



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 related 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:

Youth and adult sports organization are 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.

City of Avondale/cooperative agreement

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

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 and Cooperative Use Agreement*

Any organization which possesses a non-profit status as defined by the Internal Revenue (501c). A letter from the IRS must be provide proving the 501c non-profit status. Only sports related non-profits will be considered for allocations.

Profit Organization*

*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 and IRS, 501c letter if applicable) 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 14 days prior to the scheduled use for 100% credit.

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.

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 allocation will be issued until the Advisory Board has ruled on the appeal.

Disclaimer

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

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 annually. Any change to the organizations insurance need to be reported to the City of Avondale within 7 business days.

Non-profit status

All non-profits must provide the current 501c Internal Revenue Service documentation at each allocation season. All non-profit organizations submitting for allocations must be sports related.

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 or Cooperative Use Agreement	Resident	Non Resident	Non-Profit Organizations	Profit Organization
Athletic Field Reservation per field/per hour day time (8a-5p)	\$0	\$10	\$15	\$15	\$20
Athletic Field Reservation per field/per hour prime time (5p-10p)	\$0	\$15	\$20	\$20	\$25
Field preparation per field	\$0	\$25	\$25	\$25	\$25
Fences for softball per field	\$ 0	\$30	\$30	\$30	\$30

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 15th of the month for the following month. Example: June allocation payment due on Thursday, May 15th.

Cancelations:

Any cancelations must be submitted in writing via email or letter signed by the allocation holder. Cancelations must be done 14 days in advance to receive 100% credit. If cancelations are submitted less than 14 day you will receive 50% credit.

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: <input type="checkbox"/> January - June <input type="checkbox"/> July- December Year: _____				
Check One: <input type="checkbox"/> Soccer <input type="checkbox"/> Football <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> 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 st opinion, 2 nd opinion	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.

- ✓ 501C 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 _____