



CITY OF LEAGUE CITY PARKS AND CULTURAL SERVICES DEPARTMENT PARKS AND FACILITIES POLICIES AND GUIDELINES

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. The City of League City reserves the right to enforce additional policies and procedures not mentioned in these guidelines in order to protect the best interest of the City.

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 an organization that conducts its own affairs within the framework of policies established by the City of League City Parks and Cultural Services Department.

EXCEPTIONS

Any exceptions or variances to these Policies and Procedures will require approval of the City Manager.

Any exceptions or variances to the Waiver of Fees policy will require approval of City Council.

Any exceptions or variances to City Ordinances will require approval of City Council.

Requests should be made in writing to the Parks Recreation Superintendent.

SECTION A: General Procedures and guidelines for all park and facility rentals

SECTION B: Procedures and guidelines pertaining to park and field rentals

SECTION C: Procedures and guidelines pertaining to facility rentals

SECTION D: Procedures and guidelines pertaining to Non Profit Youth Organizations

PARKS RECREATION MISSION STATEMENT: Provide a diverse menu of quality recreation programs that address citizen needs, encourage community health and wellness, and promote a lifelong recreational lifestyle.
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SECTION A GENERAL PARK AND FACILITY PROCEDURES AND GUIDELINES

CONDITIONS FOR USE

All Associations, organizations and individuals will be required to submit written requests for use of facilities or parks to the Parks Recreation Department at least ten (10) days prior to the beginning of an anticipated facility use.

Associations or organizations shall designate one (1) person to act as the contact person for their group and shall submit the person's name, title, address, home and work phone numbers to the Parks Recreation Department. Associations and organizations are responsible for updating their contract information as changes occur. The Superintendent of Parks Recreation 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 parks or facilities may do so under the following conditions:

1. Lessee making the application is a League City resident or lessee pays non-resident rates.
2. Times and dates do not conflict with youth organizations or City of League City use.
3. Use of facilities does not exceed seven (7) consecutive days
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 ten (10) days prior to anticipate use.
6. A security deposit 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 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.
11. At no time shall a reserving party sublease or assign its rental privileges to another individual, group, or organization.
12. Food or drinks may be sold if they do not conflict with Associations currently selling concessions. All food and drink sales require prior approval of the Recreation Superintendent through a City vendor agreement. 15% of all gross profits are paid to the City if the space is not rented by the seller. Selling food at any park or facility will require a valid temporary food permit issued by the Galveston County Health District at least seven (7) days prior to the event.
13. The City reserves the right to cancel any event if the facility is needed for municipal purposes or in the event of an emergency. If an event is cancelled by the City, all deposits and rental fees will be refunded.
14. The City reserves the right to deny a request for rental space if the City feels the practices of the organization or business is not represented in the best interest of the City.

REFUNDS

1. 90% of the rental fee will be refunded if cancellation of an event is made more than 60 days prior to an event.
2. 50% of the rental fee will be refunded if cancellation of an event is made more than 31-60 days prior to an event.
3. 25% of the rental fee will be refunded if cancellation of an event is made more than 15-30 days prior to an event.
4. 10% of the rental fee will be refunded if cancellation of an event is made more than 0-14 days prior to an event.

SPECIAL USE OF FACILITIES

The City of League City reserves the right to host athletic leagues, special events and programs at all public parks and facilities. Associations, groups and individuals 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 facility rental time due to facility scheduling and condition.

Associations and/or organizations wishing to host tournaments, clinics, workshops, and/or programs are required to schedule such programs with the City at least sixty (60) 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 charged to the association for additional use of the facility with approval of the Parks Recreation Superintendent.

UTILITIES

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

ALCOHOL

Disclosure of whether an event will be serving alcoholic beverages must be made before a contract is validated. Failure to disclose this information prior to entering into a contract may result in cancellation of the event and forfeiture of all rental fees or operating costs. Glass alcoholic beverage containers are not allowed inside or on the premises of any City owned or operated rental facility. (Rental Coordinator may approve wine and/or champagne bottles that are poured and served in cups). Alcoholic beverages may not be sold without prior approval of the City Manager. (Section 74-139) Under no circumstances shall alcohol be allowed to be served to minors. Violations of this policy shall result in termination of the event and may result in criminal charges.

