payable in advance.

Tournaments & Sporting Events

For tournament or sporting event use, fields and sports facilities are reserved for a period of several days, and the following applies:

1. A \$500 deposit per tournament is required to hold the athletic field or sports facility for the requested dates. The deposit will be made at the time the reservation is approved and a contract signed. The deposit shall be in a check separate from any other fees or costs paid to the Park District. Failure to pay the deposit by the date specified in the contract will result in termination of the agreement.
2. If upon completion of post-tournament/event clean-up, damage to the park and/or additional cleanup expenses exceed the deposit amount, the User Group will be billed for the additional cost.
3. Following the tournament or event, the Park District will prepare an invoice summarizing all fees and costs, including rental fees, costs for providing additional services, and costs to repair damage that occurs during the tournament/event. The deposit will be applied against the balance due or returned if no funds are owing. Payment of the invoice is due 30 days from the date of the invoice.
4. The Park District may also assess a fee from any tournament or event proceeds when indicated in the User Group agreement.

Cancellations and Refunds

Athletic field and sports facility reservation cancellations are handled differently depending on whether they are for periodic use, league play, or tournaments and special events. They will be addressed as stipulated below or in accordance with the most recent adopted Park District refund policy.

Periodic Rentals

Refunds for cancellations of field and sports facility reservations for one time or periodic use are handled in accordance with the Park District's current refund policy.

League Play

Refunds for league play schedule changes or cancellations are handled as follows:

1. 100% Refund:
 - For a schedule change or cancellation that is received in writing at least seven (7) days in advance of the approved and scheduled league start date.
2. 50% Refund
 - If written notice of schedule change or cancellation is given less than 7 days but more than 2 days prior to league start date.
3. No Refund
 - When schedule change or cancellation is less than 2 days prior to the league's start date.
 - When User Group cancels an activity, such as in times of inclement weather or rainouts. (Fees are kept low to allow for weather cancellations.)

A standard administrative fee will be charged to process refunds for cancellations. The current administrative fee is \$10 and is subject to change.

Tournaments

Tournament cancellations made after dates indicated below will result in forfeiture of field or sports facility rental deposit. If time is booked by another User Group, a full refund may be given.

1. Written cancellation received from User Group 3 months in advance = 100% refund.
2. Written cancellation received from User Group 4 weeks in advance = 50% refund.
3. Cancellation notices made less than 4 weeks in advance = 0 refund.

If a rental is cancelled within the above timeframes, the rental deposit or a portion of it will be returned depending on when the cancellation is made. It could also be applied to a future rental.

A standard administrative fee will be charged to process refunds for cancellations. The current administrative fee is \$10 and is subject to change.

Park District Field and Sports Facility Closures & Cancellations

Due to field or sports facility conditions, inclement weather, or for any other reasons deemed appropriate, the Park District reserves the right to close athletic fields and sports facilities at any time and to cancel any reservations.

When fields or sports facilities are closed or reservations are cancelled by the Park District, a 100% refund will be issued to the User Group with the following exception:

No refund will be given to the User Group if the Park District must cancel a reservation due to the User Group violating the terms and conditions specified in this manual and/or the User Group agreement.

Defaults & Remedies

If the User Group fails to abide by or violates the terms and conditions specified in this manual and/or the User Group agreement, the Park District may

1. Withhold use of the premises.
2. Immediately terminate the User Group's use of the premises. Upon receiving such notification, the User Group will immediately vacate the premises. If the User Group fails to immediately leave and remove its property, then the Park District may seek remedies for unlawful trespass.
3. Sue for damages.
4. Pursue any other remedies available under the law.

Insurance & Indemnification Requirements

Prior to using Park District athletic fields or sports facilities, User Groups must meet a number of insurance and indemnification requirements. These requirements pertain to league play, tournaments and special events. Rental parties reserving fields and facilities for one-time or periodic uses must meet these insurance requirements when determined appropriate by the Park District. Insurance requirements for User Groups cannot be waived.

1. The User Group must at its own cost procure and maintain for the duration of the rental agreement comprehensive general liability insurance against claims for injuries to persons or damage to property that may arise from or be connected to the use of the reserved rental premises.

