

CLEARFIELD CITY CORPORATION  
COMMUNITY SERVICES DEPARTMENT  
ATHLETIC FIELD/FACILITY USAGE POLICY

The following guidelines have been issued by the Clearfield City Council to govern the fee usage of athletic fields and facilities within the Clearfield City limits which are owned and/or in the care of Clearfield City and the users thereof.

I. GENERAL POLICY:

A. **PRIMARY USE** – The primary use of the municipal recreation areas and facilities is for the public recreational use of the residents of Clearfield City.

B. **PRIORITY USE** – Activities sponsored by Clearfield City and its departments have priority use of the recreational facilities.

C. **FACILITY USE PERMITS** – Citizens of Clearfield City and other users of the facilities are granted restricted use of the facilities by a Facility Use Permit, which is issued by the Recreation Division Director. Facility Use permits may be canceled by the Recreation division Director for good cause. Fees and deposits will be returned and every effort made to re-locate and/or re-schedule those users whose permits have been canceled.

D. **CARE OF FACILITIES** – Holders of Facility Use permits are required to leave the facilities and fields in the same condition in which they were found. It is unlawful for users to create any nuisance, offense, to scratch, cut injure, deface any building, fence, structure, tree, shrubbery, destroy any fountain or other improvement on Clearfield City property or property in its care. It is also unlawful to drive any vehicle over any garden, lawn, sidewalk, bench, wall, or any other portion of any public park. Holders of Facility Use Permits will be held responsible and liable for all damages to the buildings and appurtenances thereto herein indicated and not indicated, and shall be responsible to Clearfield City Corporation for reimbursement for damages incurred. Permit holders must also be aware that appropriate criminal actions may be brought against any person who maliciously abuses and/or destroys Clearfield City property or otherwise violates the law.

E. **USER BEHAVIOR** – It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks and facilities of Clearfield City. Users will be required to obey all laws and ordinances of Clearfield City, the State, and the Nation.

F. **ALCOHOL, SMOKING, & DRUG CONSUMPTION** – No alcoholic beverage, no smoking, and no illegal drug or substance shall be sold or consumed on any Clearfield City property, facility, park, field, parking lot, grounds or building. Facility Use Permits will be revoked and tournaments, programs, activities, etc., will be canceled and/or terminated immediately for violation of this requirement.

G. FIELD USAGE – Clearfield City reserves the right to limit the amount of play permitted on athletic fields both scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf. Wear factors include:

- a) Size, age, and number of users
- b) Type of use
- c) Frequency of use
- d) Weather conditions
- e) Type of sports equipment used

H. FIELD MAINTENANCE/RENOVATION

To help maintain the quality and playability of our fields, field closures may be scheduled at certain allocated sites throughout the year to allow for field maintenance and renovation. The City does attempt to be flexible in accommodating user groups, however the health and safety of the user and the condition of the facility takes priority. This could affect any number of fields that are available during the allocation period and may require organizations to use alternative locations.

I. INCLEMENT WEATHER FIELD CLOSURES – Clearfield City Parks & Recreation reserves the right to close any field due to inclement weather. In case of inclement weather, the scheduled field/facilities are not to be used. Be aware that if organizations use the field/facility during inclement weather, you and your organization will be held responsible for any and all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group’s responsibility to call the Clearfield City Community Services (801-525-2790) Monday through Friday before 5:00 P.M. to verify field closures.

J. CLOSING TIME – Facilities must be vacated by no later than 11:00 p.m. Exceptions to this requirement must be approved by the Community Services Director or other designated City Official.

K. UNATHORIZED USE/VIOLATION OF POLICY – Any unauthorized use of fields or violation of the policy may be subject to a **\$100.00** fine and the team in violation and the league or association may be suspended from further field use.

L. PRIVATE CONCESSION SALES – Granting of a Facility Use Permit does not allow the holder/user to sell souvenirs, food or drink upon the property of Clearfield City Corporation. The authority to operate any and all concessions thereon shall be the sole privilege of Clearfield City and/or its assigns.