SECURITY REQUIREMENTS

League City Police Officer(s) will be required at all functions of more than 150 expected attendees and **all functions that will be serving alcohol**. This is for the protection of the LESSEE and the City. Alcoholic beverages may not be sold, without prior approval of the City Manager. The ratio for police officers to guests, **where alcoholic beverages are served**, will be as follows:

1. Two (2) officers for the first 300 guests.
 2. Three (3) officers for 301-450 guests.
 3. Four (4) officers for 451-600 guests.
- The police officer(s) will remain on duty until the last person leaves the Park or Facility. Before departure, the police officer will complete a security check of the area.
 - All police officers will be in uniform while in performance of security duty.
 - Fees are minimum \$30 per hour/per officer.
 - Under no circumstances shall alcohol be allowed to be served to minors. Violations of this policy shall result in termination of the event and may result in criminal charges.
 - The City reserves the right to require a uniformed police officer at any event if the City feels it is the best interest of the safety of those involved.

ADDITIONAL SECURITY FEES

The City reserves the right to require additional fees to pay for additional officers (with additional equipment), EMS, and other City personnel to attend the event, if in the opinion of the Parks and Cultural Services Director, the additional security is necessary to preserve the peace. If a special permit is granted by the Parks & Cultural Services Director, additional personnel or security fees will be assessed.

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 general public. It is the responsibility of all park users to report hazardous or dangerous facility conditions to the City immediately. The City of League City will provide maintenance and upkeep to parks or facilities. The Association, organization or individual shall provide their own equipment, materials, and/or supplies for operating their program or event.

PARKING

Associations, organizations and individuals are entitled to use designated parking areas located at the park and/or facility. "No Parking" areas, as designated by posted signs, will be strictly enforced. Handicapped parking spaces are available at each established parking area.

MONITORING REQUIREMENTS

Associations, organizations and individuals will be responsible for monitoring 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 and parks will be monitored daily by the City to ensure compliance.

REST ROOM FACILITIES

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

EMERGENCIES AND ACCIDENTS

Associations, organizations and individuals 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

Recreation 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.

SOLICITING

Any organization, group or individual seeking to solicit in City parks and facilities must follow the rental guidelines set forth in this policy. Soliciting will only be permitted in rentable City of League City space and must be confined to that space. Regular rental fees will apply.

WAIVER OF FEES

To be considered for the City's Waived Fee Program, interested parties shall fill out an **Application for Waived Fee Program**. No waived fee reservations shall be made until the Application for Waived Fee Program has been submitted and approved. Waived fee applications that meet the necessary guidelines will require the approval of the Recreation Superintendent. Applications that do not meet the requirements will require approval of the City Council to have fees waived.

Qualifications for Waiver of Fees are as follows (all must be met):

1. Non-profit organizations in League City must have a non-profit status, determined by the IRS (501) (C) (3).
2. All applicants for waived fees must not discriminate on the basis of age, religion, race, color, national origin, or sexual orientation.
3. Waived fees are not available for political or religious events where the sponsoring organization does not have (501) (C) (3) non-profit status.
4. All waived fee applicants must agree to the General Rental Conditions that apply to all facility rental contracts.
5. Any profit must demonstrate a benefit to the community.
6. If Mayor or Council Members request the use of city facilities for city business, fees will be waived.

Restrictions:

1. Applications for events, programs or meetings that exceed 2 hours in duration are limited to one waiver of fees per year.
2. All Waiver of Fees approvals are subject to availability and must abide by the booking schedule guidelines outlined earlier in Section A.
3. Waiver of fees does not include after hour staff costs or tablecloth rentals.

Application Process:

To apply for the City of League City Waiver of Fees Program, please send the following information to: Recreation Superintendent, 2105 Dickinson Avenue, League City, TX. 77573

1. General Rental Contract
2. Waiver of Fees Application
3. Proof of (501) (C) (3) status as designated by the IRS
4. Letter on organization letterhead explaining how the event will benefit the community
5. Organization insurance listing the City of League City as a certificate holder
6. Applicable damage deposit

SECTION B **PROCEDURES AND GUIDELINES PERTAINING TO PARK AND FIELD RENTALS**

HOURS AVAILABLE FOR USE

City parks are opened daily to the public from 6:00 am until 10:30 pm, unless otherwise posted. All practices, games, programs and/or events 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.

Booking schedule for parks and facilities will be available as follows:

January 2: Bookings open for May – August

June 1: Bookings open for September – December

October 1: Bookings open for January – April

*Community events may be booked up to a year in advance with approval of the Recreation Superintendent.

