

Athletic Fields Allocation Policy Tournaments



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Facility Allocation Policy Athletic Fields for Tournaments

Purpose

The purpose of this policy is to outline the procedures by which user groups may reserve city athletic fields for tournaments. 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.

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 allocation.

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.

Copies of all tournament schedules need to be provided to staff prior to using the facilities and must be submitted one (1) week prior to the start of the tournament.

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. Application requests are to be submitted within the designated deadlines.

Deadline: October 31st – for reservations taking place January – 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.

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.

City of Avondale provides adult softball starting January 1, 2009 on Sunday evenings. All tournament scheduled on Sundays must be completed by 4:00 pm to allow time for the complex to be ready for league play.

Insurance

Organizations must provide a certificate of Insurance in the amount of a \$1 million liability naming the City of Avondale as additionally insured.

Provide current 501C3 Internal Revenue Service Documentation

Organizations Responsibilities

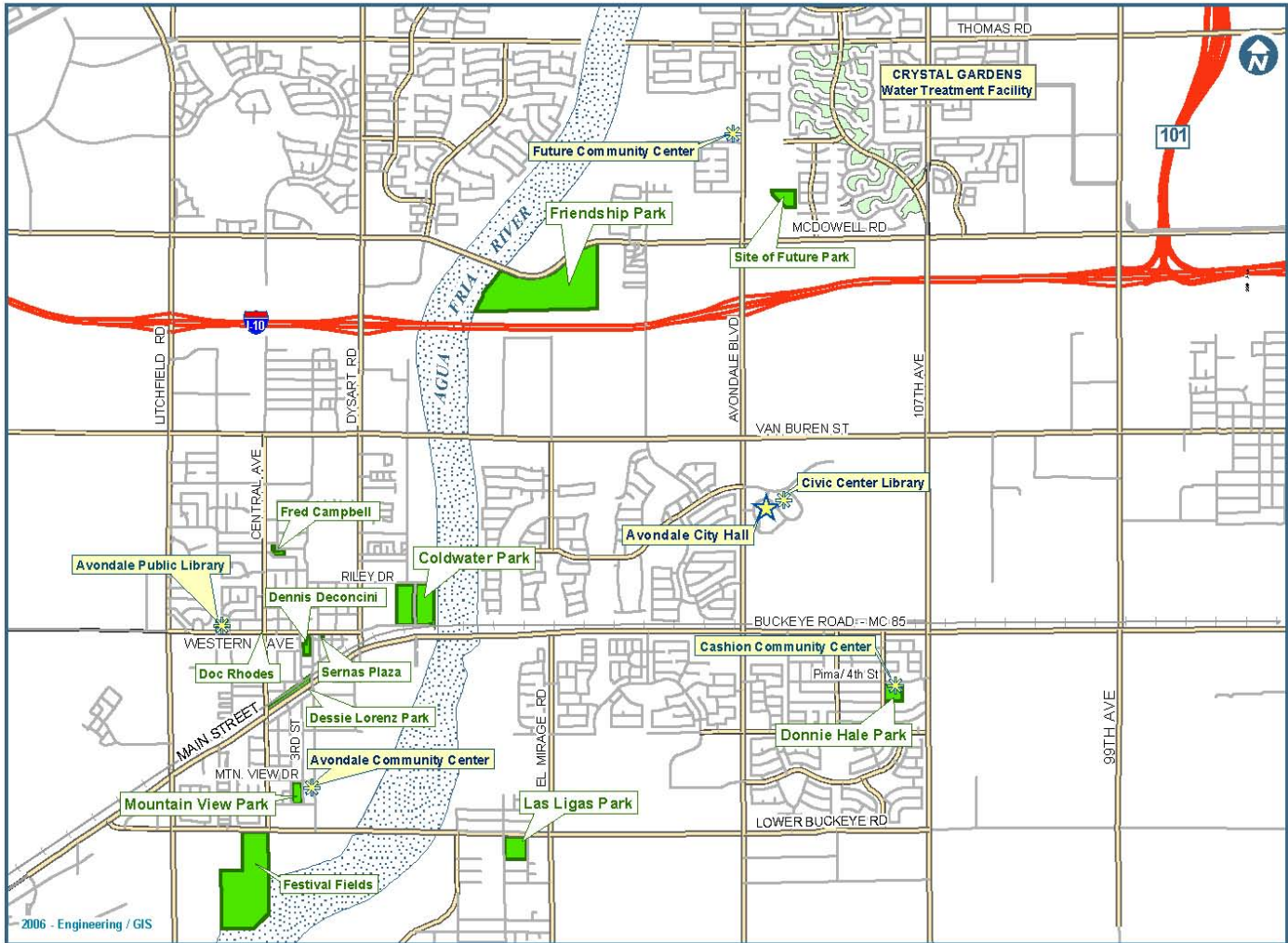
Users of city of Avondale facilities hold harmless the City of Avondale, Maricopa County, its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the abovementioned individual(s) arising out of, or in any way connected with the participation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

Map:



PARKS AND FACILITIES

Friendship Park – 12325 W. McDowell Road

10 – Multi Use fields
Fields 3-8 are lighted

Festival Fields – 101 E. Lower Buckeye

4 – Softball fields

Fee Schedule for Athletic Fields for Tournaments

Fees:

	Non-Profit without Cooperative Use Agreement	All Other Users
	Category/Priority 3	Category/Priority 4
Athletic Field Reservation per field/per hour	\$10	\$20
Lights/per hour	\$10	\$20
Athletic Field Preparation Fees Per field per day	\$25 per field	\$25 per field
1 Staff (Soccer use of 1-3 fields) (Softball/baseball 1-4 fields)	\$15 per hour	\$20 per hour
2 Staff (Soccer use of 4-7 fields)	\$30 per hour	\$40 per hour
3 Staff (Soccer use of 8 or more fields)	\$45 per hour	\$60 per hour

Athletic field preparation for special requests above and beyond the regular maintenance will have a fee of \$25.00 per field per preparation. Such as, softball or baseball lining and/or soccer fields.

Payment/Billing:

All payments must be paid after each tournament. The City of Avondale will invoice the group after each tournament. All charges must be paid within 15 days after invoice. A \$25.00 late fee will be assessed for late payments. If a group is late two (2) times with their payment, the organization will forfeit their continuous use reservation for that current allocation season and will be prohibited from submitting a new application for one (1) year.

There will be a \$500.00 deposit at the beginning of each allocation year (January) for softball and soccer tournaments. Full refund if cancelled 30 days prior to the tournament date, 50% of the deposit refunded if between 29-8 days and 0% if less than 7 days. Deposits roll over to each remaining tournament throughout the year as long as all rules have been followed.

Athletic Field Allocation Application for Tournaments

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

One application form per requested tournaments must be submitted – additional information only needs to be submitted once per year.

Today's Date: _____			
Check One: <input type="checkbox"/> Soccer <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: _____			
Name of Tournament: _____			
Number of players or teams expect: _____			
FIELDS REQUESTED			
Park	Fields (# or how many)	Dates	Time (s)

Organizations that miss the due dates will have their applications considered only if there is available space. Please attach the following information with this application:

- ✓ Philosophy/Organization mission statement.
- ✓ 501C3 paperwork from the IRS
- ✓ Certificate of Insurance for \$1 million dollars naming the City of Avondale as additionally insured.
- ✓ Request for facilities – indicate fields, times, dates and days requested.
- ✓ List of age group served.

Return requested information to: City of Avondale, Recreation Department 11465 W Civic Center Drive Suite #100, Avondale AZ 85323. Fax 623-333-0240