

ORGANIZED SEASONAL PRACTICE POLICY		
Policy Number: 04-004	Review Cycle: Annually	Effective Date: March 19, 2019
Reviewer: Superintendent of Athletics	Approval Authority: Director of Parks and Recreation	

This policy complements the Athletic Field Use Policy 04-001, Comprehensive Revenue Policy 01-040, and the Inclement Weather Policy 09-007.

SCOPE

This policy applies to all organized soccer, softball, or baseball organizations (leagues, teams or clubs) that use Clarksville Parks and Recreation sports fields for the purpose of practice, as well as department staff that reserve and manage those fields. Game and tournament use shall not be dictated by this policy.

POLICY STATEMENT

It is the policy of the City of Clarksville Parks and Recreation Department to manage the use of City recreation facilities, parks and sport fields, to protect these resources and to allow usage based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship.

This policy is intended to facilitate City and non-City use and scheduling of practices at recreational venues for an entire spring, summer or fall season. Failure to comply with any items in this policy may cause the cancellation of reservation, and the organization may not be permitted use of City facilities in the future. Reservations are revocable at any time for any violation of rule, ordinance or state law.

ELIGIBILITY

Only organized soccer, softball or baseball leagues, teams, and clubs may reserve City soccer, softball, or baseball fields for the purpose of practices. A current liability insurance policy with a minimum of \$1,000,000 coverage naming the City of Clarksville as additional insured, must be submitted with the scheduling request application for all organizations (see number 4 of the policy guidelines).

MAXIMUM DAILY USE PER ORGANIZATION

Due to the limited number of both lighted and non-lighted athletic fields available within the City's park system, a daily maximum usage cap for practices applies as follows:

- No single organization shall be permitted to reserve more than 50% of the total number of lighted fields designated as available for practice rental by the Parks and Recreation Department in any single park, per time-slot on a daily basis.
- No single organization shall be permitted to reserve more than 50% of the total number of non-lighted fields designated as available for practice rental by the Parks and Recreation Department in any single park, per time-slot on a daily basis.

This 50% maximum daily use rule shall not apply after the initial application period has passed for each season. For example: An organization may make a reservation in February (after the January application deadline has passed) for the spring season, over and above the 50% cap, pending availability.

FIELD SIZES AND RESERVATION FEES

Soccer

The fee to reserve a soccer practice field shall be \$10 per field, per time slot. The largest fields are approximately 30 yds. x 50 yds. This size represents half of a regulation sized field.

Six lighted fields (approximately 30 yds. x 50 yds.) are available for reservation at the Heritage Park Complex for organized soccer practices, subject to availability. Pursuant to the Comprehensive Revenue Policy (01-040), the use of lights requires a \$30 fee per regulation sized field. Since the practice fields available are half of this size, the fee per use of lighted practice fields shall be \$15 per field, per time-slot reserved.

Baseball / Softball

The fee to reserve a softball practice field shall be \$15 per field, per time slot. The fields are approximately 200 feet from home plate to center field.

Three lighted fields are available for reservation at the Swan Lake Sports Complex for organized softball or baseball practices, subject to availability. Pursuant to the Comprehensive Revenue Policy (01-040), the use of lights requires a \$30 fee per field per practice.

RESERVATION PROCEDURE

- Sports organizations interested in reserving athletic fields for the purpose of organized practice shall complete an Athletic Field Rental Request Form (Form: 04-001).
- Each organization shall designate no more than two individuals to communicate with the Department regarding field reservations.
- Seasonal application acceptance dates are set by the Department. Applications may be submitted after those dates, but priority is given to the applications received prior to the deadline.

- **Spring Season:** Applications are accepted during the last two weeks of January for practices and games occurring before May 30.
- **Summer Season:** Applications are accepted during the last two weeks of April for practices and games occurring before July 31.
(Only softball fields may be reserved at this time and only for organized softball or baseball organizations.)
- **Fall Season:** Applications are accepted during the first two weeks of July for practices and games occurring between August 1-December 30. (excluding the last week of September)

Field assignments are made the week following the application acceptance dates, if approved.

