



City of Fort Collins

Parks and Recreation

2009

**Outdoor Field/Facility Use
Guidelines & Procedures**

Table of Contents

Introduction.....	3
Scheduling Staff / Phone Numbers.....	3
Advertising Guidelines for All Parks.....	4
Guidelines for <u>Non-Profit Status</u>.....	6
Guidelines for <u>All Field Use</u>.....	6
Guidelines for <u>Tournaments</u>.....	10
Guidelines for <u>League Games & Practices</u>.....	11
Scheduling Priorities and Preferences.....	12
Acknowledgement of Receipt.....	13

Introduction

These scheduling guidelines are intended to assist you when making facility reservations. Scheduling staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of the scheduling staff to see that facilities are used to their full potential while maintaining a safe, quality environment.

City-owned recreation facilities are not intended to be utilized for commercial gain, but rather to provide a quality recreational activity.

The scheduling staff will work to avoid scheduling conflicts while servicing multiple user groups. Scheduling staff will also act as a liaison between user groups with similar needs.

To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing to the front office 2 days prior to the event.

Scheduling Staff / Phone Numbers

Please direct any questions or concerns on any of the above guidelines, procedures, or fees to one of the following:

Bill Whirty, Parks Manager	221-6305	Office
	567-7287	Cell

Carol Rankin, Office Supervisor	221-6261	Office
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Parks Office:	221-6660
Shannon Schultze – Scheduling Staff	
Sarah Meyer – Scheduling Staff	

Parks On-call pager (after hours):	206-2816
(for field conditions or emergency communications only)	

Advertising Guidelines for All City Parks

These Advertising Guidelines are intended to limit the amount of advertising in our parks and to identify where and under what conditions advertising may be allowed. The City Code (Sec. 23-203) prohibits advertising in City parks without a permit from Cultural, Library and Recreational Services.

Permanent Advertising

Permanent advertising is only allowed on ballfield scoreboards to the extent permitted by the City's Sign Code. Permanent advertising is not allowed in any other place in a City park. Benches along a street right-of-way adjacent to a park are not subject to these Guidelines. Permanent advertising is any advertising other than temporary advertising.

Temporary Advertising

Temporary advertising is advertising associated with an activity or event that is distributed or displayed for the duration of a permitted event. Temporary advertising may be allowed for City approved activities or events taking place in a city park. Examples of activities or events include games, tournaments, the 4th of July celebration, arts festivals and similar functions.

Temporary advertising may take the form of banners, inflatables, signs or other displays as approved by the City. City staff will only approve advertising that is primarily directed to event participants and does not interfere with the use or enjoyment of the park by people who are not participating in the activity or event.

The temporary advertising may be affixed to fences, walls, other structures, the ground or the like, as approved by the City. City staff will only approve advertising that is affixed in a safe and stable manner that does not damage park infrastructure or park property.

The temporary advertising must be placed within or directly adjacent to the physical boundaries of the event, as approved by the City.

Temporary advertising is limited to the event sponsor and to those authorized by the event sponsor. The permit authorizing the advertising will identify everyone who is authorized to advertise for the event.

Temporary advertising will be removed from the park immediately after the event concludes. If the event lasts for more than one day, the advertising does not need to be removed and reinstalled each day, however, the City of Fort Collins will not be held liable for any damage that occurs overnight.

Advertising on handbills, schedules, souvenirs, T-shirts and other forms of portable advertising will be limited to those provided by the event sponsor or those authorized by the event sponsor. The distribution of such portable advertising will be limited to event participants.

Advertising Content Restrictions

Advertisements for alcohol or tobacco products are not allowed in City parks. Advertisements for businesses that sell alcohol or tobacco products may be allowed. For example, ads with the name “Coors Brewing Company” may be allowed but ads for “Coors beer” are not allowed. Similarly, ads for “Joe’s Bar and Grille” may be allowed, but ads for “\$2 Buds at Joe’s Bar and Grille” are not allowed.

Advertisements that are obscene are prohibited by the City Code (Sec. 17-145.) In addition, advertisements for sexually oriented businesses (adult bookstores, “gentlemen” clubs) or for sexually oriented products are not allowed.

