



CITY OF NORTH SALT LAKE

NORTH SALT LAKE CITY COUNCIL NOTICE & AGENDA

January 21, 2014

7:00 p.m.

Amended

Posted January 16, 2014

Notice is given that the North Salt Lake City Council will hold a regular meeting on TUESDAY, JANUARY 21, 2014 at 7:00 p.m. A work session will be held at 6:00 p.m. in the police conference room downstairs at City Hall, followed by the regular session in the City Council room. Some Council Members may participate electronically. The following items of business will be discussed; the order of business may be changed as time permits.

WORK SESSION - 6:00 p.m.

- 6:00 Welcome
- 6:00 DWR - Update and action on urban deer solutions
- 6:45 Jordan River Commission presentation "Best Practices for Riverfront Communities" – Laura Hanson
- 7:00 Adjourn

REGULAR SESSION - 7:00 p.m.

- 7:00 Introduction by Mayor Len Arave
- 7:02 Invocation and Pledge of Allegiance ~ Council Member Conrad Jacobson
- 7:05 Presentation to Stewart Harman, former council member
- 7:10 Citizen comment
- 7:20 Consideration of Resolution 2014-03R reappointing Mayor Len Arave as the North Salt Lake representative to the Administrative Control Board of the Wasatch Integrated Waste Management District
- 7:25 Consideration of proposed Trail Use Policy
- 7:35 Consideration of proposed Special Event Application
- 7:45 Consideration of proposed amendments to the Athletic Field Use Policy
- 7:55 *Consideration of Mayor and Council appointees to the Parks Trails Arts and Recreation Committee*
- 8:00 Action Items
- 8:05 Council Reports
- 8:15 City Attorney's report
- 8:20 Mayor's report
- 8:25 City Manager's report
- 8:30 Adjourn

The public is invited to attend all City Council meetings. If you need special accommodations to participate in the City Council meeting, please call the City office at 801-335-8709. Please provide at least 24 hours notice for adequate arrangements to be made.

RESOLUTION NO. 2014-03R

**A RESOLUTION APPOINTING NORTH SALT LAKE REPRESENTATIVE
TO THE ADMINISTRATIVE CONTROL BOARD FOR THE WASATCH
INTEGRATED WASTE MANAGEMENT DISTRICT**

WHEREAS, the City of North Salt Lake is a member of the Wasatch Integrated Waste Management District (formerly known as: Davis County Solid Waste Management and Energy Recovery Special Service District); and

WHEREAS, each member municipality of the Wasatch Integrated Waste Management District has the power to appoint one member to the Administrative Control Board of the district; and

WHEREAS, the municipal appointees to the Administrative Control Board do not need to be qualified electors of the district pursuant to *Utah Code Annotated 17A-2-1326(1)(b)(iii) as amended*; and

WHEREAS, pursuant to Davis County Resolution 84-226, each member appointed to the Administrative Control Board serves a four year term; and

WHEREAS, the City Council now desires to appoint a representative to the Administrative Control Board for the Davis County Solid Waste Management and Energy Recovery Special Service District; and

WHEREAS, such action is authorized by statute.

NOW THEREFORE, be it resolved by the City Council of the City of North Salt Lake, Utah as follows:

Section 1. MEMBER APPOINTED. Leonard K. Arave is hereby appointed to serve as the North Salt Lake representative to the Administrative Control Board of the Davis County Solid Waste Management and Energy Recovery Special Service District, which term shall be deemed and ratified to have commenced on January 1, 2014 and shall expire on December 31, 2017.

Section 2. COPY OF RESOLUTION TO BE PROVIDED TO DISTRICT. A copy of this resolution, once adopted, shall be provided to the Davis County Solid Waste Management and Energy Recovery Special Service District.

Section 3. EFFECTIVE DATE. This resolution shall take effect January 21, 2014.

BY ORDER OF THE CITY COUNCIL OF NORTH SALT LAKE, UTAH

Passed and approved by the City Council of the City of North Salt Lake, this ____ day of January, 2014.

CITY OF NORTH SALT LAKE

By _____
Leonard K. Arave
Mayor

ATTEST:

By _____
Barry Edwards
City Recorder



CITY OF NORTH SALT LAKE

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LEONARD K. ARAVE
Mayor

D. BARRY EDWARDS
City Manager

Trail Use Policy

Policy: Trail Use

Purpose: This Trail Use Policy was developed to manage the trail systems in and passing through North Salt Lake City boundaries, to assure equitable distribution and maximum use of facilities by the public. Further, these policies are intended to promote the open enjoyment by the public and encourage trail use for general recreation. This policy applies to all Trail or portions of trails that are owned, maintained or otherwise under the municipal jurisdiction of North Salt Lake City.

Section 1. Overview

This Comprehensive Trail Use Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of trail facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for limited scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures and policies.
2. Managing the limited available miles of hard surface and soft surface trails in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use
4. Determining, scheduling and completing preventative trail maintenance in a manner that best protects user safety and long term trail conditions.

