

SYRACUSE CITY

ATHLETIC FIELD/FACILITY USAGE POLICY

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

GENERAL POLICY:

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

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

C. FACILITY USE PERMITS – Citizens of Syracuse and other users of the facilities are granted restricted use of the facilities by a Facility Use Permit, which is issued by the Parks and Recreation Department.

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 Syracuse City property. It is also unlawful to drive any vehicle over any 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 Syracuse 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 Syracuse 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 Syracuse City. Users will be required to obey all laws and ordinances of Syracuse 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 Syracuse 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 PREPARATION – It is mandatory that Field preparation be completed by Syracuse City Staff. Exceptions to this requirement must be approved by the Parks and Recreation Director/Assistant Parks and Recreation Director, or another designated City Official.

- Exceptions: Field users are responsible to move goals from field after each practice/game to avoid turf damage and wear and tear in the goal box.
- Field users are responsible for anchoring all goals before each practice and game.

H. FIELD USAGE – Any use of Syracuse City athletic fields must be approved and scheduled in advance according to the terms outlined in this policy. Syracuse City athletic fields will be defined as Category 1, Category 2 and Category 3. A current listing of field designations is included in Appendix B.

- Category 1 – Tournament level field. Can be used for either practices or games. Practice fields will generally not be prepped unless requested by the field users. Requested field preparation for practices will be subject to additional fees.
- Category 2 – Can be used for either practices or games. Practice fields will generally not be prepped unless requested by the field users. Requested field preparation for practices will be subject to additional fees.
- Category 3 – Small practice area. Fields will generally not be prepped unless requested by the field users. Requested field preparation for practices will be subject to additional fees.
- After fields are scheduled at the beginning of each season, any requests for games, practices or make-up games will be scheduled on an as-available basis. Syracuse 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

I. FIELD MAINTENANCE/RENOVATION – To help maintain the quality and playability of Syracuse City 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.

J. INCLEMENT WEATHER FIELD CLOSURES – Syracuse 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.

K. CLOSING TIME – Facilities must be vacated by no later than 11:00 p.m. Exceptions to this requirement must be approved by the Parks and Recreation Director/Assistant Parks and Recreation Director or other designated City Official.

L. UNAUTHORIZED USE/VIOLATION OF POLICY – Any unauthorized use of fields or violation of the policy may be subject to a \$250.00 fine and the team(s) in violation and the league or association may be

suspended from further field use. Any damage caused by unauthorized use of fields shall be the responsibility of the team, league or association, and shall be paid before further use is authorized. First time violations of this policy will generally result in a fine, while subsequent policy violations will result in a minimum of a one- year suspension.

M. 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 Syracuse City. The authority to operate any and all concessions thereon shall be the sole privilege of Syracuse City and/or its assigns.

N. USAGE FEES – Any group or individual issued a Facility Use Permit will be subject to the fee schedule outlined in Appendix A.

GROUP/INDIVIDUAL 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 Syracuse City Parks and Recreation 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 by the City Council.

1. City sponsored activities, programs, games, practices, leagues and tournaments
2. City co-sponsored activities, programs, games, practices, leagues and tournaments
3. Interlocal agreements with Davis County Schools,
4. Syracuse resident
5. Independent resident teams/activities
6. Non-resident

APPLICATION PROCESS:

A. APPLICATIONS – Athletic Field/Facility Use Permit applications for single or repeated use will be accepted annually from January 1 to February 1 for spring and summer seasons, and between May 1 and July 1 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. Syracuse City reserves the right to limit the number of requests per applicant. Applications received after the application deadline will be evaluated based on field availability.

B. ORIENTATION MEETING – At least one representative from each user (league presidents, designated representatives, schedulers, etc.) is required to attend a field use and orientation meeting prior to the beginning of spring/fall season. Failure to attend will result in the loss of field use for that team or organization for the upcoming season.

C. SECURITY DEPOSIT – A refundable security deposit of \$50 for single use or \$200 for tournaments/ extended use is required at the time of reservation. 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 is left clean the deposit shall be returned after the facility is inspected. Failure to pay the security deposit by this date will invalidate the application and the facility use request.

D. LIABILITY INSURANCE – Liability insurance with a company authorized and licensed to conduct business within the State of Utah shall be obtained and Syracuse City Corporation shall be named as co-insured with liability limits of \$1,000,000. Proof of this insurance coverage must be presented to Syracuse City no later than 72 hours before use of the facility. Syracuse City recommends to grantees of facility use permits that they require their participants to have their own health and accident insurance coverage. Failure to submit the required proof of insurance by this date will invalidate the application and the facility use request.

E. FEE PAYMENT – All fees are due in full before a permit will be issued. Failure to pay the usage fees 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 Syracuse City denies a request for use and a facility use permit is not issued, all deposits and fees will be returned without penalty.

F. CANCELLATION – Fees will ONLY be waived for games that are rained out by the City or appropriately cancelled by the league official or umpire. Field reservation fee WILL NOT be refunded for any other purpose. As a result, users are encouraged to give careful consideration to the dates and times of requested field use. Users who have been granted a Field Use Permit will be charged for the requested dates/times whether or not the fields are actually used when cancellation is not related to weather related field conditions.

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. 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.

D. Any unauthorized use of fields or violation of the policy may be subject to a \$250.00 fine and the team in violation and the league or association may be suspended from further field use. Any damage caused by unauthorized use of fields shall be the responsibility of the team, league or association, and shall be paid before further use is authorized. First time violations of this policy will generally result in a fine, while subsequent policy violations will result in a minimum of a one-year suspension.

APPENDIX A

USAGE FEES			
	Category 1	Category 2	Category 3
Multi-Sport Field Rental	\$25.00/Hour	\$20.00/Hour	\$15.00/Hour
Field Prep	\$25.00/Field	\$25.00/Field	\$25.00/Field
Weekend Field Prep	\$35.00/Field	\$35.00/Field	\$25.00/Field
Lights Rental	\$15.00/Hour	N/A	N/A
Scoreboard Rental	\$15.00/Hour	\$15.00/Hour	N/A
USAGE FEES-MULTIPLE USE (AFTER 10 HOURS OF FIELD RENTALS)	Category 1	Category 2	Category 3
Multi-Sport Field Rental	\$20.00/Hour	\$15.00/Hour	\$10.00/Hour
USAGE FEES-MULTIPLE USE (AFTER 40 HOURS OF FIELD RENTALS)	Category 1	Category 2	Category 3
Multi-Sport Field Rental	\$15.00/Hour	\$10.00/Hour	\$8.00/Hour

APPENDIX B

- **Category 1**

- Founders Park
- East Rock Creek Park

- **Category 2**

- Canterbury Park
- Fremont Park
- Bluffridge Park
- Linda Vista Park

- **Category 3**

- Trailside Park
- Stoker Park
- Tuscany Park
- West Rock Creek Park

Fields are available April 1 through October 31, unless other arrangements are made with Syracuse City Parks and Recreation Department.