



**Healdsburg Community Services Department**

# **ATHLETIC FIELD USE GUIDELINES & APPLICATION**

## **PURPOSE**

The City of Healdsburg (City) develops and maintains parks and recreation facilities for the benefit of all the citizens of Healdsburg. The City, through its City Council, Commissions, and staff is first obligated to preserving its parks and recreation assets for the benefit of its citizens, now and in the future.

Secondary to these principals is the accommodation of requests for use of facilities by qualified user organizations (user groups). Use of facilities by such organizations is permissive and at the discretion of the City and its representatives.

The purpose of these field use guidelines is to establish policies and procedures that will preserve City athletic fields and facilities; ensure equitable allocation of facilities for use by organizations/individuals; and to provide safe and playable fields. These guidelines also include the Healdsburg Unified School District (HUSD) fields as the City schedules and maintain the HUSD fields as per a joint use agreement.

The guidelines provide rules and procedures for field scheduling and for facility operations and maintenance. In order to accomplish the stated goals, the Community Services Director, or his/her designee, will be responsible for field scheduling and operations in accordance with these guidelines while encouraging optimum cooperation among all user groups.

The policy will outline the responsibilities of users from the initiation of an athletic field reservation with the Parks & Recreation Department through post event activities. Under all circumstances, permitted user groups assume full responsibility for the actions of any groups/individuals using fields in accordance with their permitted use.

This document supersedes all previous athletic field use policies.

## **ATHLETIC FIELD USE APPLICATIONS / FIELD SCHEDULING**

Athletic field use permits are issued through the Parks & Recreation Department. Field use requests are made by application (attached) and must be submitted and approved prior to field use.

Applications are accepted beginning November 15<sup>th</sup> for the following calendar year. Only complete applications will be accepted. Submission of complete application does not constitute a permit.

If more than one organization applies for the same day and time the City will encourage the parties to collaborate to come up with a mutually agreeable compromise. If the parties involved are not able to do so City staff will use the priority order outlined below when allocating fields.\*

1. Field maintenance
2. Per the joint use agreement: City programs and activities (for City fields) / HUSD activities (school fields) and HUSD activities (City fields) / City activities (school fields)
3. Healdsburg based youth sports organizations
4. Healdsburg based adult sports organizations
5. Other users

\*In recognition of the scheduling practices of Healdsburg Little League, April through mid-July dates at Recreation Park which remain open after the second week in February will be reserved until mid-March. After this time additional applications received for use of Recreation Park will be reviewed and field use permits will be allocated on a space available basis.

**BI-ANNUAL MEETINGS**

Bi-annual meetings will be held to discuss field specific issues such as maintenance schedules and expectations, league schedules, tournaments, special events, facility issues, and overall timelines for use. The meetings will coincide with the start of the scheduling period for spring/summer usage and again just prior to the spring program field usage. Meetings will be initiated by City and will include representatives from the field user groups. Each user group requesting athletic field reservations is required to assign a representative to attend the meetings.

**PARK RULES & REGULATIONS**

All park user groups/visitors are required to abide by the park and field use rules and City ordinances outlined in this handbook and in the application attached. Applicant is responsible for insuring that the rules and conditions for use are communicated to all coaches, players, volunteers and others associated with the organization’s use of the field(s).

**PREVENTION & MAINTENANCE**

Mid-November through January are reserved for field renovation and maintenance. During the remainder of the year the Community Services Director or designee, and/or the School Superintendent or designee, reserve the right to close fields at any time, for needed maintenance and repairs, or for any other purpose deemed necessary due to inclement weather, unsafe field conditions or to comply with the demands of any city programs, school programs or emergency requirements. In the event a field closure, permitted user groups will be notified in advance whenever possible and alternate field space will be arranged if feasible.

**CHANGES TO PERMITTED USE**

Permitted user groups are responsible for adhering to their approved/permitted schedule(s). Any cancellations and changes to permitted use must be communicated with the Parks & Recreation Department so that field schedules can be maintained completely and accurately. Acceptable methods of communication are emails or faxes to the designated staff field coordinator.

