



CITY OF PONDERAY

ATHLETIC FIELD RESERVATION POLICY AND PROCEDURES

I. INTRODUCTION

- A. The city provides park and recreation facilities for public use and enjoyment and to give all residents opportunities to participate in organized sports and activities.
- B. The purpose of this policy is to outline the allocation procedures and rental policies, and acceptable field playability for the permitted use of athletic fields in the City. Due to the limited number of fields and facilities available, the City has established criteria for priority use. The City will grant priority to City residents in accordance with this policy and will monitor proper use of allocations and permits.
- C. This policy has been established to ensure that the fields are used for recreational, educational, and community service functions that meet the needs of the community.
- D. The City reserves the right to make any decision regarding sports programming and facilities that is in the best interests of the City and residents of the City.

II. DEFINITION OF TERMS

- A. A "Local Group," is defined as groups or organizations comprised of Bonner County residents.
- B. "Youth" status is defined as a person under the age of 18 or a person eligible to participate in high school-sponsored events.
- C. "Allocation" is the process used by the City to assign sports fields and facilities to recognized user groups for practice, games, tournaments, and other recognized events.
- D. "Priority Scheduling Allocation" in the event of conflicting schedule requests, the user group who has been approved by the city and has paid the Annual Field Replacement Rate fee (allotted annually on a first come basis) would be allotted the field usage.
 - a. Field of Dreams is comprised of 4 athletic fields that are equally equipped. Priority Scheduling Allocation will be given on a single field at any time but will not be associated with a specific field number.
 - b. Priority Scheduling Allocation will only be applied to requests made more than 10 days in advance of the requested date.
 - c. Priority Scheduling Allocation shall only apply if Fields 1-4 at the Field of Dreams are all reserved for the requested time frame.
- E. "Allocation meeting" is a meeting held as needed by the City with recognized user groups who have request use of sports fields and facilities. The allocation meeting dates, times, and content will be determined by City.
- F. A nonprofit or not-for-profit organization is an organization that conducts business for the benefit of the general public without shareholders and without a profit motive. To qualify as a nonprofit organization, the organization must be recognized as a nonprofit from the State of Idaho or another state as a public charity.
- G. "Basic services" are defined as the maintenance of safe, clean, attractive parks, facilities and buildings and the provision of recreation services for the general public.
- H. "Good Standing" includes historical performance based upon previous allocation and use of fields, proper and timely payment, response to requests for information, compliance with

established rules and policies and conditions of fields after use. A request for field allocation will not be considered unless all invoices for prior use have been paid in full and an applicant is otherwise in good standing.

- I. "Year" is defined as a calendar year from January 1st to December 31st.
- J. "User Group" is defined as any community, government, school or school district, for-profit, non-profit other City approved entity requesting field usage.

PRIORITY GROUP CLASSIFICATIONS - LEAGUES

- A. Priority use of fields will be allocated as follows:

Group 1 - City-sponsored or co-sponsored events.

Group 2 - Events or activities sponsored by Lake Pend Oreille School District or Local Non-Profits that have been granted "Priority Scheduling Allocation"

Group 3 - Local Non-profit groups and Events or activities sponsored by Lake Pend Oreille School District

Group 4 - Local For-profit and Out of Area Non-profit groups.

Group 5 - Out of Area For-profit groups.

**Groups 2 and 3 will be considered the same priority level for scheduling purposes, except as follows:

1. Groups 2 may be given "priority scheduling allocation" to a single field at the Field of Dreams complex only after payment of the Annual Field Replacement Rate fee as established on the Official Fee Schedule of Ponderay and approval by the City.

- B. **Verification of Ponderay Residency.** Requesting organizations agree that upon request this will be established by providing verified rosters from the past season or current season that include the names and physical addresses for all youth participants.
- C. New Non-profit organizations must provide proof that they are a "Local Group" or they will be placed in Group 4.
- D. Games are given scheduling priority over practices.

