

RECREATION & PARKS DEPARTMENT LEAGUE AND SPECIAL EVENT POLICIES AND GUIDELINES

FY 2014

KEYS

- Keys for gate locks and restrooms may be picked up prior to the start of the season/event at the Civic Center.
- A \$50.00 refundable deposit per key is due when the key is picked up. If the keys are lost or damaged the deposit will be forfeited.
- The keys must be returned immediately following the end of the season or event. The deposit will be returned at that time.
- It is the responsibility of the league/event director to see that all lights are turned off and that concessions building doors and facility gates are locked at the end of each day.

FIELD MAINTENANCE WILL BE THE RESPONSIBILITY OF THE LEAGUE/EVENT SPONSOR

- Machinery used for the purpose of dragging fields will be permitted on the fields only after approval by Park's Division staff. League/event directors will not be allowed to bring dirt, sand, or other materials to the field without the expressed approval of the Recreation and Parks Department.
- Dragging of the infield area should be done taking care not to pull the infield mix into the grassy areas. This will create a lip around the infield and outfield's edge. Remove the bases and insert the rubber base plugs before you start to float the infield.
- A field liner, lining material (marble dust), batter's box template, hand drag, leaf rakes, and garden rakes will be available for the event organizer to be used for any field touch-ups during the course of play each day.
- The batter's box and pitching mound (baseball) should be properly maintained throughout the season/event.
- During the course of the season/event, all bases, pitching rubbers and home plates should be inspected for damage. If there is damage to this equipment it should be immediately reported to the Recreation and Parks Department so it can be replaced.
- League and event coordinators/officials should routinely walk the outfields and look for holes that have been dug where the outfielders position themselves to play. When holes are found they should be filled with topsoil that has been provided and stored on site before any additional play is allowed on the field.
- In case of rain, a rain delay schedule should be in effect or alternate dates scheduled. Under no circumstances will play continue when field conditions become unplayable (muddy) or during times when lightning is present in the area.
- Repairs for damage resulting from play on wet fields or damage to the facilities will be billed to the league or event director/sponsor at the current Park's Division charge of \$50.08 per hour per person or for actual cost of the repair if work is contracted. (Updated 8-13-13)
- No pepper games.
- Misuse and damage to the fields could be grounds for denial of future use of the fields by the league or event sponsor or organization.

- After field maintenance is completed **all drive-thru gates** will need to be closed and locked **without exception**. This is necessary to prevent any unauthorized entry to the field areas that have not been pre-authorized by the Recreation and Parks Department. Misuse of, and or damage to the facilities should be reported immediately.
- Following completion of games, scoreboard control boxes must be safely stored and secured.
- Care must be taken to see that all facility, scoreboard and field lights are turned off when leaving the facility.
- **FAILURE TO COMPLY WITH RECREATION AND PARKS GUIDELINES OR TO PROPERLY MAINTAIN FIELDS DURING THE COURSE OF THE SEASON OR EVENT WILL BE GROUNDS FOR IMMEDIATE CLOSURE OF ALL EFFECTED FACILITIES. FIELD PRIVILEGES WILL BE SUSPENDED UNTIL THE PERMITTED USER BRINGS THE FIELDS UP TO A SAFE AND PLAYABLE CONDITION AND ANY ADDITIONAL PROBLEMS ARE CORRECTED.**

RESTROOMS

- Restroom maintenance is the responsibility of the league/event director. It will be the director's responsibility to see that restrooms are monitored on a regular basis as a deterrent to vandalism. If damage is found due to vandalism, report it immediately to the Recreation and Parks Department.
- Repairs for damage to restroom facilities will be billed to the league or event director/sponsor.

INSURANCE

- The league/event sponsor will provide the City of Oak Ridge a copy of the organization's liability insurance **with the City listed as an additional insured party in the amount of \$1,000,000**. A copy of the Certificate of Insurance is due with the preseason facility request.
- Each participant must sign an Oak Ridge Recreation and Parks Roster and Medical Release Form before he/she participates. For youth under the age of 18, a parent or guardian's signature will be required for participation. The City will provide these forms, which also serve as a notice of potential injury and a hold harmless form. League/event coordinators will be responsible for collecting all signed roster forms. These forms are to be submitted prior to the start of the season/event. Late sign-ups must also be submitted to the City prior to participation.

LEAGUE/EVENT SCHEDULES

- Copies of league, practice and event schedules listing team names, times, and site assignments must be submitted prior to the season/event.

FEES

- Fees will be based on User Classification.

CONCESSIONS:

- Requests to sell concessions must be approved by the Recreation and Parks Department. In areas where more than one organization is using fields, priority will be determined by classification of users.
- A litter deposit of \$50.00 per concession stand will be collected from the league or event director/sponsor prior to the start of the season/event and returned at the completion of the season/event if all sites have been properly

cleaned and litter removed during the course of the season/event. Special attention must be given to the cleanliness of the concession stand. At the conclusion of the season/event, the facility must be cleaned and cleared of all supplies and equipment.

- All permitted users of City Concessions Facilities must adhere to guidelines set by the Anderson County Health Department and must also acquire any permits required by the City.
- All electrical appliances brought into a concessions facility must be pre-approved by the Recreation and Parks Department. No large or replacement appliances will be brought into a concessions facility without prior approval.
- Caution must be taken to avoid overloading of circuits by electrical appliances.
- Any modifications, special maintenance projects or upgrading of facilities must first be approved by the Recreation and Parks Department.
- Concessions storage closets will be made available during the course of league/event play. At the conclusion of the season/event, all event supplies and equipment will be removed from the concessions building, including closets.
- Loading and unloading of supplies will be done from the parking lot. No vehicles will be allowed inside fenced areas.
- Storage of sports equipment will not be allowed inside concessions facilities.
- At no time will supplies be stored around electrical access boxes.
- It will be the responsibility of the league or event director/sponsor to keep the grounds and parking areas clean and free of hazards. Overflowing receptacles should be emptied and replaced with a clean liner. Trash may be deposited in the dumpsters on site.
- No glass will be permitted onto the playing fields or dugout areas.
- At the conclusion of the season/event, all refrigerators, freezers, coolers, etc. will be emptied, cleaned and unplugged for the off season.
- Due to underground power lines, **no stakes** can be driven into the ground!

PARKING

- Parking is limited only to paved or graveled areas; traffic control is the responsibility of the director and sponsor. Damages to turf areas from parking or traffic flow will be billed to the director/sponsor.

ALCOHOL

- Alcohol is prohibited inside athletic facilities.

I have read and agree to the above.

Signature: _____

Date: _____

Organization: _____