Section 2. Scheduling Procedures and Requirements (Organized Gathering or Race event)

- 1) Application Dates
 - a) Trails will be scheduled on a first come first served basis.
 - b) Applicants shall be limited to a single reservation per month. Contiguous use of Friday, Saturday and Sunday must have pre-approval.
- 2) Application Requirements
 - a) Facility use applicants shall submit a Special Event Application for trails requested and Certificate of Insurance. These items shall be delivered to the secretary of the Parks, Trails, Arts and Recreation Advisory Board.

- b) Applicants must provide residency percentage for outlined requested event
- c) Applications made for an organization must be made by league president or authorized representative.
- d) All organizations, leagues and/or individuals submitting Special Event Application for an organized gathering and/or race event, shall secure and maintain at no expense to North Salt Lake City, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under such insurance:
 - i) North Salt Lake City shall be identified as an additional named insured;
 - ii) Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
 - iii) Insurance verification is required at the time of application submittal. The organization, league coordinator, president or individual shall, at the time of application submittal, file with North Salt Lake City a certificate(s) of insurance showing insurance coverage in force prior to start of trail facility use or activities.
- e) Trail request must be in writing and accompanied with a Special Event Application and Certificate of Insurance. Insurance requirements are defined above.
- f) The City Manager may waive insurance requirements when he or she determines that the risk to the City is limited.
- g) Before a trail is reserved for a scheduled use, a Facilities Use Agreement must be signed by the user of the trail.

3) Limitations

- a) North Salt Lake City reserves the right to limit activities or permitted use of trail systems.
- b) North Salt Lake City also reserves the right to limit the amount of scheduled and non-scheduled activities and/or events during any given season to prevent excessive damage to trail facilities. Wear factor include but are not limited to:
 - a) Weather conditions
 - b) Types of sports equipment used
 - c) Frequency of use
 - d) Type of use
 - e) Number of users

4) Notices

- a) Users must meet requirements as outlined within this document. Allocations for trail reservations are based on the total number of request received; written outlined use of request, availability and priority outlines.
- b) When possible, confirmation of trail facility use will be delivered one week prior to reservation.
- c) Trail users of reserved organized events shall provide North Salt Lake City with a printed outline and/or schedule of event(s) this shall include contact names and phone numbers of key event organizers.

- d) North Salt Lake City reserves the right to limit access restrictions imposed by organized trail events.
- e) The designated representative(s) of reserved organized events shall be responsible for posting proper advance notification (minimum 1 week) of public trailhead access closures for events. It shall be designated representative's responsibility to provide all access control measures and personnel to protect and deter spectators and non-event trail users during scheduled event(s). Any trail closure or access restriction at any entry point must be pre-approved by the Parks, Trails, Arts and Recreation Committee. A detailed access control plan must be submitted and approved by this committee, and be reviewed and approved by the Parks Superintendent and City Manager. If applicable it shall be the event organizers responsibility to obtain additional permissions and approval for trail events on right of way or facilities that share access with other public or private entities by utilizing their approval processes. North Salt Lake City reserves the right to approve or deny use on these conditions.

Section 3. Priorities

No person shall be denied or subjected to discrimination in receipt of the benefit of any service 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.

North Salt Lake City will consider the primary and secondary designed uses for trail facilities when considering approval of trail use application. The following are the priority for use applications:

1. North Salt Lake City sponsored programs and events
2. North Salt Lake City Co-sponsored programs and events
3. Resident Based Open Youth Recreation League programs
4. South Davis Recreation District Programs and events
5. Davis School District and Davis County Charter School Programs
6. Resident Based Open Adult Recreation League programs
7. Resident Based Restricted Youth Recreation League programs
8. Resident Based Independent Teams or programs
9. Non-Resident Based Teams or programs

Section. 4 Deposits and Charges

Deposits and charges are governed by the Consolidated Fee Schedule adopted by a separate resolution of the North Salt Lake City Council. Deposit amounts may be changed at any time. Check the Recreation Fee Schedule to determine the most recent deposit.

1. North Salt Lake City reserves the right to increase deposit amounts when the City may incur additional cost.
2. Deposits minus incurred cost are refundable.

3. Payment for trail reservation deposit is due fourteen (14) days prior to reservation, or at the discretion of the City. Deposits not received within a timely fashion will affect future facility requests for the following year.
4. Cancellation of scheduled events must be made within a time frame that could allow for others to have an opportunity to schedule. Costs incurred by the City to prepare for events that are cancelled will be deducted from the deposit till funds are exhausted. Additional charges may be billed.
5. Any unauthorized use of facilities may be subject to a monetary fine and/or suspension from further use of North Salt Lake City facilities.
6. Users are expected to leave facilities clean and in good condition. Charges for additional facility cleaning, repair and/or vandalism determined by the Parks Superintendent will be deducted from the deposit until funds are exhausted. Additional charges incurred will be billed to the responsible party. Payment for additional charges will be due upon receipt and will be considered past-due and subject to collection charges after 30 days.

Appendices

- A. Definitions
- B. Rules and Regulations
- C. Special Event Application

Appendix A

Definitions

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purpose of ensuring fair, consistent, appropriate use of Trails and/or Park Facilities.

