



## ATHLETIC FIELD USE POLICY

**Policy:**           **ATHLETIC FIELD USE**

**Purpose:**           This Athletic Field Use Policy was developed to manage North Salt Lake City athletic fields in a manner that assures equitable distribution and maximum use of facilities by the public. Further, these policies are intended to promote the open enjoyment by the public and encourage use for general recreational play.

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## **Policy Requirements:**

### **Section 1. Overview**

This Athletic Field Use Comprehensive Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures and policies.
2. Managing the limited number of athletic fields in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use.
4. Identifying available fields and dates of usage.
5. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long term field conditions.

### **Section 2. Scheduling Procedures and Requirements (league, tournaments, games, and practices)**

- 1) Application Dates
  - a) Spring and Summer Use - 5 pm 2<sup>nd</sup> Thursday in January
  - b) Fall and Winter Use - 5 pm 2<sup>nd</sup> Thursday in June
  - c) Applications received after these dates will be considered on a first come first serve basis and in accordance with other procedures outlined in this policy.
- 2) Application Requirements
  - a) Facility use applicants shall submit a Facility/Field Request Form, Certificate of Insurance, and game schedule request to the City Recorder or designee.
  - b) Applicants must provide residency percentage for each team requesting fields.
  - c) Applications made for an organization must be made by league president or designated representative. Applications made for individual teams must be made by the head coach.
  - d) All organizations and leagues shall secure and maintain, at no expense to North Salt Lake City, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under such insurance:
    - i) North Salt Lake City shall be identified as an additional named insured; Liability limits shall be \$2,000,000 combined single limit for personal injury and property damage; and
    - ii) Insurance verification is required at the time of application submittal. The organization, league coordinator or president shall, at the time of application submittal, file with North Salt Lake City a certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
  - e) Tournament requests must be in writing and accompanied with a Facility/Field Request Form and Certificate of Insurance. Insurance requirements are defined above.
  - f) The City Manager may waive insurance requirements when he or she determines that the risk to the City is limited.
  - g) Before a field is reserved for a scheduled use, a Facilities Use Agreement must be signed by the user of the field.

- 3) Limitations
- a) North Salt Lake City reserves the right to limit the amount of play permitted on athletic fields.
  - b) North Salt Lake City also reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf. Wear factors include:
    - a) Size, age, and number of users
    - b) Type of use
    - c) Frequency of use
    - d) Weather conditions
    - e) Type of sports equipment used
- 4) Notices
- a) North Salt Lake City will assign game locations and times in conjunction with submitted requests. Users must meet requirements as outlined within this document. Allocations for games are based on the total number of requests received, availability, and priority outlines. Assignments accepted may be charged to the league, used or not. When possible, openings will be offered to other leagues on a priority basis as defined within Section 3 of this policy.
  - b) All user representatives (league presidents, designated representatives, schedulers, etc) are required to attend the North Salt Lake City orientation meeting prior to the beginning of each year. The third Thursday in February at 7pm in the North Salt Lake City Hall will be the date of this meeting. Failure to attend may result in the loss of field use for that team or organization for the upcoming season.
  - c) No facilities/fields are scheduled on Sundays.
  - d) When possible, confirmation of facility/field use will be delivered one week prior to league start date.
  - e) Additional facility/field requests associated with leagues, organized play, and community requests will be considered based upon facility/field availability. North Salt Lake City shall have the authority to approve or deny specific requests.
  - f) Facility/field users shall provide North Salt Lake City with a printed schedule of their league activities and contact names and numbers.
  - g) Team or organization schedulers are required to give sufficient notice when requesting in-season changes in a request for facility/field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the facility/field.

### **Section 3. Priorities**

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

North Salt Lake City will consider the primary and secondary designed uses for facilities/fields when considering assignment of priorities for use of it facilities/fields. The following are the priority for use applications:

1. North Salt Lake City sponsored programs and events
2. North Salt Lake City Co-sponsored programs and events
3. Resident Based Open Youth Recreation League programs
4. South Davis Recreation District programs and events
5. Davis School District programs
6. Restricted Youth Recreation League programs
7. Resident Based Open Adult Recreation League programs

8. Resident Based Restricted Youth Recreation League programs
9. Resident Based Independent Teams or programs
10. Non-Resident Based Teams or programs

**Section 4. Athletic Fields, Use Types, Season Descriptions and Lighting Availability**

North Salt Lake City is responsible for scheduling the following. Fields are available for scheduled games:

**Park Athletic Fields: Examples**

		<b>Approximate</b>	
<u>Sports Field</u>	<u>Type of Use</u>	<u>League Requested Seasons</u>	<u>Lights</u>
Legacy Park	3 Soccer Fields	April 1 – October 31	No
Hatch Park	2 Baseball Diamonds (North & South)	April 1 – October 31	No

- Fields may be available on a limited basis based upon maintenance resources and field conditions.
- Parks not listed may be used for practice on a first come first serve basis (with the exception of North Salt Lake City programs). All games and practices shall be scheduled.

