



Town of Platteville Recreation

508 Reynolds Avenue Platteville, CO 80651

Outdoor Facility Guidelines

These scheduling guidelines are intended to assist the user when making facility reservations, and to guide the Recreation staff in resolving conflicts that arise with scheduling outdoor sports facilities. However, Platteville staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of the Platteville Recreation to see that facilities are used to their full potential while maintaining a safe, quality environment. Platteville Recreation will work to avoid scheduling conflicts while servicing multiple user groups, and will act as a liaison between user groups with similar needs. The public can use the fields on a drop in basis without a reservation when they are not rented or prepared for other events. Businesses or organizations running leagues or tournaments where registrations and/or fees are collected will be governed by these guidelines.

Platteville Recreation: Platteville Recreation activities will receive first priority with regard to scheduling. Platteville Recreation activities are defined as those that have registered and/or paid a registration fee to the Town of Platteville. The Platteville Recreation Department will receive an approved block of time for specific fields to schedule practices and games for local leagues. Once game and practice schedules are set, Platteville staff will submit a final schedule to the Recreation Director. Unscheduled time slots will then be available to rent. Outside requests for fields during league seasons will be considered on a case by case basis. Once a final schedule granted, no bumping will be allowed.

Date/Time Guidelines: To provide the best possible field and overall conditions for all users, athletic fields will not be scheduled and will not be used by outside organized groups prior to March 15 or after Nov. 15 (weather permitting) Outdoor facilities will be scheduled to include sufficient time to properly prepare and care for the facilities. First games may begin no earlier than 8:00 a.m. Games must end no later than 10:00 p.m. Adverse weather conditions may increase the time required to adequately prepare the playing surface.

Facility Reservation Requests: In order to assure proper scheduling, it is necessary that all requests be submitted in writing on the proper forms to the Scheduling Coordinator. Begin the reservation process for any activity by completing an Outdoor Facility Rental Request Form, and return it to the Scheduling Coordinator for approval. The Request must be accompanied by a \$250.00 damage deposit or 50% of rental fee, (whichever is less), and a signed acknowledgement of Receipt of Guidelines. Please submit requests as far in advance as possible.

Rental Fees: Rental fees include field rental per hour, supervisor fees per hour, field maintenance per field, lighting fees per hour (if applicable), plus deposit. (Bathrooms will be available April 15 - Sept. 15 weather permitting). Full payment must be made 14 calendar days prior to scheduled event. If full payment has not been made 14 days prior to scheduled event, forfeiture of deposit as well as scheduled reservation may result.



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Cancellations: In case of questionable conditions, a Town Staff member will determine whether the fields are playable. A member of the Town Staff and the event representative will collaborate to make the appropriate decision regarding cancellation or postponement. If fields are deemed unplayable a full refund will be made. **Under no circumstances will games be played on fields deemed unplayable by Town Staff.**

Below are examples of field cancellations that will result in cancellation:

- Precipitation before an event leaving standing water on the field.
- The field is slippery or unsafe.
- The costs of getting the field preparation is prohibitive.
- Drought related conditions.

**It will be the responsibility of the Event Director to inform teams of any schedule changes.

Insurance: All requests for use must be accompanied by a \$1 million per occurrence liability certificate with the Town of Platteville listed as an additional insured to be considered.

Insurance can be obtained through a specific sport sanctioning body that provides the required insurance.

Field Maintenance: Outdoor facilities will be scheduled to include sufficient time to properly prepare and care for the facilities. Once field prep is completed, the event director is liable for payment for field prep. Platteville Recreation will provide initial field prep which will be completed prior to the event. If a scheduled reservation is cancelled due to poor weather conditions, then a full refund will be made, and no preparation will be done to the fields.

*Note: If wet fields exist and maintenance is necessary, the following will apply:

- It will be the decision of the event director to approve the use of *Surface*.
- Staff will not apply any field drying agents without prior approval from the event director.
- *Surface* will be applied upon approval at the rate of \$10.00 per bag
- Additional staff required for field prep will be billed at \$15.00 per hr. per additional staff member.
- No outside vehicles or equipment will be allowed on the fields for maintenance.

Special Notes (Softball/Baseball)

- No soft-toss or hitting any type of balls directly into fences or backstops.
- No batting practice or pitching machines without catchers, portable nets or backstops.
- No climbing on fence or batting cages

***NOTE:** No one other than Platteville Recreation staff may remove pitching rubbers.

Field Supervisors: A field supervisor will be assigned, if necessary, to open and close each complex, open and close bathroom facilities, assist in emergency situations, and to make sure Town equipment and facilities are utilized appropriately. Their time will be billed at \$15.00 per hr., to be paid by the event director renting the facility. Depending on the size and location of the event, multiple field supervisors may be required, and will be determined the Platteville Recreation Director.



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Advertising

Advertising for events other than those sponsored by the Town of Platteville, must receive prior approval from the Platteville Recreation Director.

Admission

Admission charges for events other than those sponsored by the Town of Platteville must receive prior approval from the Platteville Recreation Director. Event Director must obtain a sales tax license from the Colorado Department of Revenue if required, and provide a copy to the Platteville Recreation Director. (Town Staff may be able to provide information regarding the licensing process).

Concessions

The Town of Platteville will provide staff to run concessions. No other sales will be allowed without prior written approval from the Recreation Director. Event Director must obtain a Colorado sales tax license if required, and provide a copy to the Platteville Recreation Director. Approval from the Platteville Recreation Director does not guarantee approval from the Colorado Department of Revenue.

