

ERIE PARKS & RECREATION



Athletic Field Permit & Tournament Rental Manual

www.erieco.gov/parksandrec

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I. ATHLETIC FIELD PERMITS

A. GENERAL INFORMATION

All Town of Erie athletic fields are open to the public for use on a first-come, first-serve basis with the exception of the Ballpark at Erie. To obtain exclusive use of a field, a field permit must be applied and paid for prior to use. **Athletic Field and Tournament Rental Request Forms can be found online at www.erieco.gov/parksandrec or at the end of this document.**

B. PRIORITY USE

Field permits will be issued in the following order:

- 1) Town of Erie Sponsored or Co-sponsored Programs and Activities
- 2) St. Vrain Valley School District Programs and Activities
- 3) Recognized Youth Sports Organizations
- 4) Residents and Organizations located in Erie (must provide proof of residency in the form of a business license or official team/league roster showing Erie addresses for at least 50% of participants)
- 5) Non-Residents and Organizations located outside of Erie

C. ALLOCATION OF FIELDS

The Town reserves the right to increase or decrease the number of fields or reservations due to maintenance, priority scheduling, abusive usage, failure to use assigned fields, failure to pay fees, failure to submit a formal request by the deadline, or the availability of new fields.

D. RESERVATION DATES AND DEADLINES

Town of Erie athletic fields are open for reservation from March 15 - November 15 each year. No permits will be issued outside of these dates. Field permits are issued based on the following schedule:

Season	Reservation Dates	Priority Use Deadline	Permits Issued
Spring/Summer	March 15 - June 30	January 31	February 15
Fall	July 1 - November 15	May 31	June 15

Following the priority use deadline, all athletic fields are open to reservation on a first-come, first-serve basis. Athletic Facility Request Forms must be submitted at least three business days in advance for consideration.

E. ATHLETIC FIELD RENTAL FEES

Please refer to the Athletic Facility Request Form for current fees. Rates are subject to change. All fees are due within 48 hours of approval of application and prior to issuance of the permit.

F. HOURS OF OPERATION

Athletic fields are generally open from dawn until dusk every day.

G. FIELD CLOSURE POLICY

The Town reserves the right to close and deny use of any field based on poor field conditions. In the event of a field closure due to poor field conditions or inclement weather, the renter will be refunded the rental fee for that day(s) upon request. To maintain safe and playable field conditions, fields may not be used and activities must be cancelled when one or more of the following conditions exist:

- Standing water or puddles are present on any part of the playing area
- Steady rain is falling and/or the ground is saturated, not providing suitable footing
- Turf is easily dislodged and/or mud/dirt clings to shoes
- Snow or frost exist (no snow removal allowed)
- Grass is sparse or badly worn

During in-house seasons, the weather hotline is updated by 4:00pm on weekdays and 8:00am on weekends with cancellation information if necessary. The weather hotline is accessible by calling 303.926.2550 option 4 or by visiting www.quickscores.com/erie. Renters must cancel activities if there is a cancellation notice. If there is not a cancellation notice, it is still the renter's responsibility to check and monitor field conditions and cancel if necessary.

Lightning Policy

Weather patterns can be monitored by using a StrikeAlert Lightning Detector, the WeatherBug Smartphone App, or other credible options. The strike distance determines any delay or cancellation:

- 12+ miles away: Continue to monitor the weather pattern
- 6-12 miles away: Closely monitor the weather pattern. Should lightning strike within 6 miles, all activities need to be put on a 20-minute weather delay.
- 0-6 miles away: All activities need to be placed on a 20-minute weather delay and instruct all in attendance to seek shelter immediately. Personal vehicles or substantial buildings are encouraged.
- In the event of a weather delay, check nearest lightning strike location 15 minutes after the weather delay began. If the nearest lightning strike is within 6 miles, a new 20-minute delay will begin. If the strike is outside of 6 miles, activities can resume in 5 minutes provided there are no new strikes within 6 miles.