III.ALLOCATION PROCESS

- A. There will be no individual rental of partial fields. All fields will be rented as a whole and will be charged accordingly. If the user group wishes to break a field out to accommodate multiple games or practices, they may do so in accordance with the terms set forth in this policy.
- B. Fields will be allocated and permitted biannually. These allocations are not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started.
- C. The City reserves the right to make adjustments in the field reservations and or registration process as needed to address recognized needs or resolve conflicts.
- D. The process for the allocation of fields begins with the submission of an electronic scheduling request through the City's chosen scheduling platform. Requests shall include specific days and

times for games and practices. The deadline for submittal is July 1 for Fall play (August, September, October, November, December and January) and January 1 for Spring / Summer (February, March, April May, June, and July).

- E. After the specified time to receive requests has past, the city staff will review and will allocate, dates and times to the various organizations based on the priorities in this policy. Allocations will be conducted in as fair and equitable manner as possible at the City's discretion and in accordance with the standards set forth in this policy. **It may not be possible to grant all requests.**
- F. City will notify all user groups at least 15 days prior to the start of the season that scheduling requests have been processed and may be viewed on the City's chosen scheduling platform. An allocation meeting may be scheduled if conflicts cannot be resolved using the standards and process set forth in this policy or through cooperation between the user groups.
- G. User groups will have 7 calendar days to review the schedule and notify the city of concerns or errors. Following the 7-day time frame the season schedule will be considered complete, and any changes will be subject to the change fee established in the Official Fee Schedule of Ponderay.
- H. Reservation requests submitted after the deadline will be reviewed after allocations are granted and on a weekly basis thereafter.
- I. Field usage cancellations must be made with the city 48 hours in advance of the scheduled usage. Scheduled field usage not cancelled more than 48 hours prior to the scheduled usage that is not the direct result of hazardous weather conditions will be billed for the reserved field time.
- J. The City reserves the right to cancel a reservation to accommodate the needs of any City-sponsored/co-sponsored tournament and/or special event.
- K. Requests for additional use, programs or facilities not covered by the Field Reservation Policy should be discussed with City staff prior to submitting a scheduling request.
- L. Field usage requests made by user groups that are not in good standing with the city will be denied.
- M. The City reserves the right to refuse any usage requests at their discretion.

IV. COLLECTION OF PAYMENT

- A. The City will collect in accordance with the Official Fee Schedule of Ponderay and as set forth in this agreement. Invoicing for field usage will occur quarterly. To remain in good standing payment must be submitted no later than 30 days from issuance of the invoice.

V. TOURNAMENTS

- A. The city has a strong interest in developing and attracting tournaments to the community. Tournaments are a unique opportunity to showcase facilities and the community, provide enhanced levels of play and provide revenue for the city. As such, tournaments will be evaluated on a case-by-case basis with a goal to balance local play with attracting out of town visitors and revenue. Each user group "in good standing" has an opportunity to schedule an annual tournament, with priority.
- B. Anticipated tournament dates must be included in the submitted request.
- C. Official tournament reservations must receive special event approval from the City and must

be submitted to the City 30 days in advance of the event.

- D. Restroom facilities must be supplemented with porta potties for tournaments or other large user events. It is the responsibility of the user group to arrange delivery and pick-up (immediately following the event). Porta potty rentals will be at the sole expense of the user group. Porta Poties must be placed in the areas designated and approved by the city and under no circumstances will they be allowed within the perimeter fence.

VI. MAINTENANCE RESPONSIBILITIES

- A. Field users are responsible for any and all damage or excessive use to City premises, equipment, and property. If after an activity additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly.
- B. Additional cleaning required by City staff after an activity will be assessed at an hourly rate as listed in the approved City Fee Schedule as "City Staff On-Site."
- C. Failure to pay for damages may result in the immediate loss of existing field allocations, the revocation of existing permits, and the refusal of future allocation requests. The City reserves the right to pursue collection as permitted by law.

