

Field Allocation Guide



City of Maricopa
Parks & Recreation Department
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Philosophy

The City of Maricopa Parks & Recreation Department believes in the importance of providing services that improves the quality of life for Maricopa's citizens by providing to the leisure desires of all segments of our community. Cooperation with the public, and commercial entities for the delivery of recreational services is important to expanding our recreational and economic development needs. These guidelines set minimum standards and expectations for the conduct of everyone. Everyone includes, but is not limited to, administrators, participants, coaches, referees, officials, spectators, attendees, parents, teachers, etc.

Purpose

The purpose of this policy is to outline the procedures by which all youth and adult sports organizations request fields or facility rentals from the City of Maricopa Parks & Recreation Department.

Eligibility - Procedures

Any youth or adult sports organization that provides services for Maricopa residents and can demonstrate benefits to the citizens of Maricopa are eligible to reserve fields on a six-month semi-annual basis. All youth and adult sports organizations seeking City services or other benefits under this guide shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Maricopa Risk Management Department.

The applicant will complete the athletic field reservation form and submit the required organizational information to the City of Maricopa by the deadlines as outlined below. All organizations must designate one person to serve as the field scheduler. All communication between the City of Maricopa and the league will be conducted through the designated field scheduler

Field use permits

Field use permits are issued following the biannual allocation process. A permit is issued only after an allocation request has been made, the department has approved all or part of the request, all required documents are submitted, and proof of insurance with endorsement has been shown. A request does not constitute approval.

- A.** A field use permit will not be issued if there is any balance due for prior field use or if the applicant is not otherwise in good standing.
- B.** All field users must have the field use permit available for inspection by City staff, police, and Park Rangers during each use of a location.
- C.** Facility use permits are issued for the reservations of non-sports related facilities such as picnic areas, and other related park amenities. The permits are independent of the field allocation process and must separately be obtained by any organization requesting any park facility for an organization function.
- D.** Tournament, practice, and league game dates must be specified when making field reservations including setup and take down.
- E.** The department must be notified immediately if a reserved field(s) is no longer needed or if there is a change in the organization's playing schedule. Cancellations will be subject to the refund policy set forth herein.



The City of Maricopa will determine how the league or user group meet our residency requirement.

Deadline to request	Rental dates covered
September 1 – October 1	January 1 - June 30
March 1 - April 1	July 1 - December 31

After booking window is complete and closed, fields will be prioritized on a “First Come, First Serve” basis.

Allocation Priorities

The City of Maricopa will utilize a tier system to determine priority:

Tier 1: City of Maricopa Programs

Tier 2: City of Maricopa Unified School District

*Organizations with a current Memorandum of Understanding (MOU) with the City of Maricopa

Tier 3: Groups that serve the local community, and/or non-profit groups are eligible for advance bookings using fields for practices only

Tier 4: Groups serving the local community including but not limited to: Non-Resident Sports Groups, Community Info Fairs, Corporate Parties, Vendors Exhibits, Religious Groups

Allocation process

The allocation of fields will follow the guidelines of this document. Fields will be allocated and permitted biannually for leagues and tournaments as sustainability allows. These allocations are not intended to interrupt field assignments for organizations during the course of a season that has already started.

- The Department reserves the right to make adjustments in the field allocation process as needed to address recognized needs or resolve conflicts.
- All organizations will have a specified time to respond in writing regarding their specific requests for field use including dates and times. Official request should be submitted via the field application. Field request forms will not be reviewed or considered in the allocation process without this payment being received in full at the time of the request.
- After the specified time to receive requests has past, staff will begin the field allocation process of assigning fields, dates and times to various organizations based on the priorities in this policy. Allocations will be conducted in as fair and equitable a manner as possible at the department’s discretion and in accordance with the standards set forth in this policy. It may not be possible to grant all requests.
- Once completed, documentation will be sent outlining the allocation start/end date, as well as any specific or special instructions. Once the permit is finalized additional fees apply for changes, and add-ons are billed at a higher rate.
- The city reserves the right to cancel an allocation to accommodate the needs of any city-sponsored/co-sponsored tournament and/or special event subject to the refund policy set forth herein.



Field Allocation Priorities for Tournaments

The City has a strong interest in developing and attracting tournaments to the community. As such, tournaments will be evaluated on a case-by-case basis with a goal to balance local play with attracting out-of-town visitors and revenue.

