



Kaysville
PARKS & RECREATION **City**

Kaysville Parks and Recreation ATHLETIC FIELD USE COMPREHENSIVE POLICY

2023

Policy: **ATHLETIC FIELD USE**

Purpose: This Athletic Field Use Policy was developed to manage Kaysville City Parks and Recreation 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.

Parks and Recreation Mission Statement:

Provide and maintain quality in parks, recreation programs and activities, open spaces, cemetery, and buildings for the benefit and use of our community.

Objectives

Maintain and implement the Parks and Recreation Master Plan, increasing City-owned properties, programs and resources as planned.

Develop, plan and implement diversified year round recreational opportunities and programs for the citizens of Kaysville that will enhance their quality of life.

Serve the youth of Kaysville by keeping in mind the true attitude of recreational sports. Pass on to coaches and parents their obligation to promote sportsmanship.

Follow contemporary and innovative landscape, field maintenance, custodial practices and procedures by well-trained staff using proper and well cared for equipment and materials.

Provide an efficient cemetery with sound record keeping, cost effective perpetual maintenance, and well cared for interments.

Promote active City-wide volunteer participation (i.e., Community Events, Eagle Scout service projects, group work projects, coaching, etc.) for the benefit of City properties and programs.

Work to the benefit of all City departments through the cooperative use of employees, volunteers, equipment and other City resources.

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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 Friday in January
- b) Fall and Winter Use - 5 pm 2nd Friday 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 Recreation Director.
- 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 Kaysville Parks and Recreation, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under such insurance:
 - i) Kaysville 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 Kaysville 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) For applicants that are seeking insurance to satisfy City requirements, applicants may request a list of potential insurers.
- g) The City Finance Director may waive insurance requirements when he or she determines that the risk to the City is limited.

3) Limitations

- a) Kaysville Parks and Recreation reserves the right to limit the amount of play permitted on athletic fields.
- b) Kaysville Parks and Recreation reserves the right to limit facilities/fields to game only locations.
- c) Scheduled games shall have priority for use of the facility/field over practice. Makeup games can displace practices. Scheduled league play has priority over a later tournament application. Kaysville Parks and Recreation reserves the right to make final decision.
- d) Kaysville Parks and Recreation 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) Kaysville Parks and Recreation Staff 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 the Priority definitions of each park locations' policies.
- b) All user representatives (league presidents, designated representatives, schedulers, etc) are to attend Kaysville Parks and Recreation orientation meeting prior to the beginning of each year (as needed). The third Thursday in February at 7pm in the Recreation Conference Room 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) At game only locations Friday's are not scheduled and at all facilities/fields Sundays are not scheduled.
- d) Kaysville Parks and Recreation will not assign practice times. Practices are prohibited on those locations that are classified as game only.
- e) When possible, confirmation of facility/field use will be delivered one week prior to league start date.
- f) Additional facility/field requests associated with leagues, organized play, and community requests will be considered based upon facility/field availability. Kaysville Parks and Recreation shall have the authority to approve or deny specific requests.
- g) Facility/field users shall provide Kaysville Parks and Recreation with a printed schedule of their league activities and contact names and numbers.
- h) 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.

Kaysville Parks and Recreation 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. Kaysville Parks and Recreation sponsored programs and events
2. Kaysville Parks and Recreation Co-sponsored programs and events
3. Davis School District programs
4. Resident Based Open Youth Recreation League programs
5. Resident Based Open Adult Recreation League programs
6. Resident Based Restricted Youth Recreation League programs
7. Resident Based Independent Teams or programs
8. Non-Resident Based Teams or programs

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

Kaysville Parks and Recreation is responsible for scheduling the following. Fields are available for scheduled play:

Park Athletic Fields: Examples

<u>Sports Field</u>	<u>Type of Use</u>	<u>Approximate League Requested Seasons*</u>	<u>Lights</u>
*Angel Street Soccer Complex	(2) Full size soccer fields, (3) ¾ size soccer fields	April 1 – October 31	No
Barnes Sportsplex Fields 1-4	60', 65', 70' base lengths – 300ft HR fence	April 1 – October 31	Yes
Barnes Sportsplex Field 5	60' base lengths – 200ft HR fence	April 1 – October 31	Yes
*Barnes Sportsplex Cullimore Field	Multi-use	April 1 – June 15	No
*Barnes Sportsplex Liston Field	Multi-use	April 1 – June 15	No