City - North Salt Lake City

Sponsored City Programs - Programs directly operated and managed by North Salt Lake City.

Co-Sponsored City Programs - Programs not directly operated and managed by North Salt Lake but officially co-sponsored

South Davis Recreation District Programs - Programs directly administered by the South Davis Recreation District.

School District Programs – These are interscholastic or intramural activities directly managed by the Davis School District. Club or PTSA sponsored activities qualify under the definition of Independent Resident Teams/Activities.

Open Youth Recreation League Program – Programs open to all youth residing in North Salt Lake City under 18 years of age and not in direct competition with North Salt Lake City current programs. Open Youth programs do not “cut” players, and generally require minimum playing time for all participants.

Open Adult Recreation League Programs – Programs open to all adults residing in North Salt Lake City that offer all participants, over 18 years in age and not in direct competition with North Salt Lake City current programs, the opportunity to actively participate on a team (no “cuts”). The focus of the program is recreational participation.

Restricted Youth Recreation League Programs – Programs often referred to as “select” programs for youth residing in North Salt Lake City under 18 years of age. These Programs often involve tryouts or other forms of selection to create teams. These programs often do not require minimum playing time for all participants. Participants not “selected” are often encouraged to sign up for Open Recreational League Programs.

Resident Based Youth League – A resident youth league that has a minimum of 51 percent of the players on team rosters that reside in North Salt Lake City

Non-Resident Based Team or program – A non-resident team or program is a program/roster on where the expected participation is by less than 50 percent city residents.

North Salt Lake City Resident – Individual that lives within the incorporated boundaries of North Salt Lake City.

Non-Resident – Individuals that do not live within the incorporated boundaries of North Salt Lake City.

Independent Resident Teams/Activities – Programs or activities not affiliated with a league, or other organization identified in this policy. Classifications as “resident” requires at least 51 % of participants to live in North Salt Lake City.

Appendix B

Rules and Regulations

Individual rules may apply to specific trails and facilities.

1. Alcoholic beverages are not allowed at any parks and recreation facilities owned or maintained by North Salt Lake City at any time.
2. All North Salt Lake City Facilities are smoke free.
3. Users will respect maintenance personnel.
4. North Salt Lake City reserves the right to limit the amount, and/or type of use on trails.
5. North Salt Lake City reserves the right to suspend trail availability for and not limited to the following: Inclement weather; poor use conditions; damage to facility; maintenance; public safety hazards.
6. Equine users shall be permitted only on equestrian marked trails.
7. Any use of a non-improved trail shall be prohibited.
8. Dog waste and litter left on trails, roadways, parks etc. shall be prohibited.
9. No unauthorized use of motor vehicles on trails.
10. Unauthorized deliberate modifications to any trail facility will be considered vandalism.
11. Use of open flames and fireworks on trails are strictly prohibited



SPECIAL EVENT APPLICATION

NOTE: APPLICATION IS DUE 45 DAYS PRIOR TO EVENT

A Special Event Application **MUST** be completed for any event that is planned to take place on North Salt Lake City property when the public is invited to attend or any event that involves blocking public streets or sidewalks. It is also required for a private event that involves more than 200 people. **Revised 8 Jan 2014**

Name of Event: _____		Event Date(s): _____	Time: _____						
Type of Event: <input type="checkbox"/> Public Gathering <input type="checkbox"/> Private Gathering <input type="checkbox"/> Parade (include map) <input type="checkbox"/> Walk or Run (include map) <input type="checkbox"/> Demonstration or rally <input type="checkbox"/> Other: _____									
Location (City Park, Trail, street location or starting point) Include a map with this application that shows all items checked on the following pages:									
Description of assistance requested from North Salt Lake City departments (Police, Streets, Parks, etc.). Additional details should be provided on subsequent pages: 									
Note: Unless the City has agreed to provide such services, you are responsible for cleaning the special event area of clutter & debris and disposing of all waste in accordance with city rules and regulations. You are also responsible for any property damage.									
Set-Up: Day of week: _____ Date: _____ Time: _____	Take Down: Day of week: _____ Date: _____ Time: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Estimated Attendance</th> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">If expected attendance is 500 or more, Mass gathering rules may apply.</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Participants:</td> <td style="width: 50%; padding: 5px;">Spectators:</td> </tr> </table>		Estimated Attendance		If expected attendance is 500 or more, Mass gathering rules may apply.		Participants:	Spectators:
Estimated Attendance									
If expected attendance is 500 or more, Mass gathering rules may apply.									
Participants:	Spectators:								
Priority: Section 3 of the Athletic Field Use Policy and the Trail Use Policy establish North Salt Lake City's priority when considering use applications for City facilities.		Estimate of North Salt Lake resident participants %							
Organization: Name: _____ Phone: _____ Contact: Name: _____ Daytime Phone: _____ Street: _____ Cell or Evening Phone: _____ City: _____ State: _____ Zip: _____ FAX: _____ Email: _____ Website: _____									
Secondary Contact: Name: _____ Phone: _____ Email: _____									
I agree to abide by all rules and regulations of North Salt Lake City and any county, state or federal laws that may be applicable to my event. I agree to indemnify and hold harmless North Salt Lake City Corporation from any and all liability or obligation arising from or in connection with this event. If submitting this application electronically, I agree to be legally bound by the terms and conditions contained in the Application.									
Signature (or name if form is transmitted electronically): _____			Date: _____						
Received by:: _____			Date: _____						

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event. North Salt Lake City Corporation reserves the right to deny approval of special events that do not comply with City ordinances and/or policies.