- Tournaments will follow the allocation criteria and priority grouping policy as outlined, and priority use of fields will be given to returning tournaments who had the corresponding weekend from the year prior.
- Priority given to multi-day tournaments over single day tournaments
- To book a tournament date you must book at least 8 hours per day between 8 a.m. and 8 p.m. on Saturday and Sunday (hours can be less for overnight and Friday tournament starts)
- At confirmation organizers must be prepared to pay 20% security deposit of field costs including lights, field prep, and add on's. Remaining balance of field costs are due 2 weeks (14 days) prior to the start of the event.
- Start/end times will be finalized when final payment is made 14 days prior to tournament. Once the permit is finalized additional fees apply for changes, and add-ons are billed at a higher rate.
- Additional changes will be subject to the following:
 - Adding field time or services within 2 weeks of the event/tournament organizers will be subject additional fees and higher rates.
 - Any reduction in services or field time within 2 weeks (14 days) of the tournament is considered a cancellation and no refund will be issued.

What to submit:

To finalize the athletic field reservation and begin use of the allocated field space time blocks, an organization must meet all stipulations of use, including but not limited to:

1. Complete Field & Athletic Court Reservation Request Form
2. Signed Terms and Conditions Page (all incomplete forms will be returned)
3. Certificate of Insurance - must include endorsement page and name the City of Maricopa as additional insured. Must include \$1 million in general liability coverage
4. Submit your organization Code of Conduct that addresses participant and spectator behavior which includes, drinking, smoking etc.

How to Submit Your Request

Make sure that all requests are received during the submission deadline for the corresponding season to increase your chances of being awarded field space. You may submit your forms in the following manner; any deviation will result in the request not being processed.

Drop-Off: Parks & Recreation Dept. **Attention:** Niesha Whitman
44345 M.L.K. Jr. Blvd, Maricopa, AZ 85138
Maricopa, AZ. 85138

Email: reservations@maricopa-az.gov



Field Confirmation Process

The City of Maricopa Parks & Recreation will issue an “field permit” within two – three weeks of submission deadline. After the field permit is distributed, an administrative fee will be applied for additional changes.

Billing Schedule

League Games & Practices: The 25th of the month prior to scheduled practice (5-day grace period).

Tournaments: 20% at initial booking. Remaining balance due two weeks (14 days) prior to tournament.

Administrative fee: \$10 per request per permit for changes to completed permits.

Less than 14 days’: Request received with less than 14 days’ notice will increase \$10/hr. per field for Non-Residents, and \$3/hr. per field for Residents. All field prep requests will have an additional \$20 per layout billed per field billed.

Tournaments add on’s:

- **Porta Johns** - tournament’s lasting 4 hours or more on 4 fields or more will be required to have 2 additional restrooms per set of fields. \$85 each
- **Cleaning deposit** - \$250 organizer can choose to provide staff or volunteers to pick up trash or pay the City \$250 to take care of the trash for you. *Please remove full liners and set to a central location for proper disposal and replace with a new trash bag.
- **Staffing** - \$35/hr. for games scheduled after 11 p.m.

User initiated cancellations and refunds

Any cancellations by users must be reported to the Parks & Recreation Dept. via email reservations@maricopa-az.gov 14 days in advance of reservation. In effect of inclement weather or rainouts the Parks & Recreation Dept. will contact you and void fees for said date(s). Field rentals fees, cleaning deposits, staffing fees, and field preparation fees will be refunded according to the following schedule.

- Cancellation 14 days or more prior to event - 100% refund
 - Cancellation within 13 days up to day before event. Deposit only.
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- If fields and/or courts are cancelled, not used or games end early, no refunds, date changes or credits will be issued.
 - Field rental booking deposits are non - refundable.
 - Cleaning Deposits are refundable after the conclusion of the event and are contingent upon the facility condition.

***Any cancellations initiated by the requestor or due to violation of the Athletic Field and Court Usage Policy will not be re-scheduled.**

City of Maricopa initiated permit cancellations and refunds

Subject to the refund policy, the department reserves the right to cancel any reservation (permit) for city field use for any of the following reasons:

- It conflicts with a city-sponsored league, program, activity, or event
- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. City is not obligated to provide alternate fields if none are available.

Field usage rules and regulations

- Games and practices are not to start before 8:00 a.m. or extend past 11:00 p.m. *After hour schedules will include hourly staff charge.
- Any organized activity or Groups of ten or more individuals wishing to use a field are required to acquire a field use permit with the city. A field use permit must be available during use and be presented to any city representative upon request. It is the responsibility of the organization's president and the designated liaison to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. They are also responsible for ensuring that coaches receive a permit and have it available while on site at a facility during field use.
- Use begins and ends at the times stated on the reservation permit including setup and cleanup.