Outdoor Vendors

All applicable guidelines and ordinances of the Town of Platteville must be observed by outdoor vendors. Event Director must obtain a sales tax license from the Colorado Department of Revenue if required, and provide a copy to the Platteville Recreation Director.

Alcohol

The following restrictions will be strictly enforced and event directors and/or league officials are required to inform all participants to abide by them. To assist in enforcing these restrictions, the Field Supervisor has the authority to remove an individual or team from premises if alcohol is found on Town-owner property. The police shall be notified, if deemed necessary.

- No person may bring alcoholic containers or have possession of alcohol at any Town of Platteville facility.
- In specific situations, a Special Event Permit may be obtained from the Town of Platteville to allow the use and/or sale of alcohol during events. This Permit requires submittal 60 days prior to the event. Contact the Town Clerk/Treasurer for information.

Parking

All parking shall comply with ordinances of the Town of Platteville and be located in designated parking areas only. Tickets will be issued by the Platteville Police Department if appropriate.

Cleanup

The Event Coordinator is responsible for cleanup of all fields and facilities used. This includes warm-up areas, parking lots and the fields themselves. Failure to thoroughly clean any one of these areas will result in a \$50.00 per field per day. A Town Staff member will determine if the fields have been cleaned adequately



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All Users Rental Guidelines

Event Coordinators shall provide scorekeepers and umpires.

All equipment belonging to the renter shall be removed from the facility immediately following the end of the event. Platteville Recreation does not rent any personal equipment.

Damage/ Jeopardizing Use:

A facility will not be scheduled or scheduled event will be cancelled if the Town Staff reasonably determines event will cause excessive damage to the facility. A user may be denied the future access to a Town facility if previous damage has occurred.

Example: Facilities are left unsecured; trash and debris is not removed; equipment is damaged or stolen; park rules and regulations have been ignored or violated. Damage associated costs will be deducted from the Damage Deposit.

Facility Fee Schedule

Platteville Ball Fields

Damage Deposit: \$250.00 or 50% of rental fee (whichever is less).

Field Rental

Prime Rate (per hour): \$30.00 per field per hour (not to exceed \$180.00 per field per day). Prime rate dates: May 1 – September 30.

Non-prime Rate (per hour): \$25.00 per field per hour (not to exceed \$150.00 per field per day). Non-prime dates: March 1- April 30 and October 1 – November 15.

Field Prep Fee: \$30.00 per field. Includes chalking, pitching rubber, and bases.

Field Supervisor Fee: \$15.00 per hour per supervisor

Field Lighting: \$75.00 per evening

Bases only: \$15.00 per field per day

Temporary Fencing: \$50.00 per field per day

Ball Field Dimensions

<u>Field</u>	<u>Fence</u>	<u>Base Distance</u>	<u>Pitching Distance</u>
West Baseball Field	300'	60' 75' 90'	90'
East Softball Field	300'	60'	60'



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Outdoor Facility Rental Application

Applicant agrees to abide by the rules and regulations of the Facility for the rental established in this agreement; agrees to defend, indemnify and hold harmless the Town of Platteville, members of the Board of Trustees, individually and collectively, and the officers, agents and employees of the Town, individually and collectively, against all claims or demands arising from any act, omission or negligence of the Applicant, their licensees, agents, servants, invitees, guests or employees, arising from any occurrence or accidental causing, or allegedly causing, bodily injury (including liability for personal injury or death) or damage to property arising out of, the use of the Facilities or other Town Property rented or used pursuant to this Agreement. This defense and indemnification obligation shall survive the expiration or termination of this Agreement. The parties acknowledge that provisions of this Section are not intended to waive any of the rights and defenses afforded the Town under the Colorado Governmental Immunity. Act (Section 24-10-101, et. seq., C.R.S.).

Event Name/Organization: _____		Activity: _____	
# of Participants: _____		Contact: _____	
Evening Phone: _____	Day Phone: _____	Cell Phone: _____	
Mailing Address: _____			
_____ (City)		_____ (State)	_____ (Zip Code)

Date (s)	Event Start Time	Event End Time	Facility Location/ Specific Field(s)	Event Type	Field Prep <i>please see field dimensions form</i>

Is anyone at this event selling food, drinks, or merchandise? Yes No

Is there a charge for admission to this event? Yes No

I have received a copy of the "Platteville Outdoor Facility Guidelines, Fees" document. I have read and understand the contents of the so named document. I understand Platteville Parks & Recreation reserves the right to amend or revise said document.

I _____, representative for the group submitting these requests have received and agree to follow the Town of Platteville Outdoor Facility Guidelines.

Signature: _____ Date: _____

This receipt/request must be signed and filed with the Platteville Recreation/Senior Director.

<input type="checkbox"/>	Proof of Insurance (if applicable) (\$1 million liability, listing Town of Windsor as additionally insured)
<input type="checkbox"/>	Acknowledgment of Receipt of Guidelines (signed)
<input type="checkbox"/>	Security Deposit (\$250.00 or 50% of rental whichever is less)
<input type="checkbox"/>	Non-profit 501(C) (3)
<input type="checkbox"/>	Field Dimensions (if applicable)
Received by: _____	
Date: _____ Time: _____	

Approved _____
Denied _____
Pending _____
_____ Authorized Signature