PARK POLICIES AND ORDINANCES

1. City Parks are opened daily to the public from 6:00 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. (Section 74-131)
3. Glass containers are prohibited. (Section 74-1)
4. All pets must be on a leash at all times.
5. Motorized vehicles are not allowed to drive on park property, over the curbs or the grass on the trails.
6. Trash must be disposed of in proper receptacles.
7. Promptly remove and dispose of pet feces, in a sanitary manner, in supplied receptacles.
8. Follow posted speed limits.
9. No unauthorized vehicles on trails or park grounds.
10. Metal cleats are prohibited on all fields.
11. Fireworks are prohibited.
12. No golfing.
13. No horses, bikes or motorized vehicles allowed except as utilized as standard transportation.
14. Use of any loudspeaker, loudspeaker system, sound amplifier or any other machine or device which produces, reproduces, or amplifies sound will require obtaining a sound permit. (Section 42-38)
15. Lessee must be 18 years or older and provide a US photo identification.
16. City employees receive a 25% discount off applicable rental and program fees.

Penalty for Violations: Any person who shall enter or remain in any League City Park in violation hereof shall be subject to prosecution.

PAVILION

The pavilions are available for use by the general public. Damage deposits will be required for pavilion rentals as outlined in Section C. For information on fees, available dates, and policies contact the Park Recreation Department office at (281) 554-1180.

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 notify the main contact for each rental agreement. If fields are utilized when not recommended, the user will bear sole responsibility for damages on fields.

PARKING

All users are required to obey all traffic laws and regulations when utilizing park roadways. 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.

GEOCACHING

Geo-caching is available at designated parks with prior approval of the Parks Recreation Superintendent.

General Geocaching rules and guidelines include but are not limited to the following:

- All City of League City Park rules and regulations apply.
- No off trail hiking. Cache sites will be placed no more than 10 feet from designated trails, in public day use areas,

- or in areas designated by the City for geocaching.
- No digging. Caches will be at or around ground level.
- No littering, ‘cache in - trash out’ will be enforced.
- Food, alcohol, drugs, firearms, or any other dangerous or inappropriate items are prohibited.
- All items that are left in the cache box must be brought into the park. No flowers, rocks, minerals, or any historical or archeological artifacts from any City Park are permitted into the cache box.
- If at any time the cache site violates City of League City Park Rules and Regulations, or the Geocaching Policy, the cache box may be removed by Park Operations Staff and it may not be returned to the owner.

SECTION C

PROCEDURES AND GUIDELINES PERTAINING TO FACILITY RENTALS

DAMAGE DEPOSITS

Any damage to the City facility, pavilion or rental equipment will be deducted from the damage deposit. Damages that exceed the amount of the damage deposit shall be billed to the customer, and reimbursement shall be due upon receipt of invoice from the City. In the event customer fails to reimburse the City for such additional damages, customer shall be liable to the City for all costs expended to enforce the terms of these General Rental Conditions including, but not limited to, reasonable attorney’s fees and court costs. The City’s right to recover attorney’s fees under these circumstances is specifically permitted by Section 271.159 of the Texas Local Government Code.

The full amount of the damage deposit will be refunded under the following conditions:

1. Full payment was made to police officers.
2. No damage is sustained to any City property
3. All decorations are removed and all trash is removed, bagged, and placed in dumpsters
4. Tables and chairs are wiped and cleaned.
5. All other conditions of the contract were abided by and no other charges were incurred by the City.

FACILITY RENTAL CONDITIONS

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

1. Facility rentals may be booked up to one years in advance. Full payment is due at time of booking.
2. Set up plans and all decorations must be approved and finalized by Parks Recreation staff a minimum of fourteen (14) days prior to the scheduled event. Reimbursement to the City for damages to walls, doors, windows, or ceilings caused by the application of decorations shall be the responsibility of the organization or individual staging the event. No signage promoting a scheduled event will be affixed to any part of a City facility.
3. Failure to end an event at the scheduled time will result in additional operating costs, being applied at a rate of 1.5 times the normal hourly rate. Under no circumstances shall an event extend beyond the closing time of any facility without prior approval of the Parks Recreation Superintendent.
4. All renters are required to provide the names, addresses, and telephone numbers of all private companies or entities supplying services (catering, music, etc.) for an event. This information must be provided to the Parks Recreation staff at least fourteen (14) days prior to the event. The organization or individual whose name appears on the Rental Contract will be held responsible for any damages to the facility caused by any third party entities providing any services for any scheduled event. The City reserves the right to request proof of insurance for any outside vendor or private company that operates in a City of League City facility.
5. Smoking is not allowed inside, or within 25 feet of, the entrance to any City building pursuant to Chapter 54 of the Code of Ordinances of the City of League City.
6. The use of smoke or fog machines, lit candles, or any device producing fire or smoke is not allowed in any facility. The use of tobacco products is not allowed inside any City rental facility.

