

Athletic Fields Allocation Policy

Check list:

- Allocation Packet Completed**
- Insurance**
- 501c IRS letter**

_____ **Date Submitted**

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Facility Allocation Policy Athletic Fields

Purpose

The purpose of this policy is to outline the procedures by which user groups may reserve city athletic fields. The services provided to user groups and the obligations of those user groups that receive services from the City of Avondale are described within this field allocation policy.

Category/Priority Groups:

Any youth/adult sports organization is able to reserve athletic fields for continuous use.

User groups are divided into three categories depending on their function and status. Categories are described below.

Category/Priority 1 – City of Avondale

City use for activities, tournaments, and leagues sponsored by the City of Avondale.

Category/Priority 2 – Non-Profit Organizations and Cooperative Use Agreement

Any group/organizations that have a cooperative use agreement with the City of Avondale which provides services for the Avondale Parks & Recreation Department. Non-profit organizations which possess a non-profit status as defined by the Internal Revenue (501C3)

- Must provide current 501C3 Internal Revenue Service Documentation

Category/Priority 3 – All Other Groups

** Commercial use of city parks and/or facilities is prohibited.

Application and Allocation Process

All information requested on the application form must be filled out completely and be submitted by the deadline. Requested information is vital for staff to make responsible decisions on field allocations.

All park rules and policies must be complied with in order to remain in good standing and continue to use the City of Avondale athletic fields.

All applicants under this policy shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Avondale Risk Management office.

Updated information (insurance) will be required each season. Applications will be accepted twice a year.

Allocation holders must notify the City of any field time not being utilized so time may be reallocated. This must be done 7 days prior to the scheduled use.

Deadlines:

Continuous use refers to multiple requests for multiple dates per season for continuous bookings, or beyond the designated daily use as defined in the one time use eligibility. Applications requests are to be submitted within the designated deadlines.

Deadline: Last Thursday in October-for reservations January – June

Deadline: Last Thursday in April- for reservations July-December

Additional requests received after the deadline will be reviewed as they are received, but will not receive priority. Organizations that miss the due dates will have their application considered only if there is availability.

Once facility use is approved, a facility contract is issued to the organization per season. A signed contract and acknowledgement form must be returned before the contract can start.

Cancelations:

Any cancelations must be submitted in writing via email or letter signed by the allocation holder. Cancelations must be done 7 days in advance to receive a credit. If cancelations are submitted after the 7 day cancelation period has past no refund will be given.

Appeal Process

It is possible that an organization may not receive all the dates/times that are requested due to other requests for the same times and space or due to City run programs and services.

It is the goal of the city to maintain the best possible use of facility use and to serve as many of the organizations as possible.

Any organization may appeal decisions made by the staff concerning facility allocation to the Parks and Recreation Advisory Board. This must be done in writing no more than two weeks after being contacted by staff and informed of what the facility allocation for the upcoming season will be. The appeal will be submitted to the department and heard by the Advisory Board at the next available scheduled meeting. All groups that may be affected by the appeal will be notified and given an opportunity to make a presentation to the Advisory Board. No permit will be issued until the Advisory Board has ruled on the appeal.

Disclaimer

The city reserves the right to change or cancel any reservation.

Insurance

Organizations must provide a certificate of Insurance in the amount of a \$1 million liability naming the City of Avondale as additionally insured. Updated information (insurance) will be required each season.

Non-profit status

Provide the current 501c(3) Internal Revenue Service documentation.

Organizations Responsibilities

Users of City of Avondale facilities hold harmless the City of Avondale, Maricopa County, its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the abovementioned individual(s) arising out of, or in any way connected with the participation of facility usage.

Organizations are responsible for cleaning and maintaining the field and spectator areas assigned to them by picking up trash after each use.

Organizations have the responsibility to maintain control over the conduct of participants and spectators while using assigned facilities.

Organizations must park only in designated areas.

City Services

The City will provide the following services:

- ✓ Basic field maintenance of all City park facilities, i.e., mowing, watering, infield dragging and fence repair.
- ✓ Coordinate special maintenance and other facility use needs. May have additional fees.
- ✓ Light system maintenance and lamp replacement

Fee Schedule for Athletic Fields

Fees:

	City of Avondale	Cooperative Use Agreement	Non-Profit Organizations and All Other Users
	Category/Priority 1	Category/Priority 2	Category/Priority 3
Athletic Field Reservation per field/per hour day time (8a-5p)	\$0	\$10	\$20
Athletic Field Reservation per field/per hour prime time (5p-10p)	\$0	\$20	\$40
Field preparation	\$0	\$25	\$25

* Field preparation per field per day will be charged \$25.00.

Payment/Billing:

All payments for continuous field use must be paid on a monthly basis. The City of Avondale will invoice the continuous user group the first of each month. All payments are due by the last Thursday of the month for the following month. Example: May 30 payment is due for June allocation usage.

Parks and Athletic Fields Application for Continuous Usage

This form must be filled out completely, **with attachments** by any organization requesting use of facilities reserved by the City of Avondale. Application form and attachments are due in accordance to pre-season deadlines. See policy for further information.

Today's Date: _____

Check One: **January - April** **May-August** **September-December** **Year:** _____

Check One: **Soccer** **Football** **Baseball** **Softball** **Other:** _____

Organizations Name: _____

Main Contact: _____

Address: _____

City: _____ **State:** _____ **ZIP** _____

Home Phone: (____) _____ **Work Phone:** (____) _____

Cell Phone: (____) _____ **Fax # :** (____) _____

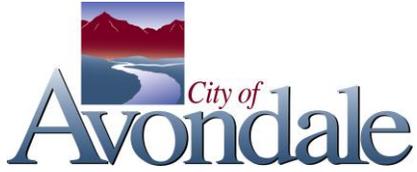
E-mail: _____

FIELDS REQUESTED

Park and Field(s) Ex. Festival Softball 1,2,3	Day(s) M,T,W,Th,F,S,SU	Start /End Date	Time (s) Specify time AM-PM	Lining Needed Y or N
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Organizations that miss the due dates will have their applications considered only if there is available space. The following must be attached for the allocation to be accepted.

- ✓ 501C3 paperwork from the IRS
- ✓ Certificate of Insurance for \$1 million dollars naming the City of Avondale as additionally insured.



ALLOCATION REQUESTOR ACKNOWLEDGEMENT FORM

I, _____, hereby
(*Print Allocation User Name*)
acknowledge that I have received a copy of the City of Avondale's Allocation Policy.

I understand that the City of Avondale can, at its sole discretion, modify, eliminate, revise, or deviate from the allocation and information in this Policy as circumstances or situations warrant.

I also understand that any changes made by the City of Avondale with respect to these Policies, can supersede, modify, or eliminate any of the policies in this packet. I accept responsibility for familiarizing myself with the Allocation Policy and will seek verification or clarification of its terms or guidance where necessary.

I have read and fully understand all the guidelines of the allocation request process and rules.

Furthermore, I understand that I should consult with the Field Coordinator or a Representative of the Parks, Recreation and Libraries Department if I have any questions that are not answered in the City of Avondale Allocation Policy.

Allocation Requestor User Signature _____ Date _____