

# **Mona City Parks & Recreation Field Use Policy and Procedures**

**Last Updated: April 10, 2018**

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## **Mission:**

Mona City Parks and Recreation Department provides a variety of leisure services and programs for all of its citizens that add to the overall quality of life with equal opportunity for participation regardless of race, economics status, or gender, especially for youth. To accomplish this we feel it important to provide fields and equipment that are well maintained, an enthusiastic staff well-trained and anxious to serve, public leaders willing to support general funding and support from the general citizenry.

## **Goals:**

- Provide youth the opportunity to learn life skills through sport such as teamwork, sportsmanship, striving for common goals and individual performance skills.
- Coordinate with surrounding communities, Nephi City, Rocky Ridge, Levan, and various organizations and youth groups to increase the leisure service capability.
- Provide participants with a safe healthy environment.
- Promote the value of leisure activity to Mona residents.
- Provide affordable, varied, and challenging leisure programs that support team and individual events for all ages and abilities, especially for youth.

## **Overview:**

Mona City Parks and Recreation field use policy and procedures is intended to provide clear rules and guidelines for the equitable distribution and maximum use of fields by the public and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying field scheduling procedures, policies and fees.
2. Managing the limited number of fields in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use.
4. Identifying available fields and dates of usage.
5. Securing fields for Mona City Recreation/Nephi City Recreation programs/teams/participants.
6. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long term field conditions.

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## Section 1

### Scheduling Procedures and Requirements (Practices, Games, Leagues, Tournaments and Events)

#### 1) Reservation Dates

- A) Field reservation dates will be from April 1 – October 31.
- B) Open reservation applications for fields will be accepted for request beginning March 1 - 3<sup>rd</sup> Friday of March. Schedule will be published April 1<sup>st</sup>.
- C) Reservation applications received after the third Friday of March will be considered on a first come first serve basis and in accordance with other procedures outlined in this policy.
- D) No fields will be available for reservation from November thru March. Fields become first come first serve.

#### 2) Reservation Application Requirements

- A) Reservation applicants are to be submitted to Mona City Office:
  - 1. Field Request Form-Completed
  - 2. Certificate of Liability Insurance
  - 3. Game Schedule/Practices
  - 4. Deposit/Payment
  - 5. Apply during open reservation dates (1B) to be considered in priority rankings. If not, reservation becomes first come, first serve.
- B) Applications made for an organization must be signed by league president or designated representative. Applications made for individual teams must be made by the head coach of each individual team. Applications made for events must be signed by responsible party.
- C) All organizations, leagues, independent teams and event groups shall secure and maintain, at no expense to Mona City Parks and Recreation, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under each insurance:
  - 1. Mona City shall be identified as an additional named insured;
  - 2. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
  - 3. Insurance verification is required at the time of reservation applications submittal. The organization, league coordinator or head coach, at the time of application submittal, file with Mona City a certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.

#### 3) Limitations

- A) Mona City Parks and Recreation reserves the right to limit the amount of play permitted on fields.
- B) Mona City and Mona City Parks and Recreation has the right to black out dates on the Mona City park fields in order to accommodate practices, games and or events for Mona City programs or Nephi City Recreation programs. During these black out dates/times nobody except Mona City/Nephi City Recreation teams are allowed to use the fields.
- C) Scheduled games shall have priority for use of the field over practice. Makeup games can displace non scheduled practices. Scheduled league play has priority over a later tournament application. Mona City Parks and Recreation reserves the right to make final decisions.

- D) Mona City Parks and Recreation also reserves the right to limit the amount of scheduled and non-scheduled play on the Mona City park fields during any given season to prevent excessive damage to field. Wear factors include:
1. Size, age, and number and users
  2. Type of use
  3. Frequency of use
  4. Weather conditions
  5. Type of sports equipment used
  6. Notices
- E) Mona City Parks and Recreation Staff will approve game/practice scheduling in conjunction with submitted application requests. Users must meet requirements as outlined within this document. Allocation for games/practices are based on the total number of application requests received, availability, and priority outlines. When possible, openings will be offered on a priority basis as defined within the priority definitions.
- F) Teams may apply for field reservations for practices at the field reservation cost and by following the field reservation policy and procedures. Teams that have secured a field through Mona City Parks and Recreation department have priority for that field during the time period they paid for. Teams will only be allowed to block a field no more than 2 hours in one day. If teams chose to not reserve a field and want to use a field based on first come, first serve, they will be required to leave if a team, organization or league has an approved reservation.
- G) Reservation applications submitted after the 3<sup>rd</sup> Friday in March will be approved within 5 business days after all application guidelines have been met. **If you are requesting field prep you need to submit application no later than 10 days in advance.**
- H) Additional field reservation requests associated with leagues, organized play, and community events will be considered based upon field availability. Mona City Parks and Recreation shall have the authority to approve or deny specific reservation requests.
- I) Field users shall provide Mona City Parks and Recreation with a printed schedule of their league activities and contact names and numbers prior to season starting.
- J) Team or organization schedulers are required to give sufficient notice when requesting in-season changes or reservation change to allow others to have an opportunity to book the field.
- K) To cancel a reservation, a five-work (5) day advance notice is required. If a cancellation is made with less than a five-day notice, only 50% of the reservation fee will be refunded.
- L) To make a reservation go to the city office and fill out the reservation application or email [monacityparkandrec@gmail.com](mailto:monacityparkandrec@gmail.com).

