



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. **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 Community Services 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 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 PREPARATION**- It is mandatory that Field preparation be completed by Clearfield City staff. Exceptions to this requirement must be approved by the Community Services Director or other designated City Official.

- H. FIELD USAGE – Any use of Clearfield City athletic fields must be approved and scheduled in advance according to the terms outlined in this policy. Although field use includes both game and practice times, fees will only be charged for game use.

Clearfield City athletic fields will be defined as game and practice fields. A current listing of field designations is included in Appendix B.

- Game Fields – Reserved for game use only. These fields will be prepped regularly and kept in game condition. An additional weekly fee of \$5 per field will be charged for preparation of Game Fields for each field used.
- Practice Fields – Can be used for either practices or games. Practice fields will generally not be prepped unless requested by the field users. Practice fields may be used for games when the required fees have been paid. Requested field preparation for practice fields will be subject to additional fees. Fees for field use are outlined in Section N of this policy.
- Games will take precedence over practices.

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

- I. FIELD MAINTENANCE/RENOVATION. To help maintain the quality and playability of Clearfield 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 – 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 rainout line at 801-525-2890** Monday through Friday before 4:00 P.M, and Saturdays before 8:00 A.M. to verify field closures.
- K. 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.
- L. 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(s) in violation and the league or

association may be suspended from further field use. 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 Clearfield City Corporation. The authority to operate any and all concessions thereon shall be the sole privilege of Clearfield City and/or its assigns.

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

Fee	Priority Group A	Priority Group 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 per field	\$25.00 Monday- Friday \$40.00 on Saturday	\$25.00 Monday- Friday \$40.00 on Saturday
Soccer Field Prep 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

* An additional weekly fee of \$5 per field will be charged for preparation of Game Fields for each field used.

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 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. Davis County K-12 Schools, Religious and Civic programs
- 4. Non-profit Youth Recreation League Programs**
- 5. Non-profit Adult Recreation League Programs**
6. Non Profit Youth Competition League Programs
7. Non Profit Adult Competition League Programs
8. For-profit Commercial Youth League Programs
9. For-profit Commercial Adult League Programs

10. Clearfield resident

11. Non-resident

12. Independent Resident Teams/Activities

* Groups 4,5, and 10 (bolded) are included in Priority Group A

** Groups 6,7,8,9,11, and 12 are included in Priority Group B

** Definitions of these 12 categories are included in Appendix A

III. APPLICATION PROCESS:

- A. **APPLICATIONS** – Athletic Field/Facility Use Permit applications for single or repeated use will be accepted annually from January 1st to March 1st for spring and summer seasons, and between May 1st and July 1st 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. Clearfield City Corporation reserves the right to limit the number of requests per applicant. All applicants will be notified by the second Friday in March for spring schedules, and by the second Friday in July for Fall schedules regarding the status of their request/application. 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 season. This meeting will be held on **the first Wednesday in February at 6:00 p.m.** Failure to attend will result in the loss of field use for that team or organization for the upcoming season. A fall orientation will be held on **the second Wednesday in July at 6:00 p.m.**, if required, based on the number of new applications received.
- C. **SECURITY DEPOSIT** – A refundable security deposit of \$100 for single use or \$250 for tournaments and large scale events is required by March 25th or the first business day thereafter if March 25th falls on a weekend. 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 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 by March 25th or the first business day thereafter if March 25th falls on a weekend. Clearfield City Corporation recommends to grantees of Facility Use Permits that they require their participants to have their own health and accident insurance coverage. Failure submit the required proof of insurance by this date will invalidate the application and the facility use request.
- E. **FEE PAYMENT** – All usage fees and a schedule of events are due in full no later than March 25th or the first business day thereafter if March 25th falls on a weekend. Failure to pay the usage fees by this date 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.

- 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. Fridays will be reserved for make-up games. Field reservations 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.

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. 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 **Rainout Line at 801-525-2890** Monday through Friday before 4:00 p.m., and Saturdays before 8:00 a.m. to verify field closures.
- D. Leagues and users have the responsibility to close fields for play when safety and/or field damage is possible.
- E. Fridays will be reserved and used for make-up games.
- F. An athletic field should be considered closed if any of the following conditions exist:
 - 1. There is standing water present on any part of the field that cannot be removed without causing damage to the field.
 - 2. There are muddy conditions present that will not dry by the start of the game.
 - 3. While walking on the field water can be seen or heard with any footstep.
 - 4. While walking on the field of play any impression of your footprint is left in the surface.
 - 5. If water gathers around the sole of a shoe or boot on any portion of the field.
 - 6. If it is raining or lightning is present.
- G. **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. 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

DEFINITIONS

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 Community Services Director. There will be no rental fees charged for City reservations.
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 participants.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.
3. **Official athletic department reservations of all Davis County K-12 schools, Civic and Religious organizations** – located within the physical city limits of Clearfield and having separate use agreements in place.
4. **Non-profit Youth Recreation League Programs** – Programs open to all youth residing in Clearfield City under 18 years of age and not in direct competition with Clearfield City Community Services Department programs. “Recreation” leagues:
 - Do not “cut” players
 - Generally require minimum playing time for all participants
 - Are staffed with volunteer coordinators and coaches
 - Organize teams by age and not by participant skill level.
5. **Non-profit Adult Recreation League Programs** – Programs open to all adults residing in Clearfield City that offer all participants, over 18 years in age and not in direct competition with Clearfield City Community Services Department programs, “Recreation” leagues:
 - Do not “cut” players
 - Generally require minimum playing time for all participants
 - Are staffed with volunteer coordinators and coaches
 - Organize teams by age and not by participant skill level.
6. **Non-profit Youth Competition League Programs** – Programs often referred to as “select” programs for youth residing in Clearfield City under 18 year of age. Competition Leagues:
 - Often involve tryouts or other forms of selection to create teams.
 - Often do not require minimum playing time for all participants.
 - Are staffed with paid coordinators and/or coaches.
 - Organize teams and leagues by the skill/ability of participants.
 - Participants not “selected” are often encouraged to sign up for “Recreation” League Programs.

- Participants are required to pay regular dues (i.e. Tourney fees, multiple uniform fees, etc.)
- Travel Regularly to regional competitions.

7. **Non-profit Adult Competition League Programs** – Programs often referred to as “select” programs for participants residing in Clearfield City over 18 year of age. Competition Leagues:

- Often involve tryouts or other forms of selection to create teams.
- Often do not require minimum playing time for all participants.
- Are staffed with paid coordinators and/or coaches.
- Organize teams and leagues by the skill/ability of participants.
- Participants are required to pay regular dues (i.e. Tourney fees, multiple uniform fees, etc.)
- Travel Regularly to regional competitions.

8. **For-profit Commercial Youth League Programs**

9. **For-profit Commercial Youth League Programs**

10. **Clearfield Resident** – Individual that lives within the incorporated boundaries of Clearfield City.

11. **Non-Resident** – Individuals that do not live within the incorporated boundaries of Clearfield City.

12. **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 Clearfield City.

Appendix B

2015 SEASON

Game Fields

- 1. Barlow Park
 - a) Soccer NE
 - b) Soccer SE
- 2. Fisher Park
 - a) Soccer North
 - b) Soccer South

Practice Fields

- 3. All other fields

SOCCKER FIELDS – Fields are closed between October 31st and April 1st unless arrangements are made with Clearfield Community Services.

FIELD USE AVAILABILITY	AVAILABLE TIMES
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

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

FIELD USE AVAILABILITY	AVAILABLE TIMES
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 _____