VII. LIABILITY INSURANCE REQUIREMENTS

The City is not responsible or liable for accidents, injuries, or loss/damage to property of individuals/groups using public fields and facilities. The applicant will be held responsible for all actions, behavior and damages caused by his/her participants/guests/attendees. All applicants requesting use of athletic fields will be required to provide the City with an original certificate of insurance providing proof of the following coverage:

- i. Public liability and property damage insurance in an amount no less than \$1,000,000 per occurrence.
- ii. The city of Ponderay must be named as additionally insured.
- iii. The coverage shall not be canceled or reduced without a minimum of 10- day written notice to the City of Ponderay.
- iv. The certificate must be submitted a minimum of 10 days prior to the event to:

Physical Address: Ponderay City Hall
288 4th Street
Ponderay, Idaho 83852

Mailing Address: City of Ponderay
P.O. Box 500
Ponderay, ID 83852

VIII. FIELD USAGE RULES AND REGULATIONS

- A. The Organization and all those associated with the Organization shall follow established park rules and field use rules.
- B. Games and practices are not to start before 7:00 a.m. or extend past 10:00 p.m. (unless otherwise permitted by the City).
- C. It is the responsibility of the organization's president and the designated liaison to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- D. Use begins and ends at the times stated and includes set-up and clean-up.

- E. Groups are not allowed on fields prior to the start time and are required to have the fields cleaned and cleared by the ending time.
- F. No subleasing of fields is allowed under any circumstance.
- G. Any unauthorized use, including using fields without a permission interfering with another user (squatting) may result in loss of good standing.
- H. Users may not remove any equipment without authorization of the City of Ponderay.
- I. Users may only use equipment associated with the scheduled field.
- J. Users may not under any circumstances use paint, chalk or other markers which have not been approved by the city on the turf or within the facility. Field striping will be completed only by the City of Ponderay or its designee and must be requested no less than 7-days in advance of the scheduled usage.
- K. Fields for practice will not be prepped; they will only be addressed for safety issues.
- L. Tarps and material that may damage the grass are prohibited from being placed on the turf. Any turf coverings used must be made of breathable material. Tarps are prohibited on fencing.
- M. Temporary signage including flags and banners must be approved by the city prior to installation.
- N. Parking is allowed only in designated areas. Cars improperly parked may be cited.
- O. Amplified sound is not allowed on any field without City prior approval. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators is not allowed.
- P. Balls and other equipment thrown, batted, kicked, or otherwise landing on private property shall not be retrieved without the property owner's permission. Climbing walls or entering gates to access private property is prohibited.
- Q. Property boundary walls and fences are not to be used as backstops.
- R. Portable goals and/or markers are allowed in addition to those supplied by the City but must have approval, must be designed for usage on artificial turf and shall be removed daily.
- S. Holes may not be dug in the turf or dirt infield.
- T. Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of all trash. Organizations should ask players and spectators to pick up litter on the sidelines and in the immediate vicinity of the game or practice.
- U. Organizations must leave park areas immediately after games and practice safely and quietly, especially after late games. This is a courtesy to neighbors.
- V. Misuse of a public park or the failure to follow established procedures, rules, and regulations by any group or individual of a group is cause for loss of privileges.
- W. No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without written approval from the City.
- X. Users and spectators must follow all posted rules and regulations and those set forth in this policy. User groups are responsible for ensuring spectator compliance.
 - a. Specifically, the following shall be prohibited:
 - i. Fireworks, Pyrotechnics or open flame
 - ii. Metal/Detachable Cleats

- iii. Chewing Gum
 - iv. Sunflower seeds
 - v. Glass
 - vi. Food or Beverages on the turf
 - vii. Smoking or Tobacco Products
 - viii. Pets (except service animals)
 - ix. Bicycles
 - x. Skateboards
 - xi. Inline Skates
 - xii. Scooters
 - xiii. Golf
 - xiv. Other activities that are high impact (psi) to the field surface.
 - xv. Other activities that have potential to cause damage to the field surface or facility.
- Y. User groups are entitled to use the field which was reserved. Usage of additional field space that was not specifically reserved will be charged accordingly.
 - Z. Nets identify a safe passage corridor for spectators. This corridor shall not be used for warmup or other activities that block the travel way or cause a hazard to those using the travel way.
 - AA. Use of the concession area must be prearranged and authorized by the City of Ponderay. Cooking, including BBQ's, is not permitted within the concession area or within the perimeter fencing.
 - BB. Food and drinks other than water are not permitted on the artificial for any reason.