Unauthorized use of fields causes conflicts with routine maintenance and field use schedules and poses challenges in communicating quickly in the event of unexpected problems or field closures. Unscheduled/unapproved usage of a field or facility is grounds for revocation of a permit.

**FIELD USE FEES**

An \$86 application fee is due at the time that application is submitted. This non-refundable fee is applied to the total rental fee. Please see field use fees below. Minimum field rental is for 2 hours. Checks are payable to “City of Healdsburg Parks and Recreation Department.”

Fee Description	Fees	Date Due	Comments
Athletic Field Rental – HUSD/City Fields	\$47/hr.	5 days prior to use	2 hour minimum rental – non-refundable
*Athletic Field Rental – RECREATION PARK	\$73/hr. daytime	5 days prior to use	2 hour minimum rental – non-refundable
*Athletic Field Rental – RECREATION PARK with use of lights	\$94/hr.	5 days prior to use	2 hour minimum rental – non-refundable
Healdsburg Youth Leagues	\$23/player per sport	When roster completed	Must submit League Roster
Tournaments	Tournaments and/or events scheduled prior to, or beyond, normal permitted league requires a separate application and permit. Fees for special events and tournaments will be assessed at hourly rate.		
*Recreation Park – Additional information	Time for warm-ups and all pre and post-game activities must be included in requested and permitted reservation. Field set-up will be provided at Recreation Park for permitted groups reserving this facility for athletic use with the exception of those groups paying the Youth League fee.		



## APPLICATION FOR ATHLETIC FIELD USE – 2016-2017

*This is an application only, not a permit*

- Applications will be accepted beginning November 15<sup>th</sup> for the following calendar year and no less than two weeks (14) days prior to first field date requested.
- The purpose of this application is to provide information about your activity. The Field Use Permit will be based on the information you provide. If any information on this application changes, or a new component is added, you must notify the department immediately.
- Please attach additional information as needed, or requested by the department, to complete the application process. This may include, but is not limited to, league schedules, team rosters, etc.
- Only complete applications will be accepted.

Requests for field rentals will be considered, and permits for field use issued, as outlined in the **Athletic Field Use Policy**. The Authorized Organization Representative identified on the application will be contacted within 3 business days to acknowledge receipt of, and status of application in the permit process.

### REQUIRED FOR COMPLETE APPLICATION

- FEES** *A \$86 application fee is due at the time that application is submitted. This non-refundable fee is applied to the total rental fee. Please see field use fees below. Minimum field rental is for 2 hours. Please make checks payable to "City of Healdsburg Parks and Recreation Department."*

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- INSURANCE** The City of Healdsburg requires a Certificate of Liability Insurance with an Endorsement naming the City of Healdsburg as additional insured. The coverage must be a minimum \$2 million per occurrence. The endorsement must name: The City of Healdsburg, its officers, officials, caretakers, employees and volunteers as additional insured. Applicants may obtain required insurance through their own provider, or it may be purchased through the City. Minimum insurance requirements and examples of required language can be provided for reference. *The City belongs to the Redwood Empire Municipal Insurance Fund (REMIF), a self-insured public entity. Procedures and insurance requirements are administered by this membership fund with other member and associate member municipalities.*

**COMPLETED & SIGNED APPLICATION**

**INITIALED FIELD USE RULES & CONDITIONS OF USE**



# APPLICATION FOR ATHLETIC FIELD USE

**ORGANIZATION:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Authorized Organization Representative Contact Information:**

**Name:** \_\_\_\_\_ **Position in Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

FIELD(S) REQUESTED		SPORT				INTENDED FIELD USE		
<input type="checkbox"/> Recreation Park <input type="checkbox"/> Badger Park <input type="checkbox"/> Barbieri Park <input type="checkbox"/> Gibbs Park <input type="checkbox"/> Other:		<input type="checkbox"/> Community Center <input type="checkbox"/> HBG High School <input type="checkbox"/> Hbg Junior High School <input type="checkbox"/> HBG Elementary School <input type="checkbox"/> Fitch Mountain Elementary				<input type="checkbox"/> Soccer <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Football <input type="checkbox"/> Other:		<input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Other:
Field (s) Requested	Day (s) of week	Start Date	End Date	Start Time	End Time	Notes	For Office Use Only	
							Approved	Fee
<i>Example: Recreation Park</i>	<i>M, W, TH</i>	<i>4/1/13</i>	<i>7/27/13</i>	<i>5:00pm</i>	<i>8:00pm</i>			