7. Facilities will have a City of League City staff person available during the entire rental time, including set up and break down. Keys to facilities will not be given to the lessee.
8. All facility rentals require a signed contract. Additional guidelines may apply that pertain to the specific facility being rented. Those guidelines will be further addressed in the contract pertaining to that facility.
9. Lessee must be 21 years or older and provide a US photo identification.
10. Citizens and employees of the City are allowed a 25% discount off the standard rental fees for all rental facilities. The discount does not apply to equipment rental, required deposits, or any other charges applicable to the Rental Contract. The discount does not apply to Waived Fee Contracts. Citizens must show proof of residency. Employees must show proof of employment. Discounts are limited to immediate family members defined as spouses and children. Citizens and employees are not allowed to reserve facilities and receive discounts for the benefit of third party entities who do not reside in the City.

SECTION D

PROCEDURES AND GUIDELINES PERTAINING TO NON-PROFIT YOUTH ORGANIZATIONS

The following procedures and guidelines pertain specifically to approved Youth Organizations that meet the necessary requirements set by the City of League City to operate as a Non-Profit Youth Organization. General Facility Procedures and Guidelines listed above will apply in addition to those listed below.

CONDITIONS FOR USE

The City will consider a sixty- percent (60%) of resident versus non-resident participation when determining the fee charged and the facilities available for use. Associations that meet the sixty percent (60%) or greater resident participation will qualify for priority usage through a joint-use agreement with the City. 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.

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, proof of 501 (c) (3) status, 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. All associations 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 may suspend the usage of the parks and facilities.

FEES

- 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.) All fees are paid upon completion of season.
- The City may enter into joint sponsorship with organizations for 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.

DETERMINING FACILITY USE

Programs and events offered by the City of League City will be the first priority for field usage. 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.

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 required to sign out for keys issued with a \$35 replacement fee if lost. At the end of each contract year, keys issued will be evaluated and determined if they need to be returned based upon changes in the Association board members.

STORAGE BUILDINGS

Use of storage building concession 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.

SIGNAGE

Sponsorship signs are allowed at facilities and parks 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 and parks 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 Recreation Superintendent at least sixty (60) days prior to the desired date of installation. Signage sponsorship will be based upon the current City Ordinance.

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 enhancements become the property of the City. All requests require approval of the Director of Parks & Cultural Services.

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 30. Approval of projects is based on priority need and available funding.

SWIMMING POOL

Associations that enter into a joint usage agreement with the City for pool usage must follow the supervision requirements set forth by the Texas Department of State Health Services. Two lifeguards must be on duty at all times, with at least one lifeguard on the lifeguard stand at all times while the pool is in use. Lifeguards conducting surveillance of pool users shall not be assigned duties that would distract their attention from proper observation of the users, or that would prevent immediate assistance to persons in the water. Copies of current lifeguard, CPR and First Aid certifications must be submitted at the time the contract is signed.

CHECKLIST FOR YOUTH ORGANIZATIONS USE OF PARKS AND 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).
- ☐ Associations or organizations are responsible for their liability insurance (copy submitted to City).
- ☐ 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.
- ☐ Associations or organizations that have established a history are given priority for their main season. Organizations that are established outside the City will pay non-resident rates. 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 Organizations bylaws to be included.
- ☐ Roster of resident vs non-resident numbers after registration is complete.
- ☐ If swimming pool is being used, copy of organizations current lifeguard, CPR and First Aid certifications.

FACILITY RESERVATION AGREEMENT

ORGANIZATION *(if applicable)*: _____

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE: HOME _____ **CELL** _____

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 (*if applicable*): _____

DATE: _____ **SEASON** (*if applicable*): _____

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 Facility Policies and Guidelines."

Signed: _____ Date: _____
Responsible party