H. FIELD MAINTENANCE GUIDELINES

Reservations do not include any field preparation or bases. Ball diamonds are dragged once per week, weather permitting. Field preparation may be requested for an additional fee and must be requested at least five business days in advance. Please refer to the Athletic Facility Request Form for current fees.

II. TOURNAMENT RENTALS

A. GENERAL INFORMATION

The Ballpark at Erie and Mitchell Field, located in the Erie Community Park at 450 Powers St are available for tournament rentals. A maximum of one tournament per day will be allowed in the Erie Community Park. Please indicate the venue as "The Ballpark at Erie" in all marketing materials. **Athletic Field and Tournament Rental Request Forms can be found online at www.erieco.gov/parksandrec or at the end of this document.**

B. PRIORITY USE

- 1) Town of Erie Sponsored
- 2) St. Vrain Valley School District Programs and Activities
- 3) Renters from each previous year have first right of refusal for use of the same weekend(s) reserved in the prior year, provided the Tournament Request Form is submitted by the priority use deadline. If a tournament rental was cancelled by the renter for any reason other than inclement weather, priority will not be given for those dates in the future.
- 4) Recognized Youth Sports Organizations
- 5) Residents and Organizations located in Erie (must provide proof of residency in the form of a business license or official team/league roster showing Erie addresses for at least 50% of participants)
- 6) Non-Residents and Organizations located outside of Erie

C. ALLOCATION OF FIELDS

The Town reserves the right to increase or decrease the number of fields or reservations due to maintenance, priority scheduling, abusive usage, failure to use assigned fields, failure to pay fees, failure to submit a formal request by the deadline, or the availability of new fields.

D. RESERVATION DATES AND DEADLINES

Erie Community Park is open for reservation from March 15 - November 15 each year. No permits will be issued outside of these dates. Field permits are issued based on the following schedule:

Reservation Dates	Priority Use Deadline	Permits Issued
March 15 - November 15	December 31	January 31

Following the priority use deadline, all athletic fields are open to reservation on a first-come, first-serve basis. Formal requests (completion and submittal of Tournament Request Form) must be submitted at least 14 days in advance for consideration.

E. TOURNAMENT RENTAL FEES

Please refer to the Tournament Request Form for current rates and fee schedule. Rates are subject to change.

F. HOURS OF OPERATION

The first game may start no earlier than 9:00am and last game must begin no later than 9:00pm. The Ballpark will be open one hour prior to the first scheduled game time. Facility entry times, as well as setup and tear down times, must be included within these hours and on the permit.

Requests for extensions of setup and tear down times must be submitted to the Department at least seven (7) days prior to the tournament and may or may not be authorized.

G. TOURNAMENT CANCELLATION POLICY

Renters will forfeit the reservation fee for any tournament cancelled by the renter for any reason. A full (100%) refund of tournament fees will be issued if cancellation is requested at least seven (7) calendar days prior to rental date. A 50% refund will be issued if cancellation is requested up to six (6) calendar days prior to (each individual) rental date. No refunds will be issued on or after rental date. If a tournament rental was cancelled by the renter for any reason other than inclement weather, priority will not be given for those dates in the future. If the tournament is cancelled by the Department (due to inclement weather or other reason), the Department will work with the renter to reschedule. If unable to reschedule, all fees will be refunded to the renter within fourteen (14) days.

H. FIELD CLOSURE POLICY

The Town reserves the right to close and deny use of any field based on poor field conditions. To maintain safe and playable field conditions, fields may not be used and activities must be cancelled when one or more of the following conditions exist:

- Standing water or puddles are present on any part of the playing area
- Steady rain is falling and/or the ground is saturated, not providing suitable footing
- Turf is easily dislodged and/or mud/dirt clings to shoes
- Snow or frost exist (no snow removal allowed)
- Grass is sparse or badly worn

If inclement weather conditions develop after play has started, the manager on duty has sole authority to stop or delay games in order to ensure the safety of all in attendance as well as to prevent damage to fields/facility.