The restrictions on advertisements for alcohol and tobacco products does not apply to forms of portable advertising (handbills, schedules, souvenirs, T-shirts, etc.) if these items are only distributed to persons 18 years of age or older.

Guidelines for Non-Profit Status

The following items may be used in determining the application of non-profit charges:

1. A program or event that is run by an organization which has been or is eligible to be certified as a non-profit organization under section 501(C)(3) of the Internal Revenue Code; and
2. A private non-profit charitable organization is identified as the recipient of the events net profits; and
3. Rental payment for the event is made to the City by way of check or money order from the private non-profit organization.

Guidelines for All Field Use

Acknowledgement of Receipt

All users are required to sign and return an “Acknowledgement of Receipt” form (attached to these guidelines) at the time they submit a Field/Facility Request form.

Admission/Gate Charge

Non-City sponsored users will not be allowed to charge admission fees to spectators at any City-owned outdoor sports facility unless prior approval has been granted by the Director of CLRS. Written explanation of need must accompany request.

Alcohol

There is no alcohol allowed in any Park. Directors are required to inform all participants to abide by this ordinance and to assist in enforcing the open container ordinance. See **Open Container Ordinance, Code #17-141**.

Fees and Billing

2009 Fees: See attached fee schedule

Camps/Clinics/Tryouts: Fees for camps/clinics/tryouts are due within thirty (30) days following the event.

Cancellations

If practice is cancelled due to rain or snow, refund requests must be submitted by the next business day. If practice is cancelled due to reasons other than rain or snow no refund will be given.

Collections: Any user that has forced us to send their invoices to Collections for payment will no longer be allowed to rent fields from the City of Fort Collins

Consistent Late Payment: Any users that are consistently late in paying their monthly invoices will be required to pay up front the following season

Late Fees: Any fees not received according to the above billing schedule will result in a minimum late fee of \$15.00.

Leagues: Fees for leagues will be billed monthly and are due within thirty (30) days from date of the invoice.

Practice: Fees for all practices other than league directors are due at the time of the request.

Tournaments: Fees for tournaments are due within thirty (30) days following the tournament or event.

Cleanup

Each user is responsible for cleanup of all fields and facilities used. This includes score booths, grandstands, warm-up areas, parking lots, and the fields themselves. Failure to thoroughly clean any one of these areas will result in a **\$50.00** fee assessed per field and/or area per day.

Damage

The league / tournament host and/or director will be responsible for reimbursing the City of Fort Collins for any damage to City property incurred by the event.

Deposits

A \$250 deposit is required for all new user groups, or user groups that have a record of not paying in a timely manner.

End Times for Ballfields

Weekdays & Saturdays	11:00 p.m.	All ballfields
Sundays	3:00 p.m.	Fossil Creek Park/Lee Martinez Park
	3:00 p.m.	Rolland Moore Complex
	11:00 p.m.	All other community parks

- City Park South ballfield will be limited to Double-Headers **ONLY**

End Times for Turf Fields

Weekdays, Saturdays	11:00 p.m.	All turf fields
Sundays, & Holidays		

Note: No games can start on any field after 9:30 p.m. This will allow teams to be off all fields by the 11:00 p.m. lights-out curfew.

Scheduling Requests and/or Changes

All requests and/or changes must be submitted in writing to the Front Office 2 days prior to the event. Requests not received 2 days prior to the event could result in fields not being ready for play.

Equipment

The City does not supply the following items:

- Bases at neighborhood parks.
- Pitching rubbers other than at 40', 46', 50', 60'6", user must supply temporaries for other distances.
- Soccer, football, lacrosse, field hockey, or rugby goals, nets, flags, or markers.

Event Season

To provide the best possible turf and overall conditions for all users, fields **will not be** scheduled and will not be used by organized groups prior to the third weekend in March and after the first weekend in November.