Yes	No	ITEM	DETAILS	Fee
<p>Please answer yes or no on all items below as they relate to your event. If requested, provide a detailed explanation under “details” for each “yes” item. Refer to the individual requirements in each section. The information you give us will help us to provide you the best service possible. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. Some items may require additional permits, licenses, or insurance. Events that require extra city support may be assessed fees for services. You will be notified of any fees and they will be payable before your event permit can be issued. If you have questions, please contact the Parks, Trails, Arts and Recreation Secretary. Your permit will be issued after all necessary departments have responded with their recommendations or approval.</p>				
		Liability Insurance	Certificate of insurance must be provided. Please complete information below and submit the Special Event Application even if you have not received your certificate of insurance. The certificate should be provided to North Salt Lake City with submission of this application.	Events must provide their own insurance.
		Company/Agent: _____ Telephone #: _____ Fax #: _____ Address: _____ City: _____ State: _____ Zip: _____		
		Sales Tax	Utah State Tax Commission has been contacted. Call their special events office for tax reporting requirements – 801-297-6303	
		Admission to be charged	Prices: _____	No Fee
		Special Event Deposit	A deposit is required for each event. Deposit amount is determined by estimated participants and can be found in the comprehensive fee schedule. Deposits minus incurred costs are refundable.	Payable to Licensing Dept.
		Sales – Merchandise, food and/or vendors	Each vendor is required to have a temporary Special Public or Civic Event License. The cost is either \$5 per day, \$15 for up to 7 consecutive days, or a series of weekends up to 15 weeks for \$25. It is preferable that the event coordinator obtain the licenses for all vendors prior to the event	Payable to Licensing Dept.
		Alcoholic Beverages	It shall be unlawful for any person to consume beer or any alcoholic beverage, or to have in his or her possession any beer or alcoholic beverage, within any public park within the jurisdiction limits of the city. (Ord. 94-4, 4-19-1994)	
		Park Reservation Which Park is reserved? _____	If the event includes use of a North Salt Lake City Park, the park must be reserved. All applicable reservation fees will be charged and must be paid before the reservation can be confirmed. Small, non-reservable parks are not available for special events because of the lack of sufficient facilities and services required for large functions. A site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application.	Fees payable NSL City
		Large Inflatables	Shall not be located on grass areas for more than a 12 hour period. Please provide a description of inflatable type. North Salt Lake City reserves the right to deny approval of any inflatable.	
		Electrical requirements	Identify electrical needs and they will be accommodated if possible. Otherwise, generators must be provided by the event organizers.	

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

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Yes	No	ITEM	DETAILS	Fee
		Trash Cans / Collection	Tipping fee is \$10 per can if extra trash cans are provided by the city. Parks normally have sufficient trash cans provided with a paid reservation. Number & locations of extra trash cans requested:	
Fire Marshal Concerns:				
		Canopies or Tents Quantity Size _____ _____ _____ _____ _____ _____ _____	Per fire code, a permit from the Fire Department is required for any membrane structure or tent with sides and an area of more than 400 square feet; Tents without sides over 700 square feet require a permit. Multiple tents placed side by side (grouped together) may not exceed 700 square feet in combined area. A clearance of at least 12 feet between structures, other tents or groups of tents will be provided. Please contact the South Davis Metro Fire Marshal's office for permits or questions- 801-677-2400 <input type="checkbox"/> Yes <input type="checkbox"/> No Tents will have side walls. <input type="checkbox"/> Yes <input type="checkbox"/> No Heaters will be utilized.	
		Fencing or scaffolding	List sizes. May require Fire Marshal inspection.	
		Fireworks / Pyrotechnics	Prohibited in North Salt Lake City parks and Trails	
		Fire (candles, heaters, fireplace, campfire, etc.)	Describe in detail:	
		Propane gas	Tanks must be secured and may require inspection by the Fire Marshal. Fire extinguishers must be on site.	
		First Aid Station	Requests for ambulance and EMT services must be submitted to the fire department. Call 801-677-2400 to make arrangements.	Fees payable to Fire Dept
Police Department Concerns				
		Music Amplification	Noise Ordinance is applicable. All events with amplified music must apply for a Noise Ordinance Variance.	
		PA System	Noise Ordinance may be applicable. If noise ordinance limits are to be exceeded, application must be made for a Noise Ordinance Variance.	
		Noise Ordinance Variance	Noise Ordinance variance has been applied for.	

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event. North Salt Lake City Corporation reserves the right to deny approval of special events that do not comply with City ordinances and/or policies.