*Barnes Sportsplex Purdy Field	Multi-use	April 1 – June 15	No
Bishop's Field	Multi-use	April 1 – October 31	No
DTC Park	Multi-use	April 1 – October 31	No
Gailey Park	Multi-use	April 1 – October 31	No
Ponds Park	Multi-use	April 1 – October 31	No
Ponds Park – South	Multi-use	April 1 – October 31	No

- Fields may be available on a limited basis based upon maintenance resources and field conditions.
- Fields with (*) asterisk are **game only** locations. All other parks listed and those not listed are first come first serve for practices (with the exception of Kaysville Parks and Recreation programs), all games will be scheduled.
- Heritage Park is not available for practicing or games.
- Field Conditions –text WEATHER to (801) 544-1788
- Parks on-call number – (801) 663-8242

Kaysville Parks and Recreation 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 may be assessed for use of any park to help partially offset administrative, park operational, and/or replacement costs. Fees are subject to change based upon future sports equipment and maintenance needs. The fee schedule for athletic fields is attached as appendix C.

1. Kaysville Parks and Recreation 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 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. **RAINOUTS:** Fees will be waived for games that are rained out by the City or appropriately cancelled by the league official or umpire prior to field prep. Games that have been prepped for that are then cancelled by the league may be charged a normal (or partial) game fee to the league.



For further assistance and field reservations, call Kaysville Parks and Recreation at (801) 544-1788 or email recreation@kaysville.gov. All calls pertaining to scheduling should be made between 9:00 a.m. – 5:00 p.m., Monday through Friday.

Appendices

- A. Definitions
- B. Rules and Regulations
- C. Fees and Charges
- D. Field Descriptions
- E. Sport Application Form
- F. Facility Check List

Appendix A

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 – Kaysville Parks and Recreation.

Sponsored City Programs – Programs directly operated and managed by Kaysville Parks and Recreation.

Co-sponsored City Programs – Programs not directly operated and managed by Kaysville Parks and Recreation but officially co-sponsored.

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.

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

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

Accelerated/Competition Youth Recreation League Programs – Programs often referred to as “select” programs for youth residing in Kaysville 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 minimum of 51 percent of the players on team rosters that reside in Kaysville 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.

Kaysville Resident – An individual that lives within the incorporated boundaries of Kaysville City.

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

Appendix B

Rules and Regulations

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

1. *ALCHOLIC BEVERAGES ARE NOT ALLOWED AT ANY PARKS AND RECREATION FACILITIES OWNED OR MAINTAINED BY KAYSVILLE PARKS AND RECREATION AT ANY TIME.*
2. All Kaysville Parks and Recreation Facilities are smoke free.
3. Users should respect field maintenance personnel.
4. Kaysville Parks and Recreation 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. Fields belonging to the Davis School District will be available at such time provided by school district policy.
7. Teams may not use fields unless approved and pre-scheduled.
8. Individual or small-group walk-in play is not permitted on fields which have been prepared for games.
9. Fields used for league games use will be maintained at game standards.
10. Sufficient time slots determined by Kaysville Parks and Recreation are required between game uses to allow for maintenance requirements. Elimination or reduction of this time buffer is at the sole discretion of City personnel.
11. There is to be no scheduled play at Kaysville Parks and Recreation athletic facilities prior to 8:00 am. Unless approved by Kaysville Parks and Recreation.
12. There is to be no use after dusk on unlit fields and no use after 11:00 p.m. on lighted fields. Unless approved by Kaysville Parks and Recreation.
13. No Sunday play. Unless approved by Kaysville Parks and Recreation.
14. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of Kaysville Parks and Recreation field usage policies regarding field rentals and usage.
15. Use of peripheral items or equipment such as scoreboard controls, portable mounds, or P.A. systems is permitted by special request only. All special requests must be made in advance. Only authorized and trained personnel can conduct use or operation of any peripherals.

