

ATHLETIC FIELD ALLOCATION POLICY

The intent of this policy is to establish the administrative procedures for the reservation of park athletic fields owned by the City of O'Fallon. This policy will provide direction to individuals, groups, or organizations in the process to receive a permit for the exclusive use of a designated field during a reserved period of time. .

General Reservation Guidelines

- A. Athletic fields are available in four of the City of O'Fallon Parks.
 - a. Westhoff Park Softball/Baseball Fields
 - b. Ozzie Smith Softball/Baseball Complex
 - c. Sports Park Soccer Fields
 - d. Dames Park Football Fields
- B. Athletic fields are to be used for the sport they were designed for.
- C. Athletic Fields are available for rental March through November.
- D. Due to the volume of requests, practices are limited to 2 hours at Ozzie, Westhoff, and Dames Park
- E. Due to the volume of requests at Sports Park, renters are limited to a half field for no more than 3 hours per week. Those 3 hours may be split up throughout different days of the week in no less than 1 hour increments.
- F. Athletic Field curfew is 11 p.m.
- G. Summer maintenance at Dames and Sports Parks will reduce the fields available for use.
- H. The Heritage and Freedom Fest will require no play at Westhoff Parks and the Ozzie Smith Complex.
 - a. Westhoff Park
 - i. No games 2 days before and after the festival dates.
 - ii. No tournaments the weekend after the festival.
 - b. Ozzie Smith Complex
 - i. No games 4 days before and 2 days after the festival dates.
 - ii. No tournaments the weekend after the festival.
- I. All practices and rentals are cancelled when fields are posted NOT PLAYABLE. To check on field conditions call 636-333-9900.
- J. Users agree to indemnify, defend, and hold harmless the City, its agents, and employees from and against any accident, injury, including death, and/or loss of property or damage to neighboring property.

A. Reservation Priorities

The following priorities have been established to ensure the fairest distribution of facilities. Priorities will be given for the following user groups at Ozzie Smith Sports Complex, Westhoff Park, and Dames Park:

1. City of O'Fallon Programs
2. Returning Organizations
3. All other users can request fields beginning Jan. 1 for that year.

Priorities will be given for the following user groups at Sports Park:

1. City of O'Fallon Programs
2. All other users can reserve field January 1 for March through July; and June 1 for August through November.

B. Reservation Procedures

- The Recreation Coordinator or the Recreation Manager must approve all reservations for sports fields.
- To reserve a field, submit your request in writing (standard or email) with 10 days notice. Sometimes it is possible to accommodate individuals or groups in less time but the best results will be with reservations requested a minimum of 10 days prior to the desired date and time. Reservations for field use on the upcoming weekend (Friday evening, Saturday, and Sunday) must be made no later than Thursday by 4:00 p.m. of the prior week.
- Only a single field may be reserved for the reservation date, unless you are an established league.
- Payment for the reservation must be received at the time the reservation is made.
- The time of use and the type of group determine the rental fee.
- The Parks and Recreation Department reserves the right to cancel reservations. If this occurs the rental group will be refunded or credited for all time not used.

D. Use Regulations

- Sports fields rentals are available for reservation and use for a minimum of one hour and a maximum of four hours.
- The permit and the responsible party (person, 21 years of age or older, who officially rented the field) must be on-site when the field is being used.
- The permit holder will leave the field in a clean, neat condition. If it is necessary for the City to provide cleaning services following the reserved activity, the permit holder may be charged an additional fee and the City will review whether to permit future use by the permit holder.
- No apparatus or equipment may be located on the sport fields unless the use and location of equipment has received prior approval and the facility permit contains that approval.
- Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
- Permit holders whose permits allow for use of the lights are responsible for turning sports field lights on and off.
- Unless specifically stated on the permit, it is understood that the gathering to be held is not a fundraiser, that no admission is to be charged, that no tickets will be sold or collections taken, and that no items or services will be sold. Groups conducting fundraising activities must possess non-profit status, obtain a sales tax license, and have liability insurance in the amount of coverage required by the City. Copies of all documents must be filed with the Parks and Recreation Department before such an activity can take place. If this does not occur, the permit holder may be charged an additional fee and the City will review whether to permit future use by the permit holder.

E. Inclement Weather Policy

- The City of O'Fallon Parks and Recreation Staff will determine field playability unless the inclement weather occurs after 4 p.m., then the permit holders are responsible for determining if the practice/event/activity is going to be held. However, the City of O'Fallon Parks and Recreation Department staff maintains the responsibility for any final decision as to whether a field is too wet to be played on.
- If an activity becomes disrupted by weather, the following policies will be enforced:
 1. If the activity is halted from the beginning (you never get to the field or start setup), the reservation fee will be refunded in full.
 2. If your rental commences, and then is shortened by weather, you will be charged for the time used and will be issued a credit for the unused portion of time.

The City reserves the right to postpone, cancel, or delay any activity on City parkland. The decision on whether to start or continue a program rests with the field supervisor on site. Any damage caused to the fields will be the sole responsibility of the rental party.