Yes	No	ITEM	DETAILS	Fee
		Foot Race or Walk	Please provide a map showing route including start, finish, traffic control points, volunteer locations, and aid stations (if applicable). Course markings must be done with chalk. Entire course must be cleaned up after the event. In the description of your event on page 5, describe where participants will be on the roadways, number of volunteers or police officers, how you plan on controlling traffic, who has right- of-way, etc.	
		Vehicles <input type="checkbox"/> Cars <input type="checkbox"/> Bicycles <input type="checkbox"/> Motorcycles <input type="checkbox"/> ATV's <input type="checkbox"/> Other	Driving on Trails or lawns in parks is prohibited unless special permission has been granted. Describe vehicular activity:	
		Road Closure Roads to be closed:	Please attach a map. A 20 foot open fire lane must be maintained at all times. You must provide your own barricades and signs. Signage and barricading must comply with UDOT standards. Closures of state highways require a UDOT encroachment permit as well as a traffic control plan. (US 89 & Redwood Rd) Applications must be done online at www.udot.utah.gov or call 801-620-1600. <input type="checkbox"/> We will provide everything to close road and will do it ourselves. <input type="checkbox"/> We need City to close road. Fees will be assessed and are payable in advance. (Mandatory meeting for City barricading plan – call 801-335-8723 to schedule.)	
		Security / Crowd Control	Events must provide their own security. If the police department determines that police presence is necessary or if the event requests police presence, a fee will be assessed. List assistance needed:	Fees payable to Police Department
		Traffic Control	If traffic control is provided by police a fee will be assessed. List assistance needed:	Fees payable to Police Department
Health Department Concerns:				
		Health Department	Health Department has been contacted (necessary for mass gathering or if you are having food vendors at your event).	

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event.

North Salt Lake City Corporation reserves the right to deny approval of special events that do not comply with City ordinances and/or policies.

Yes	No	ITEM	DETAILS	Fee
		Mass Gathering Expected attendance:	If a public event has 500 people in attendance for over two hours, a mass gathering permit must be applied for through the Davis County Health Department, Food Facilities Bureau: 22 South State Street Clearfield, Utah 84015 Phone 801-525-5120 Website: http://www.daviscountyutah.gov/health/ Application is due at least 30 days before the event is to be held. Fees are determined by the health department and may vary according to activities at the event.	Fees payable to Health Dept
		Porta Potties / Toilets / Hand Washing Stations (As Per Mass Gathering Permit)	Attendance anticipated at over 500 people for more than 2 hours: If available permanent facilities do not meet the requirements of the mass gathering law, you must provide portable toilets and hand washing stations (hand sanitizers in winter) if available. Indicate quantity & locations on your map or list them below if a map is not required. Please note that portable toilets cannot be located within 100 feet of food. Quantities & Locations:	Event must provide its own portable units.
		Food <input type="checkbox"/> preparation on site <input type="checkbox"/> sales <input type="checkbox"/> catered by restaurant <input type="checkbox"/> prepackaged food <input type="checkbox"/> food vendors	Health Department needs to be contacted - A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact: Davis County Health Department, Food Facilities Bureau: 22 South State Street Clearfield, Utah 84015 Phone 801-525-5120 Website: http://www.daviscountyutah.gov/health/ When the permit is obtained, a copy should be forwarded to North Salt Lake City Parks, Trails, Arts and Recreation secretary. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times. If cooking with oils, such as in a deep fryer, a pan with oil or other type of device with oil being over a ¼ inch in depth, a “K” type fire extinguisher is required.	Fees payable to Health Dept

Please describe your event. Attach additional pages if necessary.

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event. North Salt Lake City Corporation reserves the right to deny approval of special events that do not comply with City ordinances and/or policies.

Do not write below this section. You will be notified of approval, modifications needed, fees, or denial of your event after your application has been reviewed by all departments involved in the approval process.

EVENT APPROVALS:			DEPARTMENTAL RECOMMENDATIONS
Req'd	Department Approval Signatures:	Approved as Submitted	COMMENTS Including denial of event or modification needed. Include fees to be billed
	Parks, Trails , Arts and Recreation Advisory Board	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	City Manager:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Police:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Fire:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Public Works & Parks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other Approval or Information Copy:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Special Events (If Applicable)	Info	Copy of event application sent to: <input type="checkbox"/> Utah State Tax Commission FAX 801-297-6358 <input type="checkbox"/> Davis County Health Department FAX 801-525-5119 <input type="checkbox"/> UDOT FAX 801-620-1665 <input type="checkbox"/> UTA FAX 801-626-1218

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT
 Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event.
 North Salt Lake City Corporation reserves the right to deny approval of special events that do not comply with City ordinances and/or policies.



ATHLETIC FIELD USE POLICY

Policy: **ATHLETIC FIELD USE**

Purpose: This Athletic Field Use Policy was developed to manage North Salt Lake City athletic fields in a manner that assures equitable distribution and maximum use of facilities by the public. Further, these policies are intended to promote the open enjoyment by the public and encourage use for general recreational play.

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Policy Requirements:

Section 1. Overview

This Athletic Field Use Comprehensive Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures and policies.
2. Managing the limited number of athletic 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. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long term field conditions.