North Salt Lake City reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage, (which would cause hazardous safety considerations) and opportunities for necessary field preservation and maintenance requirements. If a game is canceled then all practices will not be allowed either. Failure to comply may result in loss of field use for that team or organization.

**Section 5. Fees, Deposits and Charges**

Fees, deposits and charges are governed by the Consolidated Fee Schedule adopted by a separate resolution of the North Salt Lake City Council. Fees may be changed at anytime. Check the Recreation Fee Schedule to determine the most recent fee schedule.

1. North Salt Lake City reserves the right to increase field usage fees when the City may incur additional cost.
2. Final payment for field use is due in advance or within 30 days of billing at the discretion of the City. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the following year. Credits/deposits on account will be applied on the billing statement.
3. Cancellation of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to schedule the field.

4. Any unauthorized use of fields may be subject to a **\$100.00** fine and the team, league or association in violation may be suspended from further field use.
5. Payment for an athletic field reservation deposit is due (14) days prior to the reservation or at the discretion of the City. Deposits not received within a timely fashion will affect future requests.
6. Users are expected to leave facilities clean and in good condition. Charges for additional cleaning, repair and/or vandalism determined by the Parks Superintendent will be deducted from the deposit until funds are exhausted. Additional charges incurred will be billed to the responsible party. Payment for additional charges will be due upon receipt and will be considered past due and subject to collection charges after 30 days.

**RAINOUTS:** Fees will be waived for games that are rained out by the City or appropriately cancelled by the league official or umpire.

For further assistance and field reservations, call North Salt Lake City at 801-335-8700. All calls pertaining to scheduling should be made between 7:00 a.m. – 5:30 p.m., Monday through Thursday.

## **Appendices**

- A. Definitions
- B. Rules and Regulations
- C. Facility/Field Request Form

## Definitions

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, appropriate use of Park Athletic Facilities.

**City** – North Salt Lake City.

**Sponsored City Programs** – Programs directly operated and managed by North Salt Lake City.

**Co-sponsored City Programs** – Programs not directly operated and managed by North Salt Lake City but officially co-sponsored.

**South Davis Recreation District Programs** – Programs directly administered by the South Davis Recreation District.

**School District Programs** – These are interscholastic or intramural activities directly managed by the Davis School District. Club or PTSA sponsored activities qualify under the definition of Independent Resident Teams/Activities.

**Open Youth Recreation League Programs** – Programs open to all youth residing in North Salt Lake City under 18 years of age and not in direct competition with North Salt Lake City current programs. Open Youth programs do not “cut” players, and generally require minimum playing time for all participants.

**Open Adult Recreation League Programs** – Programs open to all adults residing in North Salt Lake City that offer all participants, over 18 years in age and not in direct competition with North Salt Lake City current programs, the opportunity to actively participate on a team (no cuts). The focus of the program is recreational participation.

**Restricted Youth Recreation League Programs** – Programs often referred to as “select” programs for youth residing in North Salt Lake City under 18 year of age. These programs often involve tryouts or other forms of selection to create teams. These programs often do not require minimum playing time for all participants. Participants not “selected” are often encouraged to sign up for Open Recreational League Programs.

**Resident Based Youth League** – A resident youth league that has minimum of 51 percent of the players on team rosters that reside in North Salt Lake City

**Non-Resident Based Team or program** – A non-resident team or program is a program/roster or where the expected participation is by less than 50 percent city residents.

**North Salt Lake City Resident** – An individual that lives within the incorporated boundaries of North Salt Lake City.

**Non-Resident** – Individuals that do not live within the incorporated boundaries of North Salt Lake City.

**Independent Resident Teams/Activities** – Programs or activities not affiliated with a league, or another organization identified in this policy. Classification as “resident” requires at least 51% of participants to live in North Salt Lake City.