16. Kaysville Parks and Recreation encourages coaches training in all programs utilizing City facilities.
17. Baseball/Softball Use - Fields for practice sessions *WILL NOT* be lined, but 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.**
18. Football/Soccer Use - Fields for practice sessions *WILL NOT* be lined, 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.**
19. Maintenance personnel have final say on field playability and safety during inclement weather conditions; **NO EXCEPTIONS.**
20. **PORTABLE SOCCER GOAL POSTS ARE NOT TO BE MOVED OR ALTERED IN ANYWAY; NO EXCEPTIONS.** Parks and Recreation staff are solely responsible for moving goal posts.
21. Warm up is only allowed on the outfield grass while maintenance crew personnel are preparing the infield.
22. The use of fencing or backstops for “pickle”, “pepper”, “soft toss” or batting practice is strictly prohibited.
23. Climbing on fences, backstops, dugouts, or soccer goals is not permitted.
24. **Field Closure/Rainouts** – During periods of inclement weather, field closures may result as determined by Kaysville Parks and Recreation 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) 544-1788 or www.kaysville.gov 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.
25. If a field is rained out, no practice is allowed; **NO EXCEPTIONS!**
26. **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.
27. In case of athletic field emergencies (such as no one present to turn lights on, sprinklers coming on, too many teams assigned to one field, etc.) on weekdays before 5 p.m., please contact Kaysville Parks and Recreation at (801) 544-1788. After 5 p.m. weekdays and all day Saturdays, Sundays, and holidays, please contact the **Parks On Call** at (801) 663-8242. *These numbers are for emergency use only.*

28. 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.
29. *Leagues, tournament Directors, and coaches are responsible for the behavior of those participating and observing their events.*
30. Concession stand operators are responsible for cleanliness 15' surrounding the stand. Operators must dispose of packing materials, boxes, containers, etc. in an approved dumpster site. Concession stand operators are also responsible for clean-up of all spills directly related to their stand area. Failure to clean up in an acceptable manner will lead to additional maintenance fees being charged. Stand Operators are responsible for all of the respective needs in regards to operating their stand.
31. Outside sourced concessions are not permitted at any Kaysville Parks and Recreation facilities.
32. Vendors (non-food) must be pre-approved by the Recreation Superintendent.
33. Managers/Coaches are required to carry their approved field usage request to the field for practices for verification.
34. Observe all park rules. When driving through park parking lots (speed limit – 15 mph), please be especially watchful for children and obey speed limits.
35. Kaysville Parks and Recreation 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.
36. Cars improperly parked may be towed.

Appendix C

Kaysville Parks and Recreation Athletic Field and Court Rental

Rental Fees

Category I: City, School District, *Donation, **Non Competition Resident (minimum 60%),

Field Rental-Baseball/Softball	\$10.00/field/game—\$60.00 max per day
Field Rental-Soccer/Other	\$15.00/field/hour—\$90.00 max per day
Court Rental-Pickleball/Tennis	\$ 3.00/court/hour—\$30.00 max per day

*Must have approval from KPR

**Participants must make up 60% of field users and be a non-competition recreation environment

Category II: Nonresident, Competitive League-Tournament-Organization (including resident)

Field Rental-Baseball/Softball	\$20.00/field/game—\$100.00 max per day
Field Rental-Soccer/Other	\$25.00/field/hour—\$130.00 max per day
Court Rental-Pickleball/Tennis	\$ 5.00/court/hour—\$50.00 max per day

Category III: Nonresident and or Resident Camps/Training/Clinics/Classes

Field Rental-Baseball/Softball	\$50.00/field/game—\$500.00 max per day
Field Rental-Soccer/Other	\$75.00/field/hour—\$750.00 max per day
Court Rental-Pickleball/Tennis	Category II Rental fee plus \$3.00 per student

Additional Required Fees

Baseball/Softball Field Preparation	\$50.00/field/day
Saturday Baseball/Softball Field Preparation	\$80.00/field/day
Lights	\$15.00/field-courts/hour
Portable Mound	\$25.00/field/day
Home Run Fencing	\$50.00/field/event
Soccer Nets	\$40.00/field/day
Soccer scoreboard controllers	\$25.00/field/day
Soccer field set up	\$65.00/*\$100.00
Soccer weekly maintenance	\$65.00/*\$100.00

Reservation Deposit

League or single use event	\$50.00
Tournament or other large scale event (field/courts)	\$250.00
Tournament or other large scale event (tower)	\$250.00
Soccer scoreboard controllers	\$1,000.00 (each)

Due with application and will be applied to event rental charges.