M. USAGE FEES – Any group or individual issued a Facility Use Permit will be subject to the following fee schedule:

<b>Fee</b>	<b>Priority Groups 1-6</b>	<b>Priority Groups 7-8</b>
Baseball/Softball field Rental	\$10.00 per hour	\$20.00 per hour
Soccer field rental	\$12.00 per hour	\$24.00 per hour
Lights per field	\$20.00 per hour	\$20.00 per hour
Baseball/softball field prep	\$25.00 Monday- Friday	\$25.00 Monday- Friday

per field	\$40.00 on Saturday	\$40.00 on Saturday
Soccer Field Prep per field per field	\$40.00 Monday- Friday \$60.00 on Saturdays	\$40.00 Monday- Friday \$60.00 on Saturdays
Scoreboard per field	\$15.00 per hour	\$15.00 per hour
All day Softball/baseball tournaments per field	\$200.00 per day. Includes re-chalking and grooming as needed, and scoreboard rental.	\$300.00 per day. Includes re-chalking and grooming as needed, and scoreboard rental.

\*Soccer prep will be done once per week. The weekly maintenance fee of \$40 will be divided up between groups using the facility during that week. Additional prep may be done at the cost of the group making the request.

## II. GROUP/INDIVIDUAL PRIORITY:

**PRIORITY** – For the purpose of determining the priority of usage and usage fees for facilities and fields, the following priorities have been established.

Due to the large number of organizations that request usage of Clearfield City Parks and Recreation (City) facilities, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that City facilities are made available to best meet community needs. As a result, the facilities will be scheduled in accordance with a scheduling priority policy as established herein. Rental fees are established in accordance with the following priority classification policy and shall be approved annually by the City Council.

**Priority #1** – All City sponsored activities, programs, games, practices, leagues and tournaments. Reservations for City functions may be taken at any time for any date. City functions may pre-empt lower priority reservations at the discretion of the City Council. There will be no rental fees charged for City reservations.

**Priority #2** – All City co-sponsored activities, programs, games, practices, leagues and tournaments. A definition of co-sponsorship is when a Division Manager or staff is committed to two or more of the following management functions for the activity:

- Planning and budgeting for the activity.
- Coordinating and organizing activity in terms of who will be responsible for each task.
- Providing leadership staff for such activity.
- Evaluating and measuring its impact on individuals whom participated.

Reservations for City co-sponsored activities may be taken at any time for any date. There will be no rental fees charged for City reservations.

**Priority #3A** – All Clearfield City non-profit, youth athletic organizations that have been recognized by the City of Clearfield City for providing necessary services to the residents.

Priority #3B – Official athletic department reservations of all K-12 schools located within the physical city limits of Clearfield.

Priority #4 – Other tax-supported government agency sponsored activities, programs and meetings. This includes federal, state, county and other school district activities.

Priority #5 – Clearfield-based non-profit civic and religious organizations. An organization that has a guaranteed percentage of their members who live or work full-time in Clearfield and/or a guaranteed percentage of the population they serve is from Clearfield. This respective percentage will be identified in each facility's operations policy. Proof of registered members and mailing addresses may be requested during reservation process. Included in this classification are Clearfield-based groups and organizations that contribute to the well-being and betterment of the community such as support groups, scout troops, youth athletics, community-service organizations and resident groups holding neighborhood meetings.

Priority #6 – Clearfield City residents use of the facilities for personal use.

Priority #7 – Clearfield-based businesses and commercial organizations that have a Clearfield City headquarters as evidenced by mailing address, state registration, and business license. Use of the facilities for athletic events for said business.

Priority #8 – All non-Clearfield organizations, groups, businesses and individuals use of the facilities for athletic events.

### III. APPLICATION PROCESS:

A. APPLICATIONS – Facility Use Permit applications for single or repeated use will be accepted annually from January 1<sup>st</sup> to March 1<sup>st</sup> for spring and summer seasons, and between May 1<sup>st</sup> and July 1<sup>st</sup> for fall season. At that time, all applications will be considered and granting of the Permit will be based upon their priority ranking as detailed above and according to the date and time the application is received at the Clearfield Community Services office, 55 South State Street. Clearfield City Corporation reserves the right to limit the number of requests per applicant. All applicants will be notified by March 15 as to the status of their request/application.