Lightning Policy

Weather patterns will be monitored by using a StrikeAlert Lightning Detector, the WeatherBug Smartphone App, or other credible options. The strike distance determines any delay or cancellation:

- 12+ miles away: The manager on duty will inform the tournament director and officials and will continue to monitor the weather pattern
- 6-12 miles away: The manager on duty will inform the tournament director and officials of the strike distance. Should lightning strike within 6 miles, all activities will be put on a 20-minute weather delay.
- 0-6 miles away: The manager on duty will inform the tournament director and officials of the strike distance, place all activities on a 20-minute weather delay, and instruct all in attendance to seek shelter immediately. Personal vehicles or the Erie Community Center are encouraged to be used as the Concessions and Garfield shelters do not qualify as substantial buildings for shelter from lightning. The Erie Community Center will be notified of the delay.
- In the event of a weather delay, the manager on duty will check nearest lightning strike location 15 minutes after the weather delay began. If the nearest lightning strike is within 6 miles, a new 20-minute delay will begin. If the strike is outside of 6 miles, the tournament director will be notified that activities can resume in 5 minutes provided there are no new strikes within 6 miles.
- In the event of a cancellation, the tournament director will be notified and it will be his or her responsibility to notify participants.

I. FIELD MAINTENANCE GUIDELINES

Tournament reservations at the Ballpark at Erie include an initial drag, line, base/pitching setting, scoreboards, and field supervisor. The maximum basepath distance available is 70'. The maximum pitching distance available is 50'. The maximum temporary fence distance is 210'. For additional services such as midday dragging, lights, diamond dry, or temporary fencing, please refer to the Tournament Request Form.

J. LIGHTS

Field lights are required for any game running past sunset and will then be required to stay on until 30 minutes past the end of the last game. Please refer to the Tournament Request Form for current rates. Rates are subject to change.

K. DEPARTMENT STAFF AT TOURNAMENT

A manager on duty (field supervisor) and field maintenance staff member for the tournament will be provided. These staff members will open/close gates, set up/shut down scoreboards, turn on/off lights, run the concessions area, conduct all field maintenance duties and have sole authority to stop or delay games in order to ensure the safety of all in attendance as well as to prevent damage to the fields/facility. Prior to a tournament, the renter will be provided with contact information for their assigned manager on duty. All questions/issues during the tournament should be directed to that person.

L. CONCESSIONS

The Department may run concessions at tournaments. This may include the sale of beer at adult tournaments (the Town maintains a state liquor license at this facility). Renters will be notified in advance if concessions will be sold at their tournament. Renters may not allow outside food or drink to be sold at the tournament. If the renter wishes to give away any food or drink (or has sponsoring vendors who wish to do so), it must be approved in advance by the Department.

M. INSURANCE

General liability insurance in the amount of \$1,000,000 each occurrence & aggregate and naming the Town of Erie as an additional insured is required. The certificate must be presented to the Department seven (7) days prior to the tournament. All persons to whom permits have been granted must agree in writing to hold the Town, its employees and agents harmless, and indemnify same from any and all liability for injury to persons or property occurring as a result of the activity sponsored by permittee and said person shall be liable to the Town for any and all damage to parks, recreation facilities and equipment owned by the same, which results from or during the activity of permittee or is caused by participant in said activity (per Erie Municipal Code 7-6-13).

N. PRE-TOURNAMENT MEETING

Once a tournament permit is issued, the renter will work with the assigned Recreation Coordinator to review all the details of the reservation. A tournament checklist will be given to the renter to aid in meeting all necessary requirements of the Department.

O. ADDITIONAL TOURNAMENT RULES AND REGULATIONS

Renters, directors, teams/participants, umpires/officials, sponsors/vendors, spectators, and any other individuals associated with the tournament must follow and adhere to all park rules and regulations, including but not limited to, the following:

- Parking is only available in the lots West of the Erie Community Center. Parking is prohibited in the lot directly East of the Erie Community Center. On-street parking is available on Maxwell Street and in the surrounding neighborhoods. Overflow parking is available West of the tennis courts and is accessible by a ramp South of the tennis courts.
- May not use any shelters/areas that have not been reserved in other areas of the Erie Community Park
- All pre-game warmups must take place in designated warmup areas only. Hitting or throwing into fences is prohibited. Soft toss nets are permitted in the designated warmup areas and in the outfield if temporary fencing is setup
- Climbing outfield fences, dugout fencing, bleachers, or any other fenced area is prohibited
- Children ten (10) years of age and younger must be directly supervised
- May not line, drag, or in any other way perform maintenance of any type on fields without Department approval
- Grilling is not allowed anywhere in the Erie Community Park (including parking lots, out of an RV, etc.), except for use of the two permanent grills at the Garfield Shelter
- No setup whatsoever is allowed on or around the perimeter of the climbing structure
- Pets are permitted in the Ballpark as long as they are leashed. It is expected that all pet owners pick up after their pets
- Pop-up tents are not allowed to be staked into grass areas
- Sponsors and media attending the tournament must be disclosed and approved by the Department in advance
- Charging a gate admission must be disclosed and approved by the Department in advance and must be staffed by the renter.

III. RECOGNIZED YOUTH SPORTS ORGANIZATION (RYSO)

A. DEFINITION

Recognized Youth Sports Organizations meet the requirements set forth by the Town of Erie to achieve a higher priority status and operate programs and activities within the Town.

B. GUIDELINES FOR OBTAINING RYSO STATUS

Any organization interested in obtaining RYSO status must contact the Town of Erie with intent at least thirty (30) days in advance of the priority use deadline for the next season and provide documentation for the following:

- The organization's philosophy, goals, age range, skill level, and activity
- General liability insurance in the amount of \$1,000,000 each occurrence & aggregate and naming the Town of Erie as an additional insured
- Completed background checks for all volunteers at the organization's expense
- Completed concussion training for all head coaches
- Annual training for all coaches
- Rosters with addresses for all participants, proving 50% of participants reside in the Town of Erie submitted by the end of the program or league

Notification of approval or denial will be given at least seven (7) days in advance of the priority use deadline for the next season.

C. GUIDELINES FOR RETAINING RYSO STATUS

Annual submission of the required items to obtain RYSO status at least thirty (30) days in advance of the priority use deadline for the next season.

IV. POLICIES AND PROCEDURES - CODE OF CONDUCT

A. POLICIES AND PROCEDURES FOR USE

- The renter will designate a primary and secondary contact person that will be responsible for communicating with the Town representative.
- The renter and/or its representative must have a copy of the permit on-site during all designated dates/times issued to the renter.
- The renter must notify and release back to the Town any unused dates at least one week in advance. The Town of Erie and its employees/representatives are not responsible for loss or damage to any items or personal property brought by the renter and/or its representative.
- The renter is responsible for the conduct of all coaches, participants, and constituents. All parties associated with the renter must abide by the code of conduct and Town ordinances, laws, and rules applicable for public park use and must be sensitive to other park users.
- The renter is expected to leave the permitted facility in the same condition as before use, normal wear and tear acceptable.
- Subletting fields is prohibited.
- All trash must be collected and properly disposed of.
- Vehicles of any kind are prohibited on fields.
- Snow removal of any kind is prohibited.
- Written permission from the Town is required to place portable toilets or sell any concessions.

B. PROCESS FOR NON-COMPLIANCE OF POLICIES AND PROCEDURES OF USE

First Violation: Written notification of the violation

Second Violation: Written notification, removal of RYSO status (if applicable), and revocation of all field permits

Third Violation: Written notification, revocation of all field permits, and ban on permitting fields in the future.

C. CODE OF CONDUCT

The Town of Erie expects reasonable and appropriate behavior from those who visit and use the facilities and participate in activities. The Parks & Recreation Department has established a code of conduct to ensure safety and enjoyment and reserves the right to deny admission and/or take disciplinary action against any individual violating the code of conduct. A violation includes, but is not limited to, the use of obscene language or gestures, disorderly conduct, theft, public intoxication, use of drugs, sexual misconduct, indecency, harassment, failure to cooperate with staff, possession of weapons of any kind, non-compliance with established policies and rules, an unlawful activity and any other behavior deemed offensive or unacceptable. Staff will enforce this code of conduct.