In case of inclement weather, the permit holder may contact the City's inclement weather number (636-333-9900), during normal business hours, for an update on the conditions.

F. Modification

All policies of the Field Use Permit Program are subject to the discretion of the City of O'Fallon Parks and Recreation Department. The Department reserves the right to modify or waive any policy as it deems necessary and in the best interest of the City.

G. Other Charges

- **Concessions** - The City shall retain sole and exclusive right to sell concessions at all athletic fields and facilities. Should the City choose to not provide concessions for an event, sponsors may be permitted to sell concessions with the understanding the City shall receive 10% of gross receipts.
- **Gate Admission** - Charging an admission to any event or activity conducted on athletic fields and facilities shall have the prior approval of the Managing Director of Parks and Recreation.
- **Novelty Sales** - Sale of T-shirts, hats, and other novelties shall have the prior approval of the Managing Director of Parks and Recreation. The City shall receive 10% of gross receipts from all such sales.

I. Refunds

The permit holder must cancel reservations no less than 10 days prior to reserved date in order to receive a refund. Standard departmental processing fees still apply in any cancellation situation. (Non-use due to inclement weather conditions will be taken into consideration and permit holder may be credited for all time not used.)

I. Security Deposits

- It is solely in the opinion of the Park and Recreation Department as to whether there has been any damage or misuse of the City property.
- Any damage deemed by the O'Fallon Parks and Recreation Staff to be due in part by the party reserving the field will be charged solely to this party.
- If the facility was used for a purpose other than that specified on the permit, the responsible party or group will be assessed for the cost of repairs (as determined by the Park and Recreation Department) and the loss of the use of any City facilities for one full year from the date of the permit.
- Damage can be turned in on parties' insurance as a claim. If there is no payment by the insurance company the party is still responsible.

J. Maintenance Activities

Athletic fields will be closed periodically throughout the year for maintenance. While these dates are subject to change due to uncontrollable variables such as weather, the City of O'Fallon Parks Department will be tentatively reserving the following dates for maintenance thus making them unavailable for rent. Should the fields become available during these dates they will be made available on a first-come, first-served basis.

- Sports Park Phase 1: The months of July to mid-August (one field will remain open, and December - February
- Sports Park Phase 2: The months of July to mid-August (one field will remain open, and December - February
- Ozzie Smith Sports Complex and Westhoff Park: The months of December - February
- Dames Park: All fields closed the months of June-July, December – February

ATHLETIC FIELD FEES

1. Westhoff Park and Ozzie Smith Softball/Baseball Fields

- **Residents:** \$10 per field per hour without lights
- **Residents:** \$ 25 per field per hour for fields with lights
- **Non-Residents:** \$15 per field per hour without lights
- **Non-Residents:** \$30 per field per hour for fields with lights

Plus

- \$ 35 per field lined with bases (one time set up fee if customer wants this option)

2. Dames Park Football Field

Resident Practice Field Rates:

- \$35/field per hour without lights
- \$50 per field per hour with lights

Non-Resident Practice Field Rates:

- \$50/field per hour without lights
- \$65 per field per hour with lights

Resident Game Only Field Rates:

- \$50 per field per hour without lights
- \$75 per field per hour with lights

Non-Resident Game Only Field Rates:

- \$70 per field per hour without lights
- \$95 per field per hour with lights

Plus

- \$ 350 per game field lined full with numbers and hash marks
- \$280 per practice field lined with hash marks
- \$ 230 per practice field lined without hash marks

3. O'Fallon Sports Park Soccer Fields

- **Resident Rate:**\$25 per half-field per hour without lights
- **Non-Resident Rate:**\$35 per half-field per hour without lights
- **Lining of the Field:** There is a \$150 fee for lining a soccer field
- All O'Fallon League soccer coaches will receive a permit card for the field they play on to practice during the program's season.

<u>SEASON</u>	<u>DEADLINE</u>	<u>LATE FEE DEADLINE</u>
March 1 – August 30	January 1	February 1
September 1 – December 1	June 1	July 1

- **O'Fallon Athletic Organizations reserving more than 400 field hours per season are eligible for a discount. Contact the Recreation Manger if this applies to your organization.**