- a) Such insurance will cover all risks arising directly or indirectly out of the User Group's activities on Park District premises or as a result of any condition of these premises, whether or not related to an occurrence caused or contributed to by the Park District's negligence. Such insurance shall protect the User Group against any claims of the Park District for the use of its facilities and any related User Group obligations.
- b) Insurance is to be placed with responsible insurer with a current A.M. best rating of not less than A.
- c) User Group insurance coverage shall be primary insurance as respect to the Park District. Any insurance, self- insurance, or insurance pool coverage maintained by the Park District shall be excess of the User Group's insurance and shall not contribute towards it.

2. The User Group will provide a Certificate of Insurance to the Park District when they turn in their signed agreement. The certificate of insurance will indicate the following:

- a) General liability insurance limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b) The Park District will be named as an additional insured. Full name must be indicated on certificate as well as correct address. For exact wording, see below:

Bainbridge Island Metropolitan Park & Recreation District
7666 NE High School Road NE
Bainbridge Island, WA 98110

3. The Park District reserves the right to require additional insurance depending on the type of activity planned.

4. Any questions the User Group may have pertaining to insurance requirements should be addressed with their insurance provider.

5. Each User Group must agree to indemnify the Park District against claims arising out of its and its participants' use of the Park District's fields and/or facilities, and also must require each of its participants to sign a waiver releasing the Park District from claims arising out of his or her use of the Park District's fields and/or facilities. The User Group must maintain the participant waivers, and provide them to the Park District upon request, for at least three (3) years after the last date on which the User Group uses the Park District's fields and/or facilities.

Signs & Advertisements

Unless prior written approval from the Park District has been obtained, the User Group will not place upon or permit to be placed upon any part of the rental premises the following: signs, banners, billboards, advertisements, markings, insignias or other similar items.

Such items must be placed in pre-approved areas only and will be removed by User Group at the conclusion of the event or season.

The User Group will be aware that the Park District serves the general public and provides recreational services to the community which includes families and children. No negative, offensive, or inappropriate publicity is permitted, and if posted will be immediately removed. Such conduct may jeopardize the User Group's ability to use park facilities.

Selling and Vending

Selling products or food, holding auctions, or any other fund-raising activities at Park District fields and sports facilities are permitted only on a limited basis, and require **prior written approval** from the Park District. This applies to the User Group, its members, guests or invitees none of whom may solicit, sell or provide goods and/or services on the rental premises without prior written permission from the Park District.

Use of District Concessions Facilities by User Groups

The Park District has concession facilities located on several ballfield sites that are available for Park District use as well as specific designated User Groups. These User Groups have made significant contributions to these fields and often participated in the development of the concession facilities. These concession facilities are referred to as "snack shacks" and are made available to the User Group for their entire season.

The snack shacks are the property of the Park District which is responsible for managing these facilities and providing basic custodial service.

The User Group is responsible for the following:

1. Sharing the snack shack with other designated User Groups.
2. Storing food, oils, and beverages in a proper manner using pest-free containers throughout the season.
3. Reporting any facility repairs that are needed to the Park District. Park District staff will make all necessary repairs.
4. Installing lock boxes or using Park District issued padlocks on the storage sheds, allowing authorized access. If keys are lost, the Park Services Division will issue a new key for a fee, currently \$10. If the User Group asks to change locks on doors to storage units, the fee is currently \$10/padlock or \$300/bolt. User Group will report the lock box code to the Park Services Division. All storage units must be accessible by staff in case of emergency. All fees stated are subject to change.
5. At the end of the season each User Group will deep clean and remove any equipment that is not shared with other User Groups who use the snack shack. All food, condiments, utensils should be packed and stored making space for other users.

Private Concessions Vendors

Private or commercial vendors wanting to sell food or products during activities or events occurring on Park District athletic fields and sports facilities must first be approved by the Park District. The vendor must obtain a concession permit from the Park District and sign a concession permit agreement stipulating the terms and conditions for providing concession services in Park District parks. The following applies to concession vendors in District parks:

1. Concession permits must be submitted to the Park District at least (4) weeks in advance of field or sports facility use by emailing them to: rentals@biparks.org.
2. Food concessions may also require a permit from the Kitsap Public Health District. Information on permits and exemptions may be viewed at www.kitsapublichealth.org.
3. Concessions that are exempt from food permits will still require permission from the Park District to operate.
4. The Park District reserves the right to deny or restrict any request for commercial concessions. Vending fees for concession sales may apply.
5. Commercial vendors will not be allowed at Park District parks without prior written approval, unless the event is sponsored by the Park District.
6. No tobacco or marijuana products, or alcoholic beverages may be sold.
7. At least 14 days prior to the event, concession vendors will report concession operating plans to the Park District who will contact the User Group president to make appropriate agreements for vending on public property.
8. User Group will dispose of all concession operational trash and recycling, cooking oils, pizza boxes and other items that do not fit in trash and recycling bins provided on site by the Park District. Hazardous liquids, oils or other materials must not be left on site in public spaces, after the rental period has ended for the day.

