

**CITY OF LEAGUE CITY
PARK OPERATIONS DEPARTMENT
ATHLETIC FACILITY POLICIES AND GUIDELINES**

POLICY FOR USE OF PARK AND RECREATION FACILITIES

The policy for use of City of League City Parks is composed of procedures, regulations, and guidelines designed to ensure that all facilities and parks are utilized in a safe and efficient manner.

Priority use of parks and recreational facilities is reserved for associations with history established requiring seasonal scheduled use of a facility to provide a recreational service or to meet a community recreational need. An Association, as defined for the purpose of the document, is a non-profit organization that conducts its own affairs within the framework of policies established by the City of League City Park Operations Department.

ATHLETIC FACILITY PROCEDURES AND GUIDELINES

CONDITIONS FOR USE

All Associations will be required to submit written requests for use of facilities or parks to the Park Operations Department at least sixty (60) days and no longer than ninety (90) days prior to the beginning of an anticipated facility use. Written requests shall be accompanied by a certificate of insurance, the latest season's financial statement and a list of the Association's Board of Directors with appropriate addresses and phone numbers, and tryout, practice, and game schedules.

Associations shall designate one (1) person to act as the contact person for their Association's and shall submit the person's name, title, address, home and work phone numbers to the Park Operations Department. Associations are responsible for updating their contract information as changes occur. The Superintendent of Park Operations Department or appointed staff shall act as the City of League City liaison to all of the Associations.

Groups or individuals seeking reserved use of city athletic facilities may do so under the following conditions:

1. Individual or the Association making the application is a League City resident or Association pays non-resident rates.
2. Times and dates do not conflict with sports association use.
3. Use of facilities does not exceed seven (7) consecutive days (i.e. Monday through Sunday tournament from 7:00 a.m. to 10:30 p.m.).
4. Payment is rendered based on an appropriate charge for daytime use and per hour for lighted field use.
5. Application is made at least 30 days prior to anticipate use.
6. A security deposit, the amount to be determined by the Park Operations Superintendent, is made if applicable.
7. Satisfactory arrangements are made for refuse collection and sanitation.
8. If necessary, a fee is presented to defray the cost of additional security forces supplied by the City for the proposed use or activity.
9. A signed waiver of liability.

10. All associations, groups or individuals shall act in a non-discriminatory manner regarding race, creed, religion and national origin. In the event they do not act in a non-discriminatory manner, the City will suspend the usage of the facilities.

DETERMINING FACILITY USE

Use of park and recreational facilities is determined by the historical presence of an Association at a certain facility during a specific season. A group, during a designated time frame or season that has occurred more than once defines historical presence for the purpose of this document.” An association will be granted priority use of a facility by the City of League City on a per season basis, however, facilities will remain open for public use when use does not interfere with the daily maintenance and Association’s scheduled activities or if the reserve signs are not posted. Use by the public will be on first come first served basis-providing groups or individuals do not reserve facilities. The City of League City reserves the right to program facilities during time when facilities are not being utilized. The City of League City will determine all scheduled use of facilities.

The Association will consider a fifty- percent (50%) of resident versus non-resident participation when determining the fee charged and the facilities available for use. The Park Operations Department will determine use of new park property and/or recreational facilities. Joint use of new facilities by several Associations will be considered.

SPECIAL USE OF FACILITIES

The City of League City reserves the right to host athletic leagues, special events and programs at all public park facilities. Associations will be notified in advance of any special events or programs that may conflict with their scheduled use. The City will make every effort to schedule special events during non-peak use time periods. The City reserves the right to deny practice time due to field scheduling and condition.

Associations are prohibited from entering into arrangements with other organizations for use of public facilities. Associations wishing to host tournaments, clinics, workshops, and/or programs that are performed by agencies other than the Association are required to schedule such programs with the City at least thirty (30) days prior to the beginning of the program. The association will be required to name the agency as an additional insured on their insurance policy. Applicable fees may be changed to the association for additional use of the facility.