## Section 2

### Priorities, Black Out Periods and Rules and Regulations

#### Priorities

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

Mona City Parks and Recreation will consider the primary designed uses for fields when considering assignment of priorities for use of its fields. The following are the priority for use reservation applications:

1. Mona City Parks and Recreation sponsored programs and events
2. Mona City Parks and Recreation co-sponsored programs and events
3. Nephi Recreation sponsored programs and events
4. A team or organization with a contract for field usage
5. Reservation request submittals during Open Reservation dates
6. Reservations made after Open Reservation dates

#### Black Out Periods

Specific Mona City Parks and Recreation sponsored, co-sponsored and Nephi Recreation sponsored programs and event dates.

#### Rules and Regulations

1. Mona City Parks and Recreation fields are smoke free.
2. Users should respect field maintenance and scheduling personnel.
3. Mona City Parks and Recreation reserves the right to limit the amount of play permitted on the fields.
4. Teams may not use fields for games unless they have followed the Mona City field reservation policy. Teams found breaking policy will be fined or banned from using the fields.
5. Individual or small-group walk-in play on fields is NOT permitted on fields which have been prepped for games.
6. There is to be no scheduled play at Mona City Parks and Recreation fields prior to 8 a.m. Unless approved by Mona City Parks and Recreation.
7. There is to be no use after dusk on unlit fields.
8. Fields used for practice sessions will not be lined, bases are NOT guaranteed to be provided. If bases are in the ground they can not be moved to different distances. **At no time is a field user to make any types of repairs or alterations to existing field conditions; no exceptions. This includes moving bases to accommodate a distance the team desires.**
9. Maintenance personnel have final say on field play ability and safety during inclement weather conditions. No exceptions.
10. The use of fencing or backstops for “pickle”, “pepper”, “soft toss” or batting practice is strictly prohibited.
11. Climbing on fences, backstops, dugouts or other sporting equipment such as soccer goals is not permitted.
12. If a field is rained out, no practice is allowed.
13. Teams clean up their respective dugouts and all surrounding areas.

14. Outside sourced concessions or vendors (non-food) are not permitted at any Mona City Parks and Recreation field unless approved by the Mona City Parks and Recreation.
15. Managers/Coaches are required to carry their approved field usage request/receipt to the field for practices for verification if need be.
16. Observe all park rules.
17. Mona City Parks and Recreation is not responsible for any personal property loss, damage to vehicles, etc.
18. No field reservations on Sunday.

## Section 3

### Fees and Charges

Fees and charges may be assessed for use of any park to help partially offset administrative, park operational, and/or replacement costs. Fees are subject to change based upon future sports equipment and maintenance needs.

1. Mona City Parks and Recreation reserves the right to increase field usage fees when Mona City may incur additional costs.
2. Payment for field use is due before field use will be approved. Any special payment options will be based on the discretion of Mona City or Parks and Recreation Director. If payment arrangements are made, a 50% deposit will be required. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect reservation requests for the following year and subject to collections and attorney costs. Credits/deposits on account will be applied on billing statement.
3. To cancel a reservation, a five-work (5) day advance notice is required. If a cancellation is made with less than a five-day notice, only 50% of the reservation fee will be refunded.
4. RAINOUTS: Fees will be waived for games that are rained out by Mona City or appropriately canceled by the league official or umpire prior to field prep. Games that have been prepped for, that is then canceled, by the league/organization may be charged a normal game fee.

#### Softball/Baseball Field Fee Schedule

\$10.00 Field Reservation (minimum two hours)  
\$20.00 Field Prep, per field on Monday – Friday  
\$30.00 Field Prep, per field on Saturday and Holidays  
\$10.00 additional field prep costs (per hour/per employee)

#### Soccer Field Fee Schedule

\$10.00 Field Reservation (minimum two hours)  
\$40.00 Field Prep (paint only)

Note: Renters may request to get approval to paint the field and reduce the cost, by Mona City Parks and Recreation. If approved they will get pre approved field dimensions from Recreation department, use EPA approved field marking paint only. No burning is allowed. Painting is the only field maintenance the renter is allowed to do. They are not allowed to drive any motorized vehicle on the fields excluding the painter. If the renter does not follow these rules they may be charged additional fees and not be allowed to rent the field in the future.

#### Event/League/Tournament Fees

#### Concession

**Misc. Fees**

Additional fees may apply in the case of extensive field preparation; such as wet fields, in which case renter would assume all costs involved including product and labor. Additional fees may apply if there is damage to the fields, including grounds and structures due to the renter being at the field.

**Staff**

If grounds crew (2 person minimum) is required to prepare fields, re-chalk at intervals, and maintain the fields; Mona City Parks and Recreation will provide grounds crew staff at \$10.00/person/hour.

**Please Note:**

Users are expected to leave fields clean and in good condition. A charge will be billed to the responsible party for any required cleaning or repair.



## Section 4

### Definitions

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, appropriate use of fields.

**Sponsored City Programs** – Programs directly operated and managed by Mona City Parks and Recreation.

**Co-sponsored City Programs** – Programs not directly operated and managed by Mona City Parks and Recreation but officially co-sponsored.

**League** – A group consisting of multiple teams that are submitting a request for Mona City Park fields to facilitate their entire season.

**Team** – Consists of head coach and of players listed on their roster.

**Organization** – A group consisting of more than one 'team' scheduling fields for multiple 'home field' games, not practices, over an extended length of time.

**Event** – This would be any sporting event or Mona City functioned event for holidays or program.

**Tournament** – Consists of “teams” and will utilize fields for more than 1 day typically and games are not part of normal league play.