To obtain concession permit and agreement forms, go to www.biparks.org.

Field and Sports Facility Conditions, Preparation, Improvements & Maintenance

Both the Park District and User Groups have responsibilities related to field preparation and field and sports facility conditions.

Park District Responsibilities

1. Pre-season work on ballfields including dragging and shaping the infields, herbicide applications, etc. This work will not be completed until April 1 or later if delays are needed due to weather.
2. Routine safety checks of athletic fields during the ballfield season.
3. Addressing any safety concerns reported by User Groups in a timely manner.
4. Notifying User Group representatives of any Park District decisions to close fields or sports facilities to organized use during extended inclement weather periods.

User Group Responsibilities

The User Group is responsible for the following:

1. Lining and chalking the fields unless other arrangements have been made with the Park District.
2. Providing their own equipment and removing or storing all equipment and/or supplies after use.
3. Obtaining written approval from the Park District prior to making any improvements or alterations such as building mounds, adding sand, etc. Improvements or alterations will be made in a good and workmanlike manner, and in compliance with applicable laws and building codes.
4. Determining field and sports facility safety for their activities. This includes inspecting each field and/or sports facility for safety prior to use and determining if the field and/or sports facility is in an appropriate condition for their practices or games.
5. Making day to day decisions for fields and sports facilities considering weather conditions and determining when it is necessary to cancel activities. User Group will notify their participants of these cancellations.
6. Reporting any safety concerns, field or sports facility damage, or necessary repairs to the Park District. If the playing surface or area structures are unsafe, User Group must refrain from using them until notified otherwise by the Park District.
7. Notifying participants of Park District decisions to close fields or sports facilities to organized use during extended inclement weather periods.

Conclusion of Rental

At the end of each rental period, the User Group is responsible for the following:

1. Removing litter for each use of field or sports facility. This includes fields, courts, dug-outs, snack shacks, and spectator and surrounding areas. Trash will be placed in an appropriate waste receptacle. If no waste receptacle is on site, or if the receptacle is full or overflowing, the User Group is responsible for packing out the excess trash. Excessive litter left behind may result in additional fees to User Group.
2. Vacating fields and sports facilities upon the conclusion of their scheduled rental time. The fields and sports facilities may be reserved for use by other rental groups immediately following the User Group's rental. User Groups will use best judgment and courtesy when entering and exiting the fields and sports facilities.
3. Returning premises to the Park District in first class condition at the end of use. All User Group items, including equipment, signage, and debris will be removed. Improvements or alterations will also be removed from the premises immediately following use. The condition of the rental premises will be left in as good a condition as it was before the User Group's use.
4. Paying the cost to repair any damage done by the User Group to the rental premises.

Prohibited Items

The following items are prohibited on athletic fields and sports facilities.

Synthetic Turf Fields

To prevent and avoid damage to the synthetic turf fields, the following items are prohibited on them.

1. Dogs and any other animals
2. Fireworks
3. Flammable liquids
4. Food and drink
5. Glass objects
6. Golf
7. Gum or candy
8. Metal cleats
9. Sharp objects and metal stakes
10. Smoking, vaping, or tobacco products of any kind
11. Sunflower seeds
12. Vehicles

All Athletic Fields

The following is prohibited on all athletic fields.

1. Alcoholic beverages
2. Dogs and any other animals
3. Fireworks
4. Flammable liquids
5. Smoking, vaping, or tobacco products of any kind
6. Vehicles

Sports Facilities

The following is prohibited on all sports facilities.