*Please use additional sheet if needed or attach desired schedule to application.*

Do you/the organization plan to sell any food or merchandise at your event(s)?  Yes  No  
 If yes, please describe:

\_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

I hereby certify that I am an authorized representative of the named applicant organization (Organization) and that I have read the Field Use Guidelines & Conditions of Use and agree to abide by all conditions stated therein.

I certify that the Organization hereby agrees to hold the City of Healdsburg, its City Council and Commission, the Healdsburg Unified School District, the individual members thereof, and all the officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the City of Healdsburg or Healdsburg Unified School District athletic field(s).

I further certify the Organization will assume responsibility for any damages sustained to the facilities or equipment, accruing through occupancy or use of said field by the applicant organization and their members. Any lost equipment or damages sustained to the above shall be compensated within seven days or time limit set by the City of Healdsburg Community Services Department.

I also understand that the approved Permit for Use is granted with the understanding that the any cancellation or changes in scheduling desired by the Organization must be communicated as described in the Field Use Guidelines and must be approved by the City of Healdsburg Community Services Department.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Organization: \_\_\_\_\_

## FIELD USE RULES & CONDITIONS OF USE

*Please initial each item indicating you have read and understand each rule and/or condition of use.*

*A copy of these conditions will be made available as part of the issue permit for use*

1. \_\_\_\_\_ No alcohol or tobacco products or glass containers are allowed on City of Healdsburg (COH) or Healdsburg Unified School District (HUSD) fields or in COH or HUSD parks and facilities.
2. \_\_\_\_\_ Dogs must be on a leash at all times with the exception of Recreation Park where no dogs are allowed at any time. Owners are responsible for cleaning up after their pet.
3. \_\_\_\_\_ The use of detergents, fertilizers, fuels or other materials to burn boundary lines or markings on turf is strictly forbidden.
4. \_\_\_\_\_ Equipment use is not included in field permit without prior written agreement.
5. \_\_\_\_\_ Prior written agreement is required for:
  - a. \_\_\_\_\_ Driving vehicles on field turf
  - b. \_\_\_\_\_ Installation of goals, barriers or fences
  - c. \_\_\_\_\_ Alterations or additions to athletic fields
6. \_\_\_\_\_ The Community Services Director or designee, and/or the School Superintendent or designee, reserve the right to close fields at any time, for needed maintenance and repairs, or for any other purpose deemed necessary due to inclement weather, unsafe field conditions or to comply with the demands of any city programs, school programs or emergency requirements.
7. \_\_\_\_\_ Requests for cancellations, changes and/or additions to permitted use must be made in writing following the procedure on the issued permit of use. Approval of request for change or addition must be received prior to occupying field.
8. \_\_\_\_\_ A permit to use a field may not be assigned or transferred to any other group or individual.
9. \_\_\_\_\_ The Community Services Director or designee, and/or the School Superintendent or designee, reserves the right to review, approve or deny applications and/or to modify these conditions of use.
10. \_\_\_\_\_ These rules and those in the Athletic Field Use Guidelines must be conveyed to and understood by all members, players, volunteers and staff of user organization. Failure to comply with these rules by any member, player, and volunteer or staff person of the organization may be cause for revocation of use permit.

*Please turn in completed application with fees, insurance & initialed conditions of use to:*

### City of Healdsburg Parks & Recreation Department

1557 Healdsburg Ave. Healdsburg, CA 95448

(707) 431-3301 - Email: [parksandrec@ci.healdsburg.ca.us](mailto:parksandrec@ci.healdsburg.ca.us)

[www.healdsburgparksandrec.org](http://www.healdsburgparksandrec.org)