Tournament /Commercial/Private Fund Raising Athletic Field Procedures

- The Recreation Superintendent and the Recreation Manager must approve all reservations for tournaments.
- Tournament requests must be in writing and may be mailed or faxed to the O'Fallon Parks and Recreation Department, Attention Recreation Manager.
- Individuals, groups, or organizations interested in requesting tournament dates for exclusive use must submit their name and mailing address to Recreation Manager by October 1 for the following calendar year.
- Should two or more Tournament Directors request a specific date, the Recreation Manager will determine the assignment. Preference will be given to those Tournament Directors who have demonstrated to the O'Fallon Parks and Recreation Department acceptable administrative practices in preparing for previous tournaments; acceptable on-site tournament management; and those Tournament Directors who have not cancelled previous tournaments or had any negative occurrences at previous tournaments held at O'Fallon facilities.
- Tournament requests are to include all of the following information:
 1. Tournament Start Date and Time
 2. Number of Fields being requested (include make ups as well as regular games)
 3. Anticipated number of teams to participate
 4. Anticipated makeup times
 5. Tournament Site Director
 6. Sample Copy of Team Registration Form
 7. Complete List of Sponsors, Co-sponsors, or others with a vested interest in the event
 8. Tournament Costs and Team Guarantees
 9. Age Group(s) of Teams Participating
 10. Pitching Rubber, Base Line, and Fence Distances/Dimensions
- Final Tournament schedules are due 5 days in advance of start date.
- A certificate of insurance (**\$2,000,000 single limit coverage**) naming the City of O'Fallon as additional insured must be provided at the time a permit is issued.
- The Parks and Recreation Department reserves the right to cancel tournament reservations. If this occurs the rental rate will be refunded or credited for all time not used.

Tournament/Fund Raiser/Commercial Athletic Field Allocation Fees:

- Any organization, regardless of status or age served, will be required to provide the following fees:
 1. **Softball/Baseball Rental (\$150 per field per day)** Sixty (60%) percent of total field reservation fees are due at time that permit is issued. All permits must be picked up in person and deposits paid with a cashier's check. The remaining balance is due thirty (30) days in advance of the tournament. Complete payment in the form of a Cashiers Check for tournament reservations must be submitted along with a certificate of insurance no less than thirty (30) days prior to the first scheduled day of the tournament.
 2. **Football Rental (\$550 per field per day)** Sixty (60%) percent of total field reservation fees are due at time that permit is issued. All permits must be picked up in person and deposits paid with a cashier's check. The remaining balance is due thirty (30) days in advance of the tournament. Complete payment in the form of a Cashiers Check for tournament reservations must be submitted along with a certificate of insurance no less than thirty (30) days prior to the first scheduled day of the tournament.
 3. **Soccer Rental (\$400 per field per day)** Sixty (60%) percent of total reservation fees are due at time that permit is issued. All permits must be picked up in person and deposits paid with a cashier's check.

The remaining balance is due thirty (30) days in advance of the tournament. Complete payment in the form of a Cashiers Check for tournament reservations must be submitted along with a certificate of insurance no less than thirty (30) days prior to the first scheduled day of the tournament.

4. **Holiday Tournament Fees: (20% increase)** All tournaments that fall on holiday weekends will be subject to an increase of 20% the normal rental rate to cover added expenses the City incurs. Additionally less services may be provided on holidays including, but not limited to, field dragging, installing or moving mounds, applying drying agents, or lining fields.
 5. **Clean Up Deposit:** Tournament Directors are required to make a deposit in the amount of \$100 per field (\$500 maximum per weekend). This is due with final payment.
- Any organization, regardless of status or age served, will be required to maintain the highest level of organizational skills when conducting a tournament at O'Fallon facilities. If the Tournament Director missed key deadlines or does not submit all required information prior to the deadlines their organization will be responsible for the following penalties/fees:
 1. **Schedule Late Fee: (\$200)** Tournament field schedules (detailing age group field assignments, start times, makeup dates and times) are to be submitted to the Recreation Manager no less than five (5) days prior to the first scheduled day of the tournament. Schedules submitted late are subject to a \$200 fine.
 2. **Curfew Penalty: (up to \$500)** This fee will be assessed for each night that tournament games go past 11:00 p.m. and may result in cancellation of tournament.
 3. **Rescheduling Fee: (\$500)** This fee will be assessed to any organization for moving any other organization's games at the last minute to complete a tournament..
 - **Al-a-Carte Fees:** Standard tournament rental fees for baseball/softball include (one-time original fields setup with Mounds & Bases). It also includes basic dragging, lining, and dropping the bases each morning of the tournament. The basic fee for all sports includes having the lights on from 6:30 p.m. to 11:00 p.m. each day of the tournament. This does not include maintenance staff person being at the tournament all day. If an organization chooses to deviate from this base package the following is a list of additional services and the corresponding fees:
 1. **Staff/Field Maintenance Fee** - \$ 30.00per hour per staff person with a maximum of three staff members. Each staff person that an organization chooses to have on hand is guaranteed a minimum shift of four (4) hours. This is to be paid by Tournament Director immediately upon completion of each shift of work.
 2. **Drying Agent Deposit (\$500)** - Tournament Directors have the option to make a \$500 deposit at the time of the final payment to secure drying agents at the rate of \$10 per bag. Additional bags will be billed at the same rate. However, if a \$500 deposit is not made and drying agents are required, the billing rate will be \$20 per bag and the balance is due within ten (10) days to avoid cancellation of future rental tournament times.
 3. **Park Cleanup Staff (\$ 30 per hour)** - Additional City Park personnel may be hired to help with trash and general facility cleaning at a rate of \$25 per hour.
 4. **Lining of Football fields (\$380 per field for length of Tournament)** – Should the tournament director request field being lined each day of the tournament, an additional fee will be established. Fees may lessen based upon fewer details needed for the lining of the field.