1. Alcoholic beverages

2. Dogs and any other animals
3. Fireworks
4. Flammable liquids
5. Smoking, vaping, or tobacco products of any kind
6. Vehicles
7. Skateboards, bikes, scooters, skates (any sports equipment other than what it's intended for)
8. Glass objects
9. Gum

Parking & Overnight Stays

The following rules and regulations apply to parking and overnight stays on park premises:

1. Parking will be in designated parking stalls or areas only. All vehicles improperly parked are subject to being towed away at the owner's expense.
2. Vehicles will not park in front of access bollards or chains.
3. Parking or driving on fields or sports facilities and walkways is not allowed unless prior arrangements have been made with the Sports Field Coordinator in the Park Services Division.
4. Parking availability is not exclusive to the User Group and must be shared with other users.
5. The Park District is not responsible for loss, theft or damage to vehicles while parked on Park District property.
6. Overnight parking or camping is prohibited without prior approval from the Park District.

Emergencies & Vandalism

User Group will call **911** during an emergency.

Once 911 is called, User Group will notify the Park District.

If the emergency occurs during work hours (M-F, 8:00 am - 4:30 pm), User Group will contact the main Park District office: **206.842.2306**.

If the emergency occurs after hours during the evening or weekend, User Group will call the Park District's on-call phone number: **206-887-8329**.

User Group representatives must be on site during field rental periods to ensure parking areas are clear for emergency vehicle access at all times.

If vandalism is sighted, User Group will inform the Park District at the phone numbers indicated above.

Additional Facility Rules and Regulations

The rules and regulations in this manual are in place to preserve the integrity of the facilities and are in the best interest of all users. Adhering to them will ensure the Park District's athletic facilities and sports facilities remain in the best possible condition. Failure to comply with these rules and regulations may jeopardize a User Group's ability to use Park District facilities in the future.

Some additional rules and regulations that may not be specified elsewhere in this manual or the User Group agreement, are indicated below:

1. League coordinators, presidents, tournament/event directors, etc. are responsible for informing team managers, coaches, players and spectators of field and sports facility rules and regulations.
2. The User Group's on-site representative is responsible for the oversight of the entire activity or event including monitoring the behavior of participants and spectators and taking any necessary actions to resolve any safety or behavioral concerns.
3. User Groups, its members, guests and invitees will show respect and sportsmanship towards District staff, officials, opposing team(s), spectators, and general park users.
4. User Groups may not disrupt Park District activities. Park District activities have priority at all times.
5. Questions regarding use of a field, sports facility or park while a sporting event is in progress should be directed to Park District staff as soon as possible during an event.
6. User Groups may not "sub-lease" their approved dates to other users without approval from the Park District.
7. User Groups may not store equipment and items on Park District property during or after the event, unless approved by the Park District. Any unauthorized items may be disposed of or assessed a storage fee.
8. Park District is not responsible for lost or stolen property.
9. Animals must be on a leash at all times.
10. Animals are prohibited on sports facilities, synthetic turf fields and natural fields of play with the exception of working service animals.
11. The following actions are prohibited:
 - a) Hitting into fences with baseballs or softballs.
 - b) Climbing on fences.
 - c) Standing on dugout or spectator benches.
12. User Group must require each of its participants to sign a document authorizing the Park District to photograph him or her while using Park District fields and facilities, and to use the photographs and video footage in promotional materials. The User Group must maintain the authorizations, and provide them to the Park District upon request, for at least three (3) years after the last date on which the User Group uses the Park District's fields and/or facilities.
13. Additional rules and regulations may be required for a specific sports facility or field.

Additional Rules and Regulations Specific to Tournaments

Some additional rules and regulations specific to tournaments that may not be specified elsewhere in this manual or the User Group agreement, are indicated below:

1. Tournaments and special events can be held on Fridays, Saturdays and Sundays only. Any other days requested, requires prior approval from the Park District.
2. The game times of the tournament/event will not begin before 9:00 am or continue after 9:00 pm each day.
3. User Group will give final schedules of tournament to the Park District by noon on the Wednesday before the tournament begins. If this is not done, a \$50/day late fee may be assessed.
4. Prior to the event the User Group will also provide the Park District with a facility map laying out the tournament or event and identifying where equipment will be placed.
5. Prior to start of event, the Park District must approve any entry or admission fees as well as requests for donations. The Park District reserves the right to assess a fee from tournament/event proceeds, and any such fee would be stipulated in the agreement.
6. User Group is responsible for handling entry fees.
7. User Group is responsible for promoting the tournament or event and will give the Park District copies of any promotional materials. This includes news releases, flyers, invitations or information provided on websites. (See section on Advertising & Signs for additional information).
8. User Group will provide proper supervision throughout the tournament or event and will designate someone to be the tournament or event director who will be on the reserved premises at all times during the tournament or event.