IX.CONDITIONS OF USE

- A. Tournament, practice, and league game dates must be specified when making field reservations including set up and take down.
- B. The city must be notified immediately if a reserved field(s) is no longer needed or if there is a change in the organization's playing schedule. Unless otherwise directed by the City, full fees shall be assessed if the user group cancels without minimum of 48-hour notice.
- C. The City reserves the right to refuse any usage request at their discretion.

X.TURF PRESERVATION

Cooperation is needed for the preservation of turf on City fields by following these guidelines:

- A. Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive damage in one area. Rotate use of areas and, when possible, stay off fringe areas to limit erosion and further damage.
- B. Replace turf divots on grass fields at the end of each day to help re-root grass.
- C. No tarps or material that may damage the grass may be placed on the turf. Any turf coverings used must be made of breathable material.

- D. Do not use grass fields during or after a heavy rain, or when wet or muddy (see inclement weather policy).
- E. Remove all equipment at the conclusion of each day.
- F. Do not overcrowd fields and encroach on neighboring fields. Allow a distance between fields for safe passage of spectators and participants.
- G. Report hazards to Parks shop at 208-263-3379. For emergencies call 9-1-1
- H. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas, or non-designated parking spaces.
- I. The Artificial Turf Use Policy must be followed at all times while using our artificial turf fields.

XI. ATHLETIC FIELD LINING/MARKING

- A. Lining of City fields is prohibited without prior written approval.
- B. Burning lines on City fields is prohibited.
- C. Usage of temporary marking products is prohibited unless approved in writing by the city.

XII. FIELD MODIFICATIONS

- A. Requests to modify or improve any City fields must be submitted to the City for review and consideration. A request to modify or improve a site does not constitute approval.
- B. No permanent structures or equipment can be erected on fields or facilities unless approved by the city.
- C. Approval will be provided in the form of a written document and will outline the scope of the modifications and any applicable conditions as approved.

XIII. INCLEMENT WEATHER POLICY AND PROCEDURE

- A. The City reserves the right to cancel or suspend field use when field conditions could result in injury to players or cause damage to fields.
- B. During inclement weather, the City's staff will assess the playability of all City- owned fields. As a general rule, if a footprint leaves standing water the field is saturated and unsafe for play.
- C. With regard to evaluating playing conditions, groups should employ the playability criteria used by City staff and take into consideration the current and future quality of the turf.
- D. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the City of Ponderay at 208-265-5468.

XIV. PERMIT CANCELLATION

The Department reserves the right to cancel any reservation for City field use for any of the following reasons:

- It conflicts with a city-sponsored program, activity, or event.
- Maintenance needs/issues
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate

location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. The city is not obligated to provide alternate fields if none are available.

XV. VIOLATIONS

Violations of this policy may, at the City's discretion, result in the immediate loss of existing privileges, the refusal of future allocation requests, charges for the cost of any modification or repair to a field or facility related to the violation, and other actions as warranted. The Department will provide written notice of the violation and the action it will be taking as a result of the violation.

XVI. APPEALS PROCESS

The Department Director or designee will interpret and apply this Field Reservation Policy. A field user or potential field user may appeal any decision or notice of violation of this policy in writing within 10 days of the decision or notice of violation to the City of Ponderay at:

Ponderay City Hall
288 4th Street
Ponderay, Idaho 83852

All appeal letters must include the basis of the appeal and will be reviewed by the Mayor who will make the final decision or, at his/her discretion present to City Council. All decisions will be made in the best interest the community as a whole and as related to the City's policies and procedures.