

Athletic Fields Allocation Policy



**City of Avondale
Parks, Recreation & Libraries Department
11465 W Civic Center Drive, Suite 100
Avondale AZ 85323
623-333-2400
623-333-0240 fax
www.avondale.org/PRLD**

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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 four 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 with Cooperative Use Agreement

Any groups/organizations that have a cooperative use agreement to provide services for the Avondale Parks & Recreation Department. The organization shall possess a non-profit status as defined by the Internal Revenue (501C3)

Category/Priority 3 – Non-Profit Organization without Cooperative Use Agreement

Any non-profit group that provide services for Avondale residents. The organization shall possess a non-profit status as defined by the Internal Revenue (501C3)

Category/Priority 4 – All Other Groups

** Private or 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 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 game schedules need to be provided to staff prior to using the facilities and must be submitted two (2) weeks prior to the start of the season. Users must notify the city of any field time not being utilized so time may be reallocated. This must be done 48 hours prior to 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: October 31st – for reservations taking place January – June

Deadline: April 30th – for reservations taking place 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.

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.

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.

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.
- ✓ Light system maintenance and lamp replacement
- ✓ Serve as a clearing house of information for the public concerning all sports leagues operating for Avondale residents.

Facilities to Reserve

(Community Centers, Parks & Ramada's)

Not a designated document for the reservation of Library, Public Safety Meeting Rooms or City Hall.