HOURS AVAILABLE FOR USE

City parks are opened daily to the public from 7:00 a.m. until 10:30 p.m. All practices and games must be completed no later than 10:15 p.m. Lighted facilities will be available for use until 10:15 p.m., except as otherwise restricted at specific park facilities. Strict compliance will be enforced. Special Use Permits may be issued and authorized by the Mayor beyond the time allotted for in the ordinance.

FACILITY KEYS

Where applicable, keys will be provided to the storage buildings and lighting boxes. The Association agrees not to duplicate keys. A maximum of four (4) keys will be issued for each facility. Associations will be assessed a \$50 per key deposit. Key deposit will be refunded upon return of issued keys.

UTILITIES

The City of League City will pay the costs associated with providing lights, water and phone service where applicable. The City of League City will not be responsible for any costs associated with any type of utility services at facilities that are not owned and maintained by the City.

STORAGE BUILDINGS

Use of storage building stands will be on a per season basis with use determined by the historical presence of an Association at a specific facility. Only one Association per season will be granted priority use of a specific area. If another Association requests use of that building during the same time frame the Association with priority use of the building, may choose to share use, contingent upon the City's approval. See established rental policies.

The City will operate or contract the storage areas during city sponsored activities. The Association is required to furnish whatever equipment and supplies are necessary to operate their league. All equipment stored at a storage/announcers booth building must be removed at the end of the Association's season, unless otherwise approved by the City. Storage of flammable, hazardous, or toxic substances or materials, on City property, is not permitted.

The City of League City shall be responsible for repairs and upkeep of the storage buildings that are the result of normal wear and tear and aging. Associations will be responsible for repairs stemming from damages incurred by the facility due to the Association's negligent or irresponsible use.

PARK AND ATHLETIC FACILITY ORDINANCES

1. City Parks are opened daily to the public from 7:00 am until 10:30 p.m. except as otherwise restricted at specific park facilities. Strict compliance will be enforced.
2. Alcoholic beverages will be allowed only in designated parks.
3. No food or drinks may be sold, no vending allowed without prior approved notification thirty (30) days by the Park Operations Superintendent.
4. Glass containers are prohibited.
5. All pets must be on a leash at all times.
6. Motorized vehicles are not allowed to drive on park property, over the curbs or the grass on the trails.
7. Trash must be disposed of in proper receptacles.
8. No soliciting or selling to persons on public sidewalks, streets or property.
9. No political signs will be posted.
10. Promptly remove and dispose of, in a sanitary manner, feces.
11. Follow posted speed limits.
12. No unauthorized vehicles on trails or park grounds.
13. Metal cleats are prohibited on all fields.
14. Fireworks are prohibited.
15. No golfing.
16. No horses, bikes or motorized vehicles allowed except as utilized as standard transportation.

Penalty for Violations: Any person who shall enter or remain in any League City Park in violation hereof shall, on conviction, be fined.

MAINTENANCE OF PARK AND RECREATIONAL FACILITIES

The City of League City will provide a level of maintenance service to all park and recreational facilities that ensures the safe and efficient use of facilities by the Associations and the general public. It is the Association's responsibility to report hazardous or dangerous facility conditions to the City immediately. The City of League City will provide maintenance and upkeep to property or facilities. The Association shall furnish their own equipment, materials, and/or supplies for operating their league (i.e. bats, balls and pitching machines, etc.) plus chalk and lining the field prior to the games.

PARKING

Associations, organizations and individuals are entitled to use parking areas located at the park. Associations are required to obey all traffic laws and regulations when utilizing park roadways. "No Parking" areas, as designated by posted signs, will be strictly enforced.

Handicapped parking spaces are available at each established parking area. No motorized vehicles will be allowed in the parks except in parking areas, the exception being emergency vehicles assisting an accident or injury or the delivery of equipment, supplies and/or materials.

