



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 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~~. **City Manager.**

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

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.

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 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.

GAMBLING

Any organization, group or individual renting a park or facility must abide by the state of Texas gambling laws set forth in Chapter 47 of the Penal Code.

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. Bookings are available 6 months in advance. Community events may be booked up to a year in advance with approval of the Recreation Superintendent.

~~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.