

# Field Reservation/Allocation and Use Policy

*Updated: January 2010*



City of Bloomington  
Parks and Recreation Department  
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## **Mission Statement**

The Bloomington Parks and Recreation Department exists to maintain and enhance the quality of life for all citizens of Bloomington by providing park, recreation, and leisure opportunities through organized programs and acquiring, developing, maintaining, preserving, and enhancing recreation areas, open spaces, and facilities in the most cost-efficient manner.

## **Statement of Purpose**

The purpose of the Bloomington Parks and Recreation Department Field Reservation/ Allocation and Use Policy is to provide facilities for the use and enjoyment of the residents of Bloomington. It is the goal of the Parks and Recreation Department to make parks and recreation facilities available for use by organizations for non-profit recreational purposes. This policy serves to create a standardized approach to space allocation and fee assessment for users and to ensure that the allocation of facilities is fair and equitable.

## **Youth Sport Program Philosophy**

The Bloomington Parks and Recreation Department offers many organized youth sport programs and activities. We follow a specific philosophy which guides us in program development and implementation. It is as follows:

*Athletes First - Winning Second. This philosophy means that every action taken should be based first on what is best for young athletes, and second, on what may improve the athlete's or team's chances of winning. In other words, the short-term objective of winning should never override the long-term participation objectives of helping young athletes develop physically, psychologically, and socially.* The objectives we strive to achieve in following this philosophy are:

- To provide safe, enjoyable recreation programs which teach the youth of our community basic sport skills, sportsmanship & team work.
- To encourage life long interest in physical fitness through positive sport experiences.
- To ensure that everyone who registers for youth sport programs participate equally, no matter what their ability level may be.

# Reservation Procedures

- Organizations interested in reserving a park facility must complete a Field Reservation Request form at the Bloomington Parks and Recreation office during regular hours of operation (*Monday - Friday, 8:00 am - 5:00 pm*).
- Requests will be classified and handled on an availability basis with the following priorities:

**Category A:**     **Programs and activities of Bloomington Parks and Recreation Department will receive priority use of any and all facilities.**

**Category B:**     **Programs and activities sponsored by School District 87 and Unit 5 Schools in Bloomington.**

**Category C:**     Bloomington-based, non-profit recreational youth sport organizations which follow the same sport philosophy as Bloomington Parks and Recreation, show documentation thereof, and encourage all coaches and parents to attend educational/training sessions. (*BNGSA, AJB, PCSL, Pony League, Youth Football Leagues*)

**Category D:**     Other Bloomington-based, non-profit organizations, including but not limited to youth and/or adult athletic leagues, scouts, church groups, service clubs, civic associations, traveling teams, etc. (*Fusion, Central Catholic, Trinity Lutheran, Holy Trinity, St. Mary’s, BNBA, B/N Tennis Assoc.*)

**Category E:**     All other organizations and groups not included above. (*Heartland College, Midwest Sports Inc., ISU Club Teams, tournaments, “for profit” events, and any group including those listed above, which host an event where entry fee or admission is charged*)

**Category F:**     **Individual team or team not affiliated with a governing organization or board**  
 Procedures: follow time line set below; reservations must be made in person at the office, may reserve field space for two dates at a time (maximum 2 hours each); fees are non-refundable and may be rescheduled only for weather related or field condition reasons.

- For categories A through E, a completed reservation request must be received during the application time frame set below, or at least six (6) weeks prior to requested date. Dates for receiving reservation requests are on a calendar year basis. All applications will be handled on a first-come, first-served basis. For consideration to be given within your user group category, your request must be received within the date range provided below:

**For Spring Use** (*March 1 - June 15*)

December 15 - 31	Category A
January 1 - 15	Category B & C
January 16 - 31	Category D
February 1 - 15	Category E
February 16	Category F

**For Fall Use** (*August 16 - November 15*)

June 1 - 15	Category A
June 16 – 30	Category B & C
July 1 - 15	Category D
July 16 – 31	Category E
August 1	Category F

**For Summer Use** (*June 16 – August 15*)

March 1 - 15	Category A
March 16 – 31	Category B & C
April 1 – 15	Category D
April 16 – 30	Category E
May 1	Category F

- The Athletic Program Manager will approve or deny all Facility Reservation Requests.
- The Parks and Recreation office will collect all fees and necessary paperwork prior to facility use.
- Failure to pay fees or submit required paperwork would result in the disqualification of request.
- The Parks and Recreation Department reserves the right to cancel reservations.