- Groups are not allowed on fields prior to the start time listed on the permit and are required to have the fields cleaned and cleared by the ending time indicated on the permit.
- Additional charges will be incurred for any unauthorized or extended field use beyond the times listed on the permit. Check the reservation permit for specific times to access the fields. Unauthorized or extended field use beyond times listed on the permit may result in the retention of a portion of or all of the deposit and/or result in the cancellation of current use and /or prohibition of future use or loss of good standing.
- No subleasing of fields or assigning of field use permits is allowed under any circumstance. Subleasing of fields may result in revocation of all permits indefinitely.
- Any unauthorized use including using fields without a permit or interfering with another permitted use (squatting) may result in the revocation of any permit indefinitely pending an investigation.
- Department staff will perform all maintenance and field prep on city fields. A field use permit does not authorize an organization to make improvements or perform maintenance or field prep on a city field unless approved by a City staff.
- City fields will have bases available. Users may move or remove bases.
- Fields for practice will not be prepped; rakes are available in 3rd base storage areas.
- Parking is allowed only in designated areas. No vehicles are allowed on City fields or property (other than parking lots) without prior written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues at the user's expense.
- Cars improperly parked may be cited by the City and violators will be responsible for any costs associated with the removal of improperly parked vehicles.
- Amplified sound is not allowed on any field without prior city approval and must be noted on the permit.
- Non-approved vendors will be asked to leave.
- Balls and other equipment thrown, batted, kicked, or otherwise landing on private property shall not be retrieved without the property owner's permission. Climbing walls or entering gates to access private property is prohibited.
- Property boundary walls and fences are not to be used as backstops.
- Portable goals and/or markers are allowed but must be removed daily
- Teams may not pitch or hit from the infield grass. The batter may be moved up on the dirt with the mats in front of home plate, if needed. Place mats back in storage areas upon conclusion of practice do not leave on turf areas.
- No hitting in the natural turf (grass areas).
- Holes may not be dug in the grass or dirt infield.
- Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of all trash. Organizations should ask players and spectators to pick up litter in dugouts, sidelines,

stands and the immediate vicinity of the game or practice. Users are responsible for working with service providers required by the city for any trash removal services.

- Organizations must leave park areas immediately after games and practices safely and quietly, especially after late games. This is a courtesy to neighbors.
- Misuse of a public park or athletic fields or the failure to follow established procedures, rules and regulations by any group or individual of a group is cause for revocation or denial of existing permits or future applications.
- No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without prior written approval from the city.

Maintenance responsibilities

- Field users are responsible for any and all damage or excessive use to city premises, equipment, and property. If after an activity additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly.
- Field users may also be subject to a prepaid deposit amount to cover potential damages that may occur during their reservation request.
- Failure to pay for damages may result in the immediate loss of existing field allocations, the revocation of existing permits, and the refusal of future allocation requests as set forth in the field use agreement.

Turf preservation

Cooperation is needed for the preservation of turf on City fields by following these guidelines:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive damage in one area. Rotate use of areas and, when possible, stay off fringe areas to limit erosion and further damage.
- Do not use fields during or after a heavy rain, or when wet or muddy (see inclement weather policy).
- Multi-use sports team practices are not to be held on the infield area of a softball or baseball field. Softball and baseball practices are not to be held on multi-purpose fields.
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in reserved areas. Allow a distance between fields for safe passage of spectators and participants.
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Copper Sky front desk 520-316-4600, after hours call 520-735-6943 reservations@maricopa-az.gov. When calling, be prepared to fully identify yourself, your location, and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
- Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the City of Maricopa Parks and Recreation Department at 520-316-6865 or the Maricopa Police Department at (520)-568-3673.
- Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas, or non- designated parking spaces.



Inclement Weather

During inclement weather, the city's Sports staff will assess the playability of all fields to determine if use will occur. The Sports supervisor or designated representative has the authority to close any/all fields within the city parks. Groups are expected to contact the Community Services Department at 520-316-4620 to determine field and court availability and promptly forward the information to its participants.

If inclement weather occurs after 2 p.m., all users are expected to use good judgment to determine if fields are playable. Users will be held responsible for any damages to the fields. The fields may not be used, and activities must be cancelled when any of the following conditions exists:

- Water standing on the infields of ball fields or goal mouths/midfield of multipurpose fields
- Where grass is sparse, or field is worn badly and ground is saturated
- Turf can be displaced or dislodged from the ground
- Mud cakes or clings to shoes
- Steady rain is falling
- Dirt (infield) areas are muddy
- Wet courts with standing water

Acknowledge of Receipt

I have received a copy of the "Athletic Field Allocation Guide" document and agree to follow all provisions contained herein:

I have read and understand the contents of the "Athletic Field Allocation Guide" prepared by the City of Maricopa. I will notify my organization that all team coaches and managers must abide by these policies and procedures. I will acknowledge receipt of this guideline document in the Field & Court reservation application.

The City of Maricopa reserves the right to amend and revise this document as needed and will notify recipients prior to any effective amendments or revisions.