Code of Conduct

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or removal from the fields or sports facilities. Park District representatives have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate behavior includes but is not limited to:

1. Physically or verbally threatening the well-being of any person such as an umpire, competitor, spectator or Park District employee.
2. Fighting or aggressive behavior.
3. Addressing any person in a disrespectful manner, such as an umpire, competitor, spectator or Park District employee.
4. Use of vulgar language.
5. Actions that endanger others or property such as throwing equipment.
6. Inappropriate gestures.
7. Possession or consumption of alcoholic beverages.
8. Intoxication.
9. Smoking or vaping of any kind.
10. Vandalism.
11. Clothing that contains offensive language, symbols, etc.

In addition, User Group and participants will refrain from any use that would create a nuisance or be reasonably offensive to park patrons or neighbors.

The User Group will be aware that the Park District serves the general public and provides recreational services to the community which includes families and children. No negative, offensive, or inappropriate behaviors or actions are permitted. Such conduct may jeopardize the User Group's ability to use park facilities.

The Park District reserves the right to immediately terminate the use of fields or sports facilities and the User Group agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations.

Head Injuries

One of the main responsibilities of an organization, individual coach or parent is to keep sports and all other activities safe. In order to do this, it is important to ensure that leaders are properly trained to recognize the symptoms of a concussion along with the very important steps following a suspected head injury. To prevent further injury to a participant who may have a possible head injury it's important to follow certain guideline and procedures pertaining to this type of injury.

User Groups are encouraged to go to the Center of Disease Control and Prevention website for vital information regarding head injuries that can be shared with their organization, participants and parents. <https://www.cdc.gov/headsup/youthsports/coach.html>

Field 1 (natural turf)		X							X				March 1-November 30
Field 2 (natural turf)		X							X				March 1-November 30
Rotary Park	7696 NW Weaver Rd												
Upper Field (natural turf)		X											March 1-September 30
Lower Field (natural turf)		X											March 1-September 30
Sands Avenue Ballfield	8641 NE Sands Avenue												
Field (natural turf)		X							X			X	March 1-November 30
Strawberry Hill Park	7666 NE High School Rd	X											
Field 1 (natural turf)				X							X		March 1-November 30
Field 2 (natural turf)				X							X		March 1-November 30
Field 3 (natural turf)				X							X		March 1-November 30
Skate Bowl									X				Year Round
Tennis Court (1 court)												X	Year Round

Note: Parks are open from dawn until dusk. User groups must honor any posted field or sports facility closures.



APPENDIX B

Athletic Field & Sports Facility Rental Application

Name/User Group: _____ **Date:** _____

Phone: Day _____ Evening _____

Address (complete) _____

Name of league or program the User Group belongs to: _____

User Group Representative: _____ **E-Mail:** _____

Representative Phone: Day _____ Evening _____

User Type: (check all that apply)

Individual		Team		Club		School District	
Practice		Game/League		Jamboree		Tournament	
Lesson		Clinic		Camp		Event	
Private		Public		Other:			
Youth		Adult		All Ages			

Sport:

Baseball		Basketball		Football		Lacrosse	
Pickleball		Roller Hockey		Skateboarding		Soccer	
Softball		Tennis		Ultimate Frisbee		Training/Workouts	
Other:				Other:			

Event Components: (check all that apply)

Banners/Displays/Exhibits/Photography		Vending/Sales (Food/Non-Food)	
Amplified Sound		Fundraising/Raffle	
Tents/Canopies		Other:	

Request Facility, Dates & Times: (Refer to Field/Facility & Activity Options below)

Location and Field/Facility Requested	Day of Week (circle)	Dates Requested		Time Requested*	
		Start	End	Start	End
	M T W Th F Sa Su				
	M T W Th F Sa Su				
	M T W Th F Sa Su				
	M T W Th F Sa Su				
	M T W Th F Sa Su				

*Start and end time must include any set-up, warm-up, transition, and breakdown time.

*Current rental times can be found online.