## Reservation Fees

*The following fees will be assessed upon approval of the Facility Reservation Request:*

Description of Usage	A	B	C	D	E & F
Softball-Single Field Usage, no prep, 2 hour limit (RT Dunn, Pepper Ridge, O’Neil, Stevenson, Ewing Fields)	N/C	N/C	N/C	N/C	\$10
Ball Field Preparation - per field/per day rate (RT Dunn, Pepper Ridge, O’Neil, Stevenson, Ewing Fields)	N/C	N/C	N/C	N/C	\$100
Lights - per hour/per field rate	N/C	N/C	N/C	N/C	\$25
Soccer Fields - Sale Barn only - per field/per game (youth)	N/C	N/C	N/C	N/C	\$15
Soccer Fields - Sale Barn only - per field/per game (adult)	N/C	N/C	N/C	N/C	\$30
Youth Football Field Preparation – per field/per day rate	N/C	N/C	N/C	N/C	\$100
Adult Football Field Preparation – per field/day rate					\$500

## Maintenance Fees

The following additional fees will be assessed for any custodial, maintenance, or grounds work that is required outside of the regular working hours; *i.e., weekends and evenings*. These fees will be itemized and billed directly to the reserving organization once the duration of the facility reservation is completed.

Minimum 2 hours/person . . . . .	\$75/2 hours/person
Additional . . . . .	\$37.50/hour/person

## Miscellaneous Fee

*(i.e., damages to facilities)*

Any fees directly incurred as a result of the reserving party’s use of the facility will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.

Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservation.

## Inclement Weather/Refund Policy

Bloomington Parks and Recreation Department reserves the right to determine the playability of fields during inclement weather. If a field is determined to be unplayable before a reservation begins, the affected party may reschedule the activity or receive a full refund. The organization’s contact person will be notified of any decision to cancel play.

Individual team reservations cancelled will not be refunded but may be rescheduled.

In the event of inclement weather where an activity is cancelled during play, no refund or rescheduling will be awarded. Cancellation on the part of the renter must be made no later than forty-eight (48) hours prior to the event. Arrangements must be made during normal business hours. Refund of field and field preparation fee less a \$5 service fee will be made.

# Facility Preparation

In regards to facility preparation, groups/organization's are expected to initiate and coordinate field preparation with the Superintendent of Parks and Athletic Program Manager. Responsibilities of each party are defined below.

## **Bloomington Parks and Recreation will, at no charge....**

- Mow outfield areas of ball fields, soccer fields, and football fields as needed
- Provide a home plate & a pitchers plate at each ball field
- Provide secured soccer goals at soccer sites
- Provide nets for games at the Sale Barn Soccer Fields
- Provide Porta-Potties **ONLY** at the sites where existing Parks and Recreation programs are being conducted
- Drag and line ball fields (every other day as time and weather permit) - category E & F will be charged
- Mark grass fields (*as time and weather permit*) - category E & F will be charged

## **In return, Groups agree to:**

- Pay for additional services outside those listed above
- Provide own nets, corner flags, & any other equipment not listed above
- Provide locked storage for all of the group's equipment during season and remove it within 10 days of end of season
- Provide Porta-Potties at sites where existing restroom facilities are not available
- Provide own bases for all fields