POLICING REQUIREMENTS

Associations, organizations and individuals will be responsible for policing their reserved facilities, buildings, and parking areas during and after each scheduled use, for trash and debris. All trash and debris shall be deposited in the appropriate trash receptacles. Associations, organizations and individuals not accepting responsibility for the proper disposal of their trash will be subject to monetary penalties or forfeiture of facility use rights. Facilities will be monitored daily by the City to ensure compliance.

ENHANCEMENTS

The Association will not install, build or perform any type of facility or property improvements without the express written consent of the City of League City. Requests for improvements must be submitted in writing to the Park Operations Superintendent at least sixty (60) days prior to the desired date of performing the improvement. All requests require approval of the Director of Parks & Cultural Services.

SIGNAGE

Sponsorship signs are allowed at facilities as long as they are designed and installed in accordance with the "facility sponsorship signage specifications". The specifications outline the types of materials and hardware required for sign installation, sign size, time frames for installation and removal, etc. Requests to place signs on facilities that have not previously had signs will require the advanced approval of the City of League City. Written request must be submitted to the Park Operations Superintendent at least thirty (30) days prior to the desired date of installation. Signage sponsorship will be based upon the current Code of Ethics.

REST ROOM FACILITIES

Rest room facilities are available at the facilities. If tournaments or special events require additional cleaning or portable potties, the rental groups will compensate for maintenance time.

PAVILION

The pavilions are available for use by the Associations and the public. For information on fees, available dates, and policies contact the Park Operations Department office at 554-1181.

EMERGENCIES AND ACCIDENTS

Associations are required to report any and all accidents/incidents that require medical attention by health care professionals. Accidents/incidents should be reported on an Incident Report form and delivered to the Park Operations Department office or at the drop box at the maintenance shop at the complex at the beginning of the first business day following the accident/incident.

Emergencies should be reported immediately by contacting the City of League City Police Department at 911 or (281) 332-2566, the Police Department will contact the proper on-call staff representative. Pay phones are available at the pavilion, 911 is free of charge.

CAPITAL IMPROVEMENT PROJECTS

Associations wishing the City to consider funding specific capital improvement programs should submit in writing a detailed description of the type of project for consideration (i.e. two additional youth soccer fields, new overhead lights). Written requests should be submitted to the Park Operations Department Superintendent, by April 1, for consideration in the following fiscal year's program budget. The City of League City fiscal year runs October 1 - September 31. Approval of projects is based on priority need and available funding.

FACILITIES - RAINOUTS

On-duty staff will determine rain-outs by 7:00 a.m. weekends and 4:00 p.m. weekdays. The Park Operations Department staff on duty will contact each youth organization. If fields are utilized when not recommended, the youth organization will bear sole responsibility for damages on fields.

ANNUAL RATES

Rates will be reviewed and revised annually. The Park Operations Department cannot waive fees. The Mayor can only adjust the fees. The criteria must include:

- A. Non-profit organizations in League City must have a non-profit status, determined by the IRS (501) (C) (3).
- B. Provides a service to the community.
- C. Any profit must go back for community programs or scholarships open for the public application.
- D. A month advance notice is required.
- E. Deposits must be paid. \$100 for groups of 50 or more or when food is served, up to 200. Double that amount of deposit after 200. If any trash is left in the park, a percentage of the deposit will be deducted depending on the time staff spends cleaning up the park.
- F. Admission fees cannot be charged for the event being held. The City reserves the right to charge admission fees.
- G. One fee waiver adjustment is granted per year.
- H. Maintenance fee may be charged and not waived for groups of people over 200. \$100 for every 200 participants.

- I. If a City concession stand is in operation, no food or drinks may be sold in competition. The Park Operations Superintendent and the Director of Parks & Cultural Services must give prior approval. A formal request must be made thirty (30) days prior to the event.
- J. Partnerships may be developed to promote the City and build programs; these rates will be determined by the involvement of organization and the Park Operations Department.
- K. No solicitation or handbills may be distributed on park property.