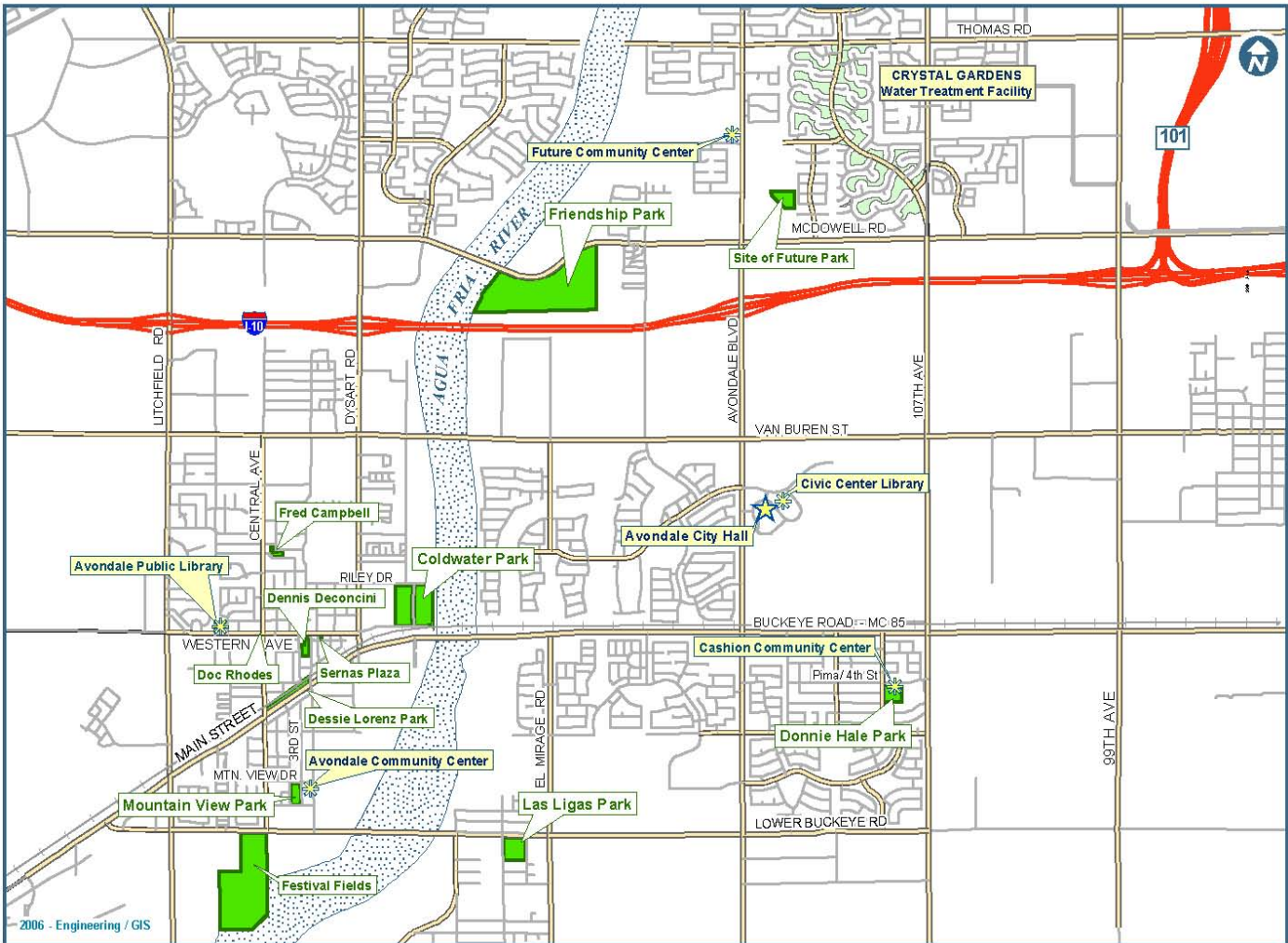
Parks to Reserve

 <p>Facility</p>	Amphitheater	BBQ	Baseball Field	Basketball Court	Class/Meeting Rooms	Dog Park	Football Field	Gazebo	Multi-Use Field	Playground	Ramada	Restrooms	Soccer Field	Softball Field	Tennis Court	Volleyball Court	Walking Trail
Avondale Civic Center/City Hall 11465 W. Civic Center Dr.	*																
Avondale Community Center 1007 S. 3rd St.					*												
Cashion Community Center 10857 W. Pima St.					*												
Civic Center Library 11350 W. Civic Center Drive					*												
Dennis DeConcini Park 351 E. Western Ave				*						*						*	
Dessie Lorenz Park 202 E. Main St.											*						*
Doc Rhodes Park 104 W. Western Ave							*										
Donnie Hale Park 10857 W. Pima St.		*	*	*						*	*	*					
Festival Fields Park 101 E. Lower Buckeye Rd.									*	*	*	*		*			*
Fred Campbell Park 101 E. Lawrence Blvd.				*						*	*						
Friendship Park 12325 W. McDowell Rd.		*	*	*		*	*	*	*	*	*	*	*	*	*		*
Las Ligas Park 12421 W. Lower Buckeye Rd.			*	*					*	*	*		*			*	*
Mountain View Park 201 W. Mountain View Dr.			*							*	*					*	*
Old Town Library 495 E. Western Ave																	
Sernas Plaza 521 E. Western Ave.																	

Rooms to Reserve

**Avondale Community Center – Estrella Room (capacity 100 people)
 1007 S. 3rd St.**

Map:



PARKS AND FACILITIES

Fee Schedule for Athletic Fields

Fees:

	City of Avondale	Non-Profit with Cooperative Use Agreement	Non-Profit without Cooperative Use Agreement	All Other Users
	Category/Priority 1	Category/Priority 2	Category/Priority 3	Category/Priority 4
Athletic Field Reservation per field/per hour	\$0	\$0	\$10	\$20
Lights/per hour	\$0	\$10	\$10	\$20

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 for continuous field use must be paid on monthly basis. The City of Avondale will invoice the continuous user group the first of each month. All previous months charges must be paid by the 15th of the following month. A \$25.00 late fee will be assessed for late payments. If not paid by the end of the billing month, the current allocation will be cancelled for the remaining allocation period. If a group is late two (2) times on their monthly 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.

Parks and Athletic Fields Application for Continuous Usage

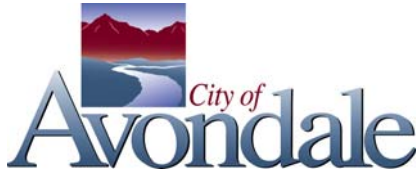
This form must be filled out completely, **with attachments** by any organization requesting use of facilities reserved by the City of Avondale. Application form and attachments are due in accordance to pre-season deadlines. See policy for further information.

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: _____					
Organizational Information					
Number of participants: _____					
% of Avondale Residents: _____					
Please indicate if more than one field is needed. Use one line per field per day.					
FIELDS REQUESTED					
Park	Lights Y or N	Day(s)	Start /End Date	Time (s)	Games or Practices?

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.
- ✓ Organizational boundaries – include a map.

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



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 _____