**City of Bloomington Parks and Recreation  
Rules and Guidelines for Use of Facilities**

1. The applicant, his/her organization and members are bound by policy of the permit, its' terms and conditions, and regulations and ordinances pertaining to the use of the City of Bloomington property.
2. The City of Bloomington does not assume any liability for property lost or stolen on the City premises, or for personal injuries sustained on the premises during facility reservation, and the reserving organization agrees to hold City harmless for all claims, suits, judgments or damages arising out of such property loss or personal injury.
3. A Certificate of Insurance will be required before final approval is granted. This Certificate should name the City of Bloomington as co-insured, and should have minimum limits of \$100,000 Individual and \$300,000 Aggregate for Personal Injury.
4. No gambling, lotteries or raffles shall be performed, or liquor brought or consumed upon the premises or be in the possession of any member of the party unless approved by the Director of Parks & Recreation. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.
5. The reserving organization will be responsible for and will pay any damage to City of Bloomington property arising out of the use of said facility pursuant to this agreement.
6. The City of Bloomington reserves the right to have a designated employee visit for the purpose of supervision.
7. Requests for the lighted outdoor athletic areas must be made at the time of the field application.
8. Once reservation has been approved, a signed copy of the request will be issued. Bring this form with you to the athletic area in order to eliminate any conflicts. Those individuals with signed requests will have priority over facility usage.
9. All groups or individuals using outdoor athletic facilities will be responsible for any set-up that they may require and be held responsible for the clean up of the facility after their scheduled use.
10. The established closing hour of the park system is 10 pm unless special permission is given by the Bloomington Parks & Recreation Department.
11. All groups must park in designated lots only. Vehicles may not be driven onto park areas without prior approval of the Parks and Recreation Department. Permission may be granted to allow a vehicle to transport materials and equipment too heavy to hand carry. No vehicles shall be driven on the turf within 72 hours of substantial rainfall, or if ground is determined to be too soft to allow vehicular travel without undue damage. Any such damage will be charged to the permit holder(s).
12. All groups must not play/practice in rain soaked areas. Failure to enforce policy will be cause for revocation of permit.
13. Cancellation of event due to field conditions will be determined by Superintendent of Parks or his/her appointee.
14. If facility attendance is expected to exceed the capacity of on-site comfort facilities or no such facilities exist at site, the permittee must provide portable, temporary toilets with sufficient capacity to accommodate anticipated attendance.
15. Equipment owned by the organization must be removed from the facility within ten days of program completion. Equipment left behind will be disposed of at the cost to the organization.
16. Signature below acknowledges that these rules have been read and will be adhered to by permit holder.

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Group Name

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Group Representative (Print)

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Group Representative Signature

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Date

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BPARD Initials

**City of Bloomington Parks & Recreation  
Field Reservation/Allocation Request**

NAME OF APPLICANT \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_ PH (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

CONTACT \_\_\_\_\_ PH (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

FACILITY/FIELD(S) REQUESTED (*Attach additional sheet if needed*) \_\_\_\_\_

DATE(S) \_\_\_\_\_ DAY(S) \_\_\_\_\_ TIME \_\_\_\_\_

PURPOSE \_\_\_\_\_

SPECIAL ARRANGEMENTS (*minimum of five working days notice required*) \_\_\_\_\_

*I (We) assume full responsibility for any damage to City equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Bloomington, its staff, and members of the Parks and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. I also agree that while our organization uses the above listed facility, we will not discriminate on the basis of disability. All applicants must provide a Certificate of Insurance, naming the City of Bloomington, its agents, servants and employees as additional insured, evidencing the following:*

Certificate of general liability insurance with minimum limits of  
\$100,000 Individual & \$300,000 Aggregate for Personal Injury.....Date Received \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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*OFFICE USE ONLY*

CATEGORY    A        B        C        D        E        F

NOTES \_\_\_\_\_

FEE DUE \$ \_\_\_\_\_ FEE PD \$ \_\_\_\_\_ DATE PD \_\_\_\_\_ INITIALS \_\_\_\_\_