CHECKLIST FOR YOUTH SPORTS ASSOCIATIONS USE OF ATHLETIC FACILITIES

- ☐ Application submitted between 60 and 90 days of planned use.
- ☐ Application includes no more than a four-month period (unless approved by the Park Operations Superintendent).
- ☐ Sports and organizations are responsible for their liability insurance.
- ☐ Daily lighted use form and payment is attached for extra light use.
- ☐ Last season's financial statement is enclosed.
- ☐ List of association's board of directors with names and addresses is enclosed.
- ☐ Try-outs, practice and game schedules are enclosed and included in time limit.
- ☐ Contact person's name, title, address, home and work phone numbers are included. Signed statement of athletic facility policy compliance is enclosed.
- ☐ Signed waiver of liability is enclosed.
- ☐ Youth organizations that have established a history are given priority for their main season. Youth organizations that are established outside the City will pay non-resident rates. Youth organizations that are private or organizations that have an established membership will be charged regular rates based upon the determined facility use on page 2 of this document for games and practices.
- ☐ Copy of youth organizations bylaws to be included.

CHECKLIST FOR PRIVATE USE OF CITY ATHLETIC FACILITIES

- ☐ Applicant is a League City resident or pays non-resident rates.
- ☐ Application is made at least 30 days prior to anticipated use.
- ☐ Dates of planned use don't exceed seven (7) consecutive days.
- ☐ Payment is enclosed at the rate as applicable (see contract).
- ☐ If required, security deposit is made.
- ☐ Signed statement of athletic facility compliance is enclosed.
- ☐ Signed waiver of liability is attached.
- ☐ If required, fee for additional security is made.
- ☐ The City of League City approves arrangements for additional sanitation facilities, refuse, and traffic control.

CHECKLIST FOR ADULT AND YOUTH LEAGUES AND TOURNAMENTS

- ☐ Leagues will pay tournament rates, administered by the City, for games.
- ☐ Leagues will pay non-resident rates (\$15 per person) if home base is outside of the City of League City. Sixty percent (60%) must be residents of League City.
- ☐ City may have a partnership with teams that help develop and promote youth programs. All fees are paid when contract is signed.

- ☐ Tournaments will pay resident/non-resident rates based upon the status of where the organization home is established.
- ☐ The City may enter into joint sponsorship with organizations and host tournaments. Standardized rates will be established based upon City responsibilities and organizations' participation.
- ☐ 15% of concession stand fees must be paid to the city at end of season.

FACILITY RESERVATION FORM FOR ASSOCIATIONS

ORGANIZATION: _____

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE: HOME _____ **WORK** _____

PARK/TYPE OF FACILITY: _____

WAIVER OF LIABILITY

The undersigned applicant, individually, and/or as agent for the organization known as

_____ does agree to hold harmless the City of League City, its officers and employees, from any claim of any nature growing out of the use of City of League City facilities; and in the event a claim would be made by any third party, including a member of an organized team, the undersigned individually, and/or as agent of any organization as herein named, agrees to fully cooperate with the City of League City, its insurance carriers or any other person or organization designated by the City to investigate such claims, and to provide such information as shall reasonably be necessary and/or required.

In connection herewith, the organization also agrees to obtain from each member of the organized team a signed statement agreeing to hold the City of League City harmless from any claim whatsoever growing out of the use of city facilities and parks.

SIGNATURE OF APPLICANT: _____

ORGANIZATION: _____

DATE: _____ **SEASON:** _____

APPLICANT MUST BE AT LEAST TWENTY-ONE (21) YEARS OF AGE.

STATEMENT OF COMPLIANCE

I, _____, responsible representative for the _____, have received and agree to abide by procedures and guidelines as established in the document "City of League City Athletic Facility Policies and Guidelines."

Signed: _____ Date: _____
Responsible party