Section 2. Scheduling Procedures and Requirements (league, tournaments, games, and practices)

- 1) Application Dates
 - a) Spring and Summer Use - 5 pm 2nd Thursday in January
 - b) Fall and Winter Use - 5 pm 2nd Thursday in June
 - c) Applications received after these dates will be considered on a first come first serve basis and in accordance with other procedures outlined in this policy.
- 2) Application Requirements
 - a) Facility use applicants shall submit a Facility/Field Request Form, Certificate of Insurance, and game schedule request to the City Recorder or designee.
 - b) Applicants must provide residency percentage for each team requesting fields.
 - c) Applications made for an organization must be made by league president or designated representative. Applications made for individual teams must be made by the head coach.
 - d) All organizations and leagues shall secure and maintain, at no expense to North Salt Lake City, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under such insurance:
 - i) North Salt Lake City shall be identified as an additional named insured;
 - ii) Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
and
 - iii) Insurance verification is required at the time of application submittal. The organization, league coordinator or president shall, at the time of application submittal, file with North Salt Lake City a certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
 - e) Tournament requests must be in writing and accompanied with a Facility/Field Request Form and Certificate of Insurance. Insurance requirements are defined above.
 - f) The City Manager may waive insurance requirements when he or she determines that the risk to the City is limited.
 - g) Before a field is reserved for a scheduled use, a Facilities Use Agreement must be signed by the user of the field.

- 3) Limitations
- a) North Salt Lake City reserves the right to limit the amount of play permitted on athletic fields.
 - b) North Salt Lake City also reserves the right to limit the amount of 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
- 4) Notices
- a) North Salt Lake City will assign game locations and times in conjunction with submitted requests. Users must meet requirements as outlined within this document. Allocations for games are based on the total number of requests received, availability, and priority outlines. Assignments accepted may be charged to the league, used or not. When possible, openings will be offered to other leagues on a priority basis as defined within Section 3 of this policy.
 - b) All user representatives (league presidents, designated representatives, schedulers, etc) are required to attend the North Salt Lake City orientation meeting prior to the beginning of each year. The third Thursday in February at 7pm in the North Salt Lake City Hall will be the date of this meeting. Failure to attend may result in the loss of field use for that team or organization for the upcoming season.
 - c) No facilities/fields are scheduled on Sundays.
 - d) When possible, confirmation of facility/field use will be delivered one week prior to league start date.
 - e) Additional facility/field requests associated with leagues, organized play, and community requests will be considered based upon facility/field availability. North Salt Lake City shall have the authority to approve or deny specific requests.
 - f) Facility/field users shall provide North Salt Lake City with a printed schedule of their league activities and contact names and numbers.
 - g) Team or organization schedulers are required to give sufficient notice when requesting in-season changes in a request for facility/field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the facility/field.

Section 3. 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.

North Salt Lake City will consider the primary and secondary designed uses for facilities/fields when considering assignment of priorities for use of it facilities/fields. The following are the priority for use applications:

1. North Salt Lake City sponsored programs and events
2. North Salt Lake City Co-sponsored programs and events
3. Resident Based Open Youth Recreation League programs
4. South Davis Recreation District programs and events
5. Davis School District programs
6. Resident Based Open Adult Recreation League programs
7. Resident Based Restricted Youth Recreation League programs

8. Resident Based Independent Teams or programs
9. Non-Resident Based Teams or programs

Section 4. Athletic Fields, Use Types, Season Descriptions and Lighting Availability

North Salt Lake City is responsible for scheduling the following. Fields are available for scheduled games:

Park Athletic Fields: Examples

		Approximate	
<u>Sports Field</u>	<u>Type of Use</u>	<u>League Requested Seasons</u>	<u>Lights</u>
Foxboro Park	3 Soccer Fields	April 1 – October 31	No
Hatch Park	1 Baseball Diamond 1 Soccer Field	April 1 – October 31	No

- Fields may be available on a limited basis based upon maintenance resources and field conditions.
- Parks listed and those not listed are first come first serve for practices (with the exception of North Salt Lake City programs), all games shall be scheduled.

North Salt Lake City reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage, (which would cause hazardous safety considerations) and opportunities for necessary field preservation and maintenance requirements. If a game is canceled then all practices will not be allowed either. Failure to comply may result in loss of field use for that team or organization.

Section 5. Fees and Charges

Fees and charges are governed by the Consolidated Fee Schedule adopted by a separate resolution of the North Salt Lake City Council. Fees may be changed at anytime. Check the Recreation Fee Schedule to determine the most recent fee schedule.

1. North Salt Lake City reserves the right to increase field usage fees when the City may incur additional cost.
2. Final payment for field use is due in advance or within 30 days of billing at the discretion of the City. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the following year. Credits/Deposits on account will be applied on the billing statement.
3. Cancellation of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to schedule the field.

4. Any unauthorized use of fields may be subject to a **\$100.00** fine and the team, league or association in violation may be suspended from further field use.
5. Users are expected to leave facilities clean and in good condition. A charge will be billed to the responsible party for any required cleaning or repair.
6. **RAINOUTS:** Fees will be waived for games that are rained out by the City or appropriately cancelled by the league official or umpire.