- Soccer fields are available for practices
 - Mondays, Tuesdays, Wednesdays, and Thursdays in 1-1/2 hour time blocks beginning at 5:00 p.m. and ending at 9:30 p.m.
 - Sundays in 1-1/2 hour time blocks beginning at 12:00 p.m. and ending at 6:00 p.m.
- Softball fields are available for practices
 - Tuesdays, Thursdays, Fridays, in 2 hour time blocks beginning at 5:00pm and ending at 9:00pm
 - Saturdays in 2 hour time blocks beginning at 3:00pm and ending at 9:00pm and
 - Sundays beginning at 8:00am and ending at 12:00pm.
- The Heritage Park Soccer fields are closed during the months of June and July for maintenance.
- The Swan Lake Softball Fields are closed during the months of December, January, and February for maintenance.
- The Parks and Recreation Superintendent of Athletics or his/her designee will approve or deny all facility reservation requests.
- Parks and Recreation staff will collect all fees and necessary paperwork at the time of booking. Failure to pay fees in full or submit required paperwork prior to practice date will result in the cancellation of the request.

POLICY GUIDELINES

- All reservations are subject to availability. No automatic or protected right to use because of previous use shall be granted.
- Tournaments and game reservations shall take priority over practice reservations.
- Games or tournaments shall not be included within this policy. A game is defined by any one of the following criteria:
 - If there is more than one team present.
 - If there are officials present, certified or not, or coaches acting as officials.
 - If players are in uniform.

- If one of the teams travels to game site from another city or location.
- A minimum of \$1,000,000 liability insurance policy, naming the City of Clarksville as additional insured is required by each practicing organization. In addition, the organization shall release, indemnify and hold harmless The City of Clarksville, its elected and appointed officials, officers, employees and volunteers from any and all claims, damages, lawsuits, losses and expenses (including attorney fees) arising out of or resulting from organization's performance or failure to perform this agreement and all of organization's activities conducted on City's facilities/property.
- All practices must begin and end by the designated reserved times. Teams must vacate the practice field at the end of their allotted time. The Facility Manager clears the parking lot and locks the gate prior to leaving. Because of this, teams may not congregate in the parking lot after the last practice of the night.
- Field sizes are set by the Parks and Recreation Department and cannot be altered in-season. Painting or altering the fields is not permitted. Moving goals, bleachers, tables or other equipment owned, maintained or managed by the City is not permitted.
- Fees shall be paid in advance of use before the event date is secured on the calendar.
- Pursuant to the Clarksville Parks and Recreation Refund Policy 01-047,
 - *"Refund requests received 15 days in advance of program, service, vendor, or facility rental start date will be honored in full, less deposits or registration fees, if required. Special consideration may be given for medical or extenuating circumstances when approved by the Director."*
 - *"Refund requests received 14 days in advance but prior to program start date or rental date will be honored at 50% of the amount in addition to any deposits or registrations fees, if required."*
- In the event of inclement weather, preventing the use of fields, then the Department shall use reasonable efforts to establish additional inclement weather (rain out) days on which the game fields may be used for practice. Cancellation of practice is the sole discretion of the Director of Parks and Recreation or designee
- Cancellation of an event due to the organization's failure to comply with this policy, other rules and regulations, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the organization from future use of or scheduling of the facilities.
- It will be the responsibility of the organization to ensure players, coaches, referees/officials and spectators follow all park rules and regulations.
- Organizations are prohibited from conducting activities for commercial or individual financial gain. Conducting business or sale of merchandise for profit is prohibited, without prior approval by the City.
- Organizations shall not operate concessions during their practices.
- The primary restrooms will be closed for winterization from early November through mid-March.
- Soccer fields are not marked and goals are not available during the months of December through February. Teams are expected to use flags or cones if needed.

CLEANING AND DAMAGE FEES

A fee of \$100 is assessed for additional cleaning required due to the failure of the organization to thoroughly inspect and clean areas after use.

Any damage directly incurred as a result of the organization's use of the facilities will be itemized and billed to the reserving organization once the duration of the facility reservation is complete.

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

REFERENCE

- [Policy 04-001: Athletic Field Use](#)
- [Policy 01-040: Clarksville Parks and Recreation Comprehensive Revenue Policy](#)
- [Policy 09-007: Inclement Weather](#)
- [Form 04-001: Athletic Facility Rental Request Form](#)
- [Clarksville Parks and Recreation Refund Policy 01-047](#)
- [Heritage Park Rules](#)
- [Swan Lake Sports Complex Rules](#)

REVISIONS

January 26, 2016	Policy Adopted
March 19, 2019	Policy Reviewed and Updated