Field/Facility & Activity Options:

Field/Facility	Baseball	Basketball	Football	Lacrosse	Pickleball	Roller Hockey	Skateboarding	Soccer	Softball	Tennis	Ultimate Frisbee	Available For Reservation Subject to Field Condition
Battle Point Park												
Field 1 (natural turf)			X	X				X			X	March 1-September 30
Field 2 (natural turf)			X	X				X			X	March 1-September 30
Field 3 (natural turf)			X	X				X			X	February 1-November 30
Field 4 (synthetic turf)			X	X				X			X	Year Round
Field 5 (synthetic turf)			X	X				X			X	Year Round
Pickleball Courts (6 courts)					X							Year Round
Tennis Courts (2 courts)					X					X		Year Round
Rink		X		X		X						Year Round
Egledale Park												
Tennis Court (1 court)										X		Year Round
Hidden Cove Ballfields												
Field 1 (natural turf)	X							X				March 1-November 30
Field 2 (natural turf)	X							X				March 1-November 30
Rotary Park												
Upper Field (natural turf)	X											March 1-September 30
Lower Field (natural turf)	X											March 1-September 30
Sands Avenue Ballfield												
Field (natural turf)	X							X			X	March 1-November 30
Strawberry Hill Park												
Field 1 (natural turf)			X						X			March 1-November 30
Field 2 (natural turf)			X						X			March 1-November 30
Field 3 (natural turf)			X						X			March 1-November 30
Tennis Court (1 court)										X		Year Round
Skate Bowl							X					Year Round
Tennis Court (1 court)										X		Year Round

Indemnification. User Group understands that its use and possession of the Premises involve inherent risk, which could result in property damage, illness and/or bodily injury (up to and including death), and which includes risk of exposure to and infection by the novel coronavirus, COVID-19. User Group understands that exposure and infection can result from the actions and/or omissions of User Group, members of the public, and District employees, agents and contractors, and that infection could result in illness, bodily injury, permanent disability and/or death. Although the District has implemented preventive measures to reduce the spread of COVID-19, risk of exposure and infection cannot be eliminated entirely. In and for good and valuable consideration, User Group hereby (i) assumes the risk and all responsibility for the health and safety of User Group and its employees, agents and invitees when using or possessing the Premises; (ii) waives and forever releases the District and its employees, agents and contractors from any and all claims (including those for illness and bodily injury) arising out of or relating in any way whatsoever to User Group's use and possession of the Premises, even though said claims may arise out of the negligence of the District and its employees, agents and contractors; (iii) limits the District's liability to the limits of the District's insurance policy if the foregoing waiver and release is adjudged to be unenforceable; (iv) agrees to defend, indemnify and hold the District and its employees, agents and contractors harmless from and against any and all claims (including those for illness and bodily injury), damages, liabilities and expenses (including attorney fees) arising out of or relating in any whatsoever to User Group's use and possession of the Premises, any condition of the Premises in the possession or under the control of User Group, and/or User Group's breach of this Agreement; and (v) agrees to notify the District if User Group or any of its employees, agents, participants and invitees tests positive for COVID-19, has been exposed or potentially exposed to COVID-19, or is experiencing symptoms associated with COVID-19, including, without limitation, fever, shortness of breath, cough, and loss of taste or smell. This clause shall survive the termination of this Agreement and be fully applicable and enforceable thereafter.

User Group shall require each of its employees, agents, participants and invitees to sign a document (1) agreeing that he or she individually agrees to sub-sections (i), (ii) and (iii) in the preceding paragraph and (2) authorizing the Park District to photograph him or her while using the Premises, and to use the photographs and video footage in promotional materials. User Group must maintain these documents, and provide them to the Park District upon request, for at least three (3) years after the last date on which User Group uses the Premises.

Liability Insurance. Before using the Premises, User Group shall procure and carry the following insurance at User Group's cost: comprehensive general liability insurance in a responsible company with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Such insurance shall cover all risks arising directly or indirectly out of User Group's activities on or any condition of the Premises, whether or not related to an occurrence caused or contributed to Park District negligence. Such insurance shall protect User Group against the claims of the Park District on account of the obligations assumed by User Group hereunder, and shall name the Park District as an additional insured. A Certificate of Insurance shall be provided to the Park District upon completion of this signed application.

In signing below, I acknowledge that I am an authorized representative of the above-named User Group, and have read and understand the Park District's "Athletic Field & Sports Facility Rental Manual", and agree to abide by all the rules, regulations, and conditions of use stipulated in this document.

Name of User Group Representative: _____

Signature: _____ Date: _____