For further assistance and field reservations, call North Salt Lake City at 801-335-8700 All calls pertaining to scheduling should be made between 7:00 a.m. – 5:30 p.m., Monday through Thursday.

Appendices

- A. Definitions
- B. Rules and Regulations
- C. Facility/Field Request Form

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 Park Athletic Facilities.

City – North Salt Lake City.

Sponsored City Programs – Programs directly operated and managed by North Salt Lake City.

Co-sponsored City Programs – Programs not directly operated and managed by North Salt Lake City but officially co-sponsored.

South Davis Recreation District Programs – Programs directly administered by the South Davis Recreation District.

School District Programs – These are interscholastic or intramural activities directly managed by the Davis School District. Club or PTSA sponsored activities qualify under the definition of Independent Resident Teams/Activities.

Open Youth Recreation League Programs – Programs open to all youth residing in North Salt Lake City under 18 years of age and not in direct competition with North Salt Lake City current programs. Open Youth programs do not “cut” players, and generally require minimum playing time for all participants.

Open Adult Recreation League Programs – Programs open to all adults residing in Wood Cross City that offer all participants, over 18 years in age and not in direct competition with North Salt Lake City current programs, the opportunity to actively participate on a team (no cuts). The focus of the program is recreational participation.

Restricted Youth Recreation League Programs – Programs often referred to as “select” programs for youth residing in North Salt Lake City under 18 year of age. These programs often involve tryouts or other forms of selection to create teams. These programs often do not require minimum playing time for all participants. Participants not “selected” are often encouraged to sign up for Open Recreational League Programs.

Resident Based Youth League – A resident youth league that has minimum of 51 percent of the players on team rosters that reside in North Salt Lake City

Non-Resident Based Team or program – A non-resident team or program is a program/roster or where the expected participation is by less than 50 percent city residents.

North Salt Lake City Resident – An individual that lives within the incorporated boundaries of North Salt Lake City.

Non-Resident – Individuals that do not live within the incorporated boundaries of North Salt Lake City.

Independent Resident Teams/Activities – Programs or activities not affiliated with a league, or another organization identified in this policy. Classification as “resident” requires at least 51% of participants to live in North Salt Lake City.

Rules and Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in the main policy document.

1. Alcoholic beverages are not allowed at any parks and recreation facilities owned or maintained by North Salt Lake City at any time.
2. All North Salt Lake City Facilities are smoke free.
3. Users should respect field maintenance personnel.
4. North Salt Lake City reserves the right to limit the amount of play permitted on sport fields.
5. City fields will be available for use, weather permitting, according to the published availability schedule (approximately April 1 of each year).
6. Teams may not use fields unless approved and pre-scheduled.
7. Individual or small-group walk-in play is not permitted on fields which have been prepared for games.
8. There is to be no scheduled play at North Salt Lake City athletic facilities prior to 8:00 am. unless approved by North Salt Lake City.
9. There is to be no use after dusk unless approved by North Salt Lake City.
10. No scheduled league Sunday games unless approved by North Salt Lake City. **No tournaments can be played on Sundays.**
11. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of North Salt Lake City field usage policies regarding field rentals and usage.
12. North Salt Lake City encourages coaches training in all programs utilizing City facilities.
13. Baseball/Softball Use - Fields will not be lined. It is up to the individual organizations to line the fields as needed. Bases will be provided at previously determined distance. **At no time is a field user to make any types of repairs or alterations to existing field conditions; no exceptions.**
14. Football/Soccer Use - Fields will not be lined. It is up to the individual organization to line the fields as needed. Users are encouraged to rotate practices around fields to alleviate wear patterns. **At no time is a field user to make any types of repairs or alterations to existing field conditions; no exceptions.**
15. Recreation Director shall have final say on field playability and safety during inclement weather conditions; **no exceptions.**
16. The use of portable goals must be approved by North Salt Lake City.
17. The use of fencing or backstops for “pickle”, “pepper”, “soft toss” or batting practice is strictly prohibited.

18. **Climbing on fences, backstops, dugouts, or soccer goals is not permitted.**
19. **Field Closure/Rainouts** – During periods of inclement weather, field closures may result as determined by North Salt Lake City personnel. Closures may also result from poor playing conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the field back to a playable condition. It is the user organization’s responsibility to obtain field closure information. Call (801) 335-8700, www.nslcity.org for an up-to date report on field closures. Fees will be waived for games that are cancelled by the City. Games for which fields have been prepped that are then cancelled by the league may be charged the normal or partial game fee.
20. If a field is rained out, no field use is allowed, for practice or games; **no exceptions.**
21. **Field Closure/Rescheduling** – It is the organization’s responsibility to contact the scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.
22. In case of athletic field emergencies, sprinklers coming on, too many teams assigned to one field, etc.) Monday through Thursday before 5:30 p.m., please contact North Salt Lake City at (801) 335-8683. After 5 p.m. Monday through Thursday and all day Friday, Saturday, Sunday, and holidays, please contact the **Parks On Call** at (801) 381-6585 *These numbers are for emergency use only.*
23. Leagues and Tournament Directors are responsible to ensure individual teams clean up their respective dugouts, and assure scorers’ booth is kept clean, garbage containers are provided and containers should be emptied at the end of each day.
24. **Leagues, tournament Directors, and coaches are responsible for the behavior of those participating and observing their events.**
25. Outside sourced concessions are not permitted at any North Salt Lake City facilities.
26. Vendors (non-food) must be pre-approved by the Recreation Director.
27. Managers/Coaches are required to carry their approved field usage request form to the field for verification of field reservation.
28. Observe all park rules. When driving through park parking lots (speed limit – 15 mph), please be especially watchful for children and obey speed limits.
29. North Salt Lake City is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, lock your car doors, and keep valuables out of sight or at home.
30. Cars improperly parked may be towed.