*Field not regularly used by KPR

Miscellaneous fees

Open space fee \$35.00 field/court/area

Additional fees may apply in the case of extensive field preparation; such as wet fields, in which case renter would assume all costs involved including product and labor.

Staff

Supervisor staff required at \$15.00 per hour for multiple field use, tower use or light usage.



If grounds crew (2 person minimum) is required to prepare fields, re-chalk at intervals, and maintain facility; Kaysville Parks and Recreation will provide grounds crew staff at \$15.00/person/hour.

Pickleball & Softball/Baseball Tournament Scheduling

One tournament per month April-October

Other tournament slots will be filled on a first come, first served basis using the special event application beginning January 2nd of each year

Liability Insurance

All events open to the public require a certificate of insurance for \$1,000,000.00 commercial general liability coverage with Kaysville City Corporation named as the certificate holder and as additional insured. This is a standard request and most insurance companies supply the certificate at little or no charge. If you cannot obtain a certificate, Special Event Insurance may be purchased.

Category I applications may qualify for City insurance. Please inquire within.

Appendix D

Angel Street Soccer Complex – 16.93 acres (150 South Angel Street) - Five soccer fields, two playgrounds, one large bowery, seven small boweries (Game Only)

Barnes Memorial Park – 44.90 acres (950 West 200 North) – Five lighted baseball/softball diamonds, Three football/soccer fields, Two large and many small boweries, large playground, rest rooms, sand volleyball courts, softball fields, barbecue grills (Football/soccer fields are game only)

Bishop’s Field – 1.85 acres(300 North Main) - Two small soccer fields

DATC Park – 7.50 acres (550 South Main) - Baseball/soccer fields

Gailey Park – 5.57 acres (200 South 300 West) - Covered picnic areas, large playground, baseball/soccer fields, rest rooms

Heritage Park – 4.12 acres (150 North Fairfield Rd) – perimeter lighted sidewalk

Hess Farms Park – 2.19 acres (1625 South 550 East) - Bowery, small playgrounds,

Hods Hollow Park – .30 acres (400 East 700 North) - small playground

Ponds Park – 5.19 acres (950 South 50 West) - Bowery, small playground, baseball/soccer fields, rest rooms

Ponds Park South – 7.40 acres (1000 South 50 West) - Baseball/soccer fields

Wilderness Park – 140 acres (800 North 1400 East) - Vita exercise course and nature trails



Appendix E

Applications accepted online:

<https://www.kaysville.gov/FormCenter/Parks-Recreation-7/Sport-Event-Application-79>



Appendix F

Kaysville Parks and Recreation Rental Checklist

Checklist will be reviewed 24-48 hours post event

Reminders & Restrictions (unless prior authorization)

- No vehicles on the grass
- No overnight camping or parking
- Tent stakes longer than 8 inches – blue stakes must be contacted
- No permanent markings on grass or sidewalks
- Run and/or walk routes must be pre-approved
- No bounce houses or other like structures
- Food trucks (if approved) must be in parking lot or parking area surrounding
- Insurance document provided
- Davis County Mass Gather Permit (if anticipated assembly of 1000 or more people for two or more hours per day)
- Sales tax laws have been researched and met
- Health department rules and regulations have been met

Check List: To be checked off after event by City staff

- Checking for damages in field/courts
- All Trash must be put in trash cans on site- if cans are full must be taken to dumpster.
- Checking for lost and found (returned to Recreation offices)

Printed name of staff:_____

Signature of staff:_____

Date/Time_____