Field/Facility Requests

To start the process of reserving field/facility space, a person or organization must complete a Field/Facility Request form and return it to the scheduling office, at 413 S. Bryan Avenue, Fort Collins, CO, 80521 or email to parkshop@fcgov.com. The Field/Facility Request form must be accompanied by a signed copy of the "Acknowledgment of Receipt" form attached to the back of this document. **No requests will be accepted without an "Acknowledgement of Receipt" form.**

Glass Bottles/Containers, Code #23-201, Ordinance No. 62, 1988 #8

No person shall bring any glass containers or have possession of the same in any City parks.

Inclement Weather

In case of wet field conditions, a Park's staff person will have final say whether the fields are playable. The City staff and tournament representative for the specific field(s) will collaborate and make the appropriate decision(s) regarding any cancellation, postponement, or any other related arrangement.

Under no circumstances will a tournament be conducted on field(s) deemed unplayable by City staff.

Below are a few reasons for field cancellations:

- Standing water on the field(s)
- Fields are slippery or unsafe
- Turf tears underfoot
- Drought related conditions

It will be the responsibility of the tournament director or user group(s) scheduled to inform participants and their staff of any decision(s) made.

Insurance

Any field/facility request for use will require a \$1 million per occurrence liability policy with the City of Fort Collins listed as "additionally insured." This insurance policy is required 15 days prior to the first day of the reservation. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance.

Jeopardizing Use

A facility will not be scheduled and scheduled use will be cancelled if City staff, through the agreement of designated representatives from Parks, reasonably determines use will cause excessive damage to the facility. A user may be denied the future use of a City outdoor sports facility if the user has damaged or has been irresponsible in the use of any City outdoor recreation facility, or has been delinquent on payments to the City.

Example: Facilities are left unsecured; trash and debris are left at the facility; equipment is damaged or stolen; park rules and regulations have been ignored or violated; or when use by scheduled user occurs at a facility after an event has been cancelled or postponed by inclement weather.

Open Container Ordinance, Code #17-141

Carrying or drinking liquor or fermented malt beverages is not allowed. No person shall carry or have any open containers of liquor or fermented malt beverages on any street, sidewalk, alley or other public place, in any automobile, or on the grounds, or in the facilities of any public or private school, college, or university, except where authorized by the governing authority of such institution.

This means no alcohol is allowed in any area of a park and cannot be authorized by the tournament director. The tournament director shall enforce this ordinance.

- If the ordinance is violated, a City Parks employee will contact the police department to have the individual removed.

Preps/Re-preps and Wet Field Maintenance

Once a field prep is completed the user is liable for the payment, whether or not the field is used.

Re-preps will only be done if prior arrangements have been made.

Note: If wet fields exist and maintenance is necessary, the following will apply:

- It will be the decision of the tournament director to approve the use of "Turface."
- Park staff will not apply any field drying agents to fields without prior approval from the tournament director.
- Turface will be applied upon approval at the rate of \$10.00 per bag.

Special Notes (Softball/Baseball)

- No soft toss, pepper, or hitting any type of balls directly into fences or backstops.
- No batting practice or pitching machines without catchers or portable nets or backstops.
- No infield practice while staff is prepping field(s).
- Do not remove pitching rubbers. ****NOTE: No one other than Parks staff is permitted to remove pitching rubbers.***
 - Replace dead-man caps and cover caps with dirt when removing bases after games.

Note: If any of the above items are observed by City Staff and the damage is apparent, the damage will be repaired by the City and billed to the appropriate party.

Start Times

City outdoor sports facilities will be scheduled to provide sufficient time to properly prepare maintain and care for the facilities. Park crews will not begin preparing any City ballfields until 7:00 a.m. because of the City's Noise Ordinance, which requires that user groups on ballfields begin no earlier than 9:00 a.m. Adverse weather conditions increase the time required to adequately prepare a playing area in a safe condition. Turf sports do not require field preps, so they may be used beginning at 8:00 a.m.

Guidelines for Tournaments

Tournament Directors Checklist (Softball/Baseball Only)

A Parks employee will provide a checklist to all directors for each event. All items on the list are to be properly performed, filled in completely, and returned to the field supervisor at the end of the event. Failure to complete all sections of this checklist may result in additional charges.

Security Staff

The City may require that security staff be hired for specific tournaments to enforce City policies related to alcohol consumption and/or traffic control. The City will retain and schedule the security staff that has contracted with the City. In addition to the general tournament fees the user will pay the City for the additional security staff.