Appendix C

NORTH SALT LAKE CITY
FACILITY/FIELD REQUEST

APPLICATION
DATE _____

ORGANIZATION, INDIVIDUAL, OR EVENT _____

RESPONSIBLE SUPERVISOR _____

ADDRESS _____

EMAIL ADDRESS _____

CELL PHONE _____ OTHER PHONE _____

FACILITY OR FIELD(S) REQUESTED _____

ACTIVITY _____

REQUESTED DATE(S)/TIME

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

OFFICE USE ONLY	
APPROVED	

EQUIPMENT (IF APPLICABLE) _____

COMMENTS _____

SIGNATURE _____

OFFICE USE DEPOSIT _____ RECEIPT # _____ By _____

Action Items (for Jan. 21, 2014)

Item	Chair	Committee	Description	Done
NEW				
1	Paul		Provide update to council after meeting with landscape architect on Deer Hollow. <i>Met with architect; staff recommended changes. They will make adjustments to the plan and a meeting will be arranged with the Deer Hollow master plan committee.</i>	
2		Paul, Barry, Dave C.	Prepare map showing all mining areas and issues. Mayor asked David Church to see if the city can stop mining on the state pit. Mayor Arave wants a meeting set up to discuss issues with mining – Monte Thomas Pit, LRP, etc. <i>Ken is working on map.</i>	
4	Jon		Amend trails use policy and special event application removing the inflatables/bounce house grass restrictions and the Sunday closure. Suggestion was also made to revise section regarding reservations and limitations to one reservation per month on a first-come-first-served basis. Also include charging a reasonable deposit for use (esp. for tournaments and other heavy use) – <i>On 1-21 agenda for approval. Fee recommendations to come later.</i>	
5		Barry, Janice	Re: Parks Trails Arts and Rec. Comm, council recommended using the NSL Live fund for events and asked Barry to look into adding bylaws/policy on how the money can be spent. Suggestions included having the committee provide a budget or require a budget prior to each event and who the committee would need to obtain approval from, if necessary. <i>Once committee is selected, bylaws can be drafted.</i>	
OLD				
1			Paul/Jon - Monument/sign “Art Gregerson Memorial Trail” – <i>have attempted to contact Steve Gregerson to get family’s input on monument – have come up with some examples.</i>	
2			David Church – Review Interlocal Agreement with Wasatch Integrated Waste Mgmt. What is city’s obligation? <i>David has agreement and is working on this.</i>	
3			Public hearing to determine if a Verizon tower/water tower be placed at the golf course. Barry commented that renderings could be created to show the public what it would look like at the hearing with the Planning Commission and that the item would then be brought back to the City Council. <i>Verizon personnel were notified by city staff of the requirements for noticing a public hearing. We are still waiting for the submittal of names and addresses of affected property owners so that proper notice can be made.</i>	
4			Davis Co. Health Dept. – basic finding/cancer levels report expected at end of December; soil sample report in six months. <i>Linda has left message.</i>	
5	Craig	Jon Janice	Paul -- divide landscape plan for Foxboro park strips (adjacent to wetlands) into phases and bring back to Council in February, 2014.	
6	Ken	Jon Craig	Staff to study options for wi-fi tower including other sites or treatment of the tower and site to make it more appealing. Keep neighborhood informed with communication, including a neighborhood meeting if needed. <i>In progress.</i>	
7	Jon	Ken Paul	Ken – look at establishing building standard codes (CCRs) for the industrial park. <i>Jim working on this.</i>	
8	Brent	Janice Ken	Janice - will do some additional review on actual staff costs and fee study, and make a recommendation to the Council at the first meeting in November, 2013. <i>Fee study is complete. Community Development to put together recommendation for Council to Review at future meeting.</i>	
STALE				
1			David Church to do ‘hold harmless agreement” for trail system. Find out from Dave Peters what, if anything, he did. <i>Sale of Granite parcel is pending, project on hold.</i>	
2			Ken – work to get important thoroughfares cleaned up, i.e. Hwy. 89, Redwood Road, etc. <i>Ken will be working on this until he retires or is replaced.</i>	
3			Paul Ottoson and Council Member Porter will work on maps for the trails. <i>This has been completed, except for “you are here” markers at junctions. (Spring 2013). Working to set up a trails committee meeting. Waiting for Davis County to designating the Bonneville Shoreline Trail.</i>	