## Rules and Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in the main policy document.

1. Alcoholic beverages are not allowed at any parks and recreation facilities owned or maintained by North Salt Lake City at any time.
2. All North Salt Lake City Facilities are smoke free.
3. Users should respect field maintenance personnel.
4. North Salt Lake City reserves the right to limit the amount of play permitted on sport fields.
5. City fields will be available for use, weather permitting, according to the published availability schedule (approximately April 1 of each year).
6. Teams may not use fields unless approved and pre-scheduled.
7. Individual or small-group walk-in play is not permitted on fields which have been prepared for games.
8. There is to be no scheduled play at North Salt Lake City athletic facilities prior to 8:00 am unless approved by North Salt Lake City.
9. There is to be no use after dusk unless approved by North Salt Lake City.
10. No scheduled league Sunday games unless approved by North Salt Lake City. No tournaments can be played on Sundays.
11. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of North Salt Lake City field usage policies regarding field rentals and usage.
12. North Salt Lake City encourages coaches training in all programs utilizing City facilities.
13. Baseball/Softball Use - Fields will not be lined. It is up to the individual organizations to line the fields as needed. Bases will be provided at previously determined distance. **At no time is a field user to make any types of repairs or alterations to existing field conditions; no exceptions.**
14. Football/Soccer Use - Fields will not be lined. It is up to the individual organization to line the fields as needed. Users are encouraged to rotate practices around fields to alleviate wear patterns. **At no time is a field user to make any types of repairs or alterations to existing field conditions; no exceptions.**
15. Recreation Director shall have final say on field playability and safety during inclement weather conditions; **no exceptions.**
16. The use of portable goals must be approved by North Salt Lake City.
17. The use of fencing or backstops for “pickle”, “pepper”, “soft toss” or batting practice is strictly prohibited.

18. **Climbing on fences, backstops, dugouts, or soccer goals is not permitted.**
19. **Field Closure/Rainouts** – During periods of inclement weather, field closures may result as determined by North Salt Lake City personnel. Closures may also result from poor playing conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the field back to a playable condition. It is the user organization's responsibility to obtain field closure information. Call (801) 335-8700, [www.nslcity.org](http://www.nslcity.org) for an up-to date report on field closures. Fees will be waived for games that are cancelled by the City. Games for which fields have been prepped that are then cancelled by the league may be charged the normal or partial game fee.
20. If a field is rained out, no field use is allowed, for practice or games; **no exceptions.**
21. **Field Closure/Rescheduling** – It is the organization's responsibility to contact the scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.
22. In case of athletic field emergencies, sprinklers coming on, too many teams assigned to one field, etc.) Monday through Thursday before 5:30 p.m., please contact North Salt Lake City at (801) 335-8683. After 5 p.m. Monday through Thursday and all day Friday, Saturday, Sunday, and holidays, please contact the **Parks On Call** at (801) 381-6585 *These numbers are for emergency use only.*
23. Leagues and Tournament Directors are responsible to ensure individual teams clean up their respective dugouts, and assure scorers' booth is kept clean, garbage containers are provided and containers should be emptied at the end of each day.
24. **Leagues, tournament Directors, and coaches are responsible for the behavior of those participating and observing their events.**
25. Outside sourced concessions are not permitted at any North Salt Lake City facilities.
26. Vendors (non-food) must be pre-approved by the Recreation Director.
27. Managers/Coaches are required to carry their approved field usage request form to the field for verification of field reservation.
28. Observe all park rules. When driving through park parking lots (speed limit – 15 mph), please be especially watchful for children and obey speed limits.
29. North Salt Lake City is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, lock your car doors, and keep valuables out of sight or at home.
30. Cars improperly parked may be towed.

Appendix C

NORTH SALT LAKE CITY  
FACILITY/FIELD REQUEST

APPLICATION  
DATE \_\_\_\_\_

ORGANIZATION, INDIVIDUAL, OR EVENT \_\_\_\_\_

RESPONSIBLE SUPERVISOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CELL PHONE \_\_\_\_\_ OTHER PHONE \_\_\_\_\_

FACILITY OR FIELD(S) REQUESTED \_\_\_\_\_

\_\_\_\_\_

ACTIVITY \_\_\_\_\_

REQUESTED DATE(S)/TIME

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_
- 13 \_\_\_\_\_
- 14 \_\_\_\_\_
- 15 \_\_\_\_\_

OFFICE USE ONLY	
APPROVED	

EQUIPMENT (IF APPLICABLE) \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

OFFICE USE DEPOSIT _____	RECEIPT # _____	By _____
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