

# MCMP Sports Field Reservation/Permit Information and Guidelines

Individuals or groups wishing to **reserve** any sports field for use must submit the appropriate MCMP Sports Field Reservation/Permit Application, must agree to field rental guidelines, must pay all appropriate and applicable fees, and must provide any required documentation.

## Who Needs a Paid/ Permitted Reservation?

- All organized groups/leagues playing organized activities must use the reservation/ permitting and rental fee process. Organized activities are defined as those in which a participation fee is paid, in which there are officiants, in which team rosters are compiled, and/or in which game/tournament schedules are created/provided to participants. Organized groups/leagues may not play a schedule of games on the “first-come, first-served” option that exists for the general public. Organized groups/leagues must complete the application/agreement form, must provide all documentation required of organized groups, and must pay rates for applicable game schedule (League Use Rate or Single Use Hourly Rate).
- Individuals, families or groups from the general public wishing to use the facilities for activities which are not “organized” as described in the first paragraph, but who want to ensure that a field is available for their activity on a specified date must also use the reservation/ permitting and rental fee process. These groups must complete the application/agreement form and pay the Single Use hourly rate for the time reserved.
- Organized groups/ leagues who do not play games at MCMP, but wish to reserve fields for practices.

## Who does not need a Paid/ Permitted Reservation?

- Casual users (Individuals, families or groups from the general public) wishing to use the facilities for activities which are not organized as described in the previous paragraph, may use the fields on a free “first-come, first-served basis”, provided that the fields have not been closed for field maintenance, for preparation for a reservation, are in use by those with prior existing reservations or have been closed due to weather or field conditions.

## Required Documentation for organized groups requesting a reservation:

- *Certificate of Liability Insurance* showing:
  - Coverage will be current and in effect for the date(s) of event(s)
  - Mill Creek MetroParks as the certificate holder
  - A minimum of \$1 million comprehensive or general aggregate coverage
  - The name and date of the event to be covered by the policy
  - Mill Creek MetroParks listed/stated as additional insured
- A *blank copy of the participants registration form* showing the waiver of liability that will be signed by each participant. This form must include Mill Creek MetroParks in the waiver.
- “*Release of Liability and Indemnification for Damages*” form, completed & signed
- Complete schedule of games (so that scheduling of fields may be completed in most efficient manner)

## Sports Field Fees:

### Scheduling Priorities for Facilities Usage

The scheduling of use of sports fields and facilities are based on the following priority list:

- 1) All MCMP programs and events shall take first priority.
- 2) Board approved special events (races, walks, community events) shall take second priority
- 3) Leagues and organized groups that are in good standing with current field rentals are given third priority for the next season’s scheduling at the close of their current season.
- 4) All other groups or individuals that request field use will be considered after the first 3 priorities.

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Athletic fields require special consideration to maintain them in the best possible condition. The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. Failure to comply with these rules and regulations may jeopardize your group's future use of MCMP athletic fields.

MCMP reserves the right to immediately terminate the use of fields and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations.

- The permit and the responsible party (18 years of age or older) must be on-site when the field is being used. League Coordinators, Presidents, Tournament/Event Directors, etc. are directly responsible for informing team managers, coaches, players and spectators of policies of field usage.
- Users, its members, guests and invitees will show respect and sportsmanship towards staff, officials, opposing team(s) and spectators.
- MCMP Board of Park Commissioners must approve admission fees, requests for donations, sales of merchandise, and any other funds collected on site. This approval is not guaranteed and must be sought at least 60 days prior. MCMP reserves the right to assess a percent of the proceeds.
- Certain MCMP facilities have a contracted vendor operating food concessions on site. No additional vending or food sales at these sites will be permitted. Users may however, bring food or beverages for their own use.
- The use of amplified sound is not permitted under a sports field rental permit. To use amplified sound, applicants must secure approval from MCMP Recreation Department.
- MCMP staff will provide all field maintenance. MCMP staff will make all determinations as to needed field maintenance/grooming procedures and timing of those tasks. MCMP staff is assigned to field maintenance tasks by MCMP management only. Any special set up outside of the field configuration provided by MCMP must be pre-approved by the Recreation Department, and will be assigned to staff accordingly by MCMP.
- Fields permitted for games will include infield grooming, lining and bases.
- All field usage is based on weather and surface conditions. MCMP staff will make all decisions to cancel practice, games, and tournament/special events due to weather and/or field conditions. MCMP will make reasonable effort to provide rescheduling of play cancelled due to weather, but cannot guarantee site or time frame of reschedule.
- Where an Inclement Weather Siren is in operation (Wick Area), users must vacate the field and seek shelter when a signal is sounded.
- Failure to refrain from organized play or practice on a closed field may result in the loss of future field use privileges.
- User groups must vacate fields and dugouts upon the conclusion of their scheduled rental time. Fields may be reserved for further use by other rental groups immediately following. Please use your best judgment and courtesy when entering and exiting the fields.
- User groups must leave all park property and facilities in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. User groups damaging MCMP property will be held responsible for the cost of repair, replacement, or clean up.
- Smoking or the use of any kind of tobacco product shall be prohibited on or near all MCMP fields.
- No alcoholic beverages are permitted within MCMP sports fields or facilities.
- User groups may not store items on MCMP property, unless approved by the Recreation Department. MCMP is not responsible for any lost or stolen property.
- Parking is permitted in designated parking areas only. Vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways or emergency zones. All vehicles improperly parked are subject to be towed at the owner's expense.
- MCMP is not responsible for loss, theft or damage to vehicles.
- Participants, children and spectators must be under supervision of user group's representative throughout the entire scheduled event.
- Hitting into fences with baseballs or softballs, and climbing fences are prohibited.
- Additional rules and regulations may be required for a specific athletic facility.

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- User groups requiring additional/special services (extra equipment, extra field maintenance, extra staff assistance, additional security, etc.), will be assessed an additional fee based on scope and size of request. Only facilities and services applied for may be used.
- All security requirements will be identified, assessed, and provided for by MCMP Police Department. Users will be informed of identified needs and of any costs that will be invoiced by MCMP Police.
- Users agree to indemnify, defend, and save harmless MCMP, its agents, and employees from and against any accident, injury, including death, and or loss of property or damage to neighboring property.
- Users agree to abide by all MCMP rules and regulations.
- Failure to comply with MCMP regulations may cause the cancellation of reservation and forfeit the right to use MCMP facilities in the future. Permits are revocable at any time for violation of rule, ordinance, or state law.