Scheduling Exception for “Special Tournaments”

A special tournament is defined as a competitive sporting event in which the participants or teams are not allowed to participate unless they have met the sponsoring organization’s established qualifying guidelines. This typically involves placing in a preliminary tournament or event at a designated level (i.e., first or second). Special tournaments generally need to be scheduled farther in advance than other tournaments, and this exception is designed to accommodate this need.

Some examples of special tournaments are Nationals, Regionals, Worlds, or State championships.

The director of a special tournament is to inform the Parks Scheduling Staff as far in advance as possible of the intent to request this scheduling exception. When the City receives a special tournament request, the Parks Scheduling Staff will organize a meeting of all known users or groups interested in reserving outdoor sports facilities that are affected by the request. This group will discuss the request and the feasibility of fitting it into the schedule. The input from this group will be considered before the Scheduling Staff makes a final decision concerning the request.

NOTE:

All information **must** be received by the Front Office by **3:30 on the Wednesday prior** to the weekend tournament.

Information not received by 3:30 on the Wednesday prior to the event could result in fields not being ready for play.

Guidelines for Leagues & Practices

Ballfields and Turf Sports Practice Reservations

Individuals may start reserving space for Spring/Summer practice beginning in March (specific dates will be announced at the beginning of each year) for practices to begin the third weekend in March. Reservations can only be made for a minimum of 1 hour or a maximum of 1½ hours, 2 times per week. Practices must take place within the time slots listed below.

Individuals may start reserving space for Fall practice beginning in August (specific dates will be announced at the beginning of each year) for practices to end the first weekend in November.

Note

NO PRACTICES WILL BE BOOKED PRIOR TO THE FIRST DAY OF FIELD RENTAL.

Practice Start and End Times

Practices must take place within the following time slots:

3:30 p.m. to 5:00 p.m.

5:00 p.m. to 6:30 p.m.

6:30 p.m. to 8:00 p.m.

Scheduling Priorities and Preferences

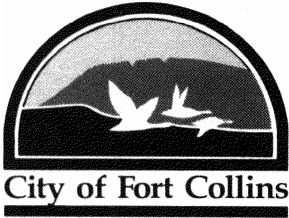
When Scheduling the Use of City Outdoor Sports Facilities

1. City-sponsored programs are given the highest priority.
2. Recreational youth programs are given priority over all other non-City sponsored programs.
3. Recreational adult programs are given priority over any competitive programs.
4. Competitive youth programs are given priority over competitive adult programs.
5. Programs sponsored by non-commercial groups are given priority over programs sponsored by commercial or for-profit groups.

Note: New users will be placed in one of the existing priorities. Seniority will be used as a factor when determining priority when the users in conflict cannot resolve facility usage. If the priority for a new user is higher, seniority will not be a factor.

Priority/Request Submittal List

- **City Sponsored:**
Adult and Youth league programs (City would have 2nd priority on BCC fields)
- **PSD Programs**
- **Non-Profit Youth:**
Soccer Club recreational leagues
Youth baseball recreational leagues
Girls softball club leagues
Soccer Club Arsenal
Youth baseball rookie, legion and select leagues
Buckaroos
Christian and Private school leagues
Tennis Association tournaments and leagues
- **Non-Profit Adult:**
Soccer Club leagues, camps and clinics
Soccer Club tournaments
Tennis Association tournaments
The "Force" women's soccer team
CSU – affiliated events
Other non-profit tournaments by definition
- **Commercial for Profit (Camps, Clinics, Leagues, and Tournaments)**
- **Practice - turf or ballfield:**
Any use for practice
Note: Games have priority over any practice



Acknowledgment of Receipt

I have received a copy of the "Outdoor Facility Use Guidelines, Procedures, & Fees" document.

I understand it is my responsibility to read and adhere to the contents of this document prepared by the City of Fort Collins.

The City of Fort Collins reserves the right to amend or revise said document and will notify recipients prior to any effective amendments or revisions.

Recipient's Name (print): _____

Recipient's Signature: _____ **Date:** _____

Title: _____

Organization: _____