B. ORIENTATION MEETING – All user representatives (league presidents, designated representatives, schedulers, etc.) are required to attend an orientation meeting prior to the beginning of spring season. The first Wednesday in March at 6 pm will be the date and time of the meeting. Failure to attend may result in the loss of field use for that team or organization for the upcoming season. We may require a fall orientation based on how many new applicants apply for a use permit.

B. SECURITY DEPOSIT – A refundable security deposit of \$100 for single use or \$250 for tournaments and large scale events for is required at the time of application. This deposit is separate and above the usage cost of the facilities. Users are responsible to clean up the area during and after use. The deposit will be returned after the scheduled use of the facilities has been completed. If the facility an area is left clean the deposit shall be returned after the facility is inspected.

C. **LIABILITY INSURANCE** – Liability insurance with a company authorized and licensed to conduct business within the State of Utah shall be obtained and Clearfield City Corporation shall be named as co-insured with liability limits of \$1,000,000. Proof of this insurance coverage must be presented to the Clearfield Recreation Director within five (5) working days prior to the date of the Facility Use Permit. Clearfield City Corporation recommends to grantees of Facility Use Permits that they require their participants to have their own health and accident insurance coverage.

D. **FEE PAYMENT** – All usage fees and a schedule of events are due in full no later than five (5) working days prior to the Facility Use Permit date. Failure to pay the usage fees within the required five (5) days will invalidate the application and the facility use request. The usage fees shall be used to pay the charges and fees herein set forth. If Clearfield City Corporation denies a request for use and a Facility Use Permit is not issued, all deposits and fees will be returned without penalty.

E. **CANCELLATION** – Cancellation by the grantee of an issued Facility Use Permit must be made thirty (30) days in advance of the scheduled use. Failure to cancel as required herein will result in the forfeiture of the security deposit.

#### IV. DETERMINING FIELD PLAYABILITY:

A. **REMEMBER:** Standing water occurs because the ground is saturated. Removing standing water does not eliminate the saturation. **It is the saturation and not standing water that causes damage and unsafe conditions.**

B. Determining the playability of an athletic field is crucial to the continued health of the turf and the sustainability of the field throughout the season. The Department will close its athletic fields if park staff determines that fields are too wet for play, or if other issues arise that would compromise patron safety.

C. **Leagues and users have the responsibility to close fields for play when safety and/or field damage is possible.**

D. An athletic field should be considered closed for play if any part of the field becomes unsafe for field users or if conditions exist where use will cause damage to the field.

1. An athletic field should be considered closed if any of the following conditions exist:
2. There is standing water present on any part of the field that cannot be removed without causing damage to the field.
3. There are muddy conditions present that will not dry by the start of the game.
4. While walking on the field water can be seen or heard with any footstep.
5. While walking on the field of play any impression of your footprint is left in the surface.
6. If water gathers around the sole of a shoe or boot on any portion of the field.
7. If it is raining or lightning is present.

Appendix A

2014 season:

A. SOCCER FIELDS – Fields are closed between October 31<sup>st</sup> and April 1<sup>st</sup> unless arrangements are made with Clearfield Community Services.

Monday	5:00 P.M. to 8:00 P.M.
Tuesday	5:00 P.M. to 8:00 P.M.
Wednesday	5:00 P.M. to 8:00 P.M.
Thursday	5:00 P.M. to 8:00 P.M.
Friday	Make up games only
Saturday	8:00 A.M. to 8:00 P.M.
Sunday	No Games

B. BASEBALL AND SOFTBALL FIELDS – Fields are closed between November 15<sup>th</sup> and March 15<sup>th</sup> unless arrangements are made with Clearfield Community Services.

Monday	8:00 A.M. to 11:00 P.M.
Tuesday	8:00 A.M. to 11:00 P.M.
Wednesday	8:00 A.M. to 11:00 P.M.
Thursday	8:00 A.M. to 11:00 P.M.
Friday	Tournaments and make up games only
Saturday	Tournaments and make up games only
Sunday	No Games

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Association if applicable \_\_\_\_\_