

# **City of Vandalia**

## **Parks & Recreation Department**

### **Public Facility Use Policy**

#### **I. Facility Use Overview**

##### **Purpose**

The Vandalia Parks and Recreation Department is committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control and prioritize facility usage in a fair and non-discriminative manner.

##### **Scheduling Priorities for Facility Usage**

The scheduling of use by community organizations and other agencies of City facilities are based on the following criteria:

- Level of affiliation to City of Vandalia departments and programs
- City of Vandalia residency \*
- Level of broad base benefit for Vandalia residents

Approval of requests for use will be evaluated based on the organization classification in the following order:

Category A: City of Vandalia Departments and Programs

Category B: Vandalia-Butler City School District Athletic Teams.

Category C: Non-profit organizations with official mailing address (no p.o. boxes) located within Vandalia Corporate limits.

Category D: Fundraisers in which for-profit organizations or residents located within Vandalia corporate limits with direct benefit going to a non-profit organization or individual that is located within Vandalia corporate limits.

Category E: Requests by Vandalia residents and businesses for private use and are located in the Vandalia corporate limits.

Category F: Other organizations\*\*, groups or individuals that do not qualify for Categories A-E status.

\*Resident is defined as a person who lives within the City of Vandalia corporation limits. This is different than a Vandalia mailing address.

\*Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws and be willing to provide copies upon request.

\*\* Athletic Organizations are defined as three or more teams.

**Facility Information**

The City of Vandalia owns and operates the facilities listed below. Note that each facility has different reservation and fee requirements.

<b>Facility</b>	<b>Available Usage</b>	<b>Fee</b>	<b>Contact</b>
Athletic Facilities	Refer to Athletic Facility Use Section	Refer to Athletic Facility Section	Parks & Recreation Office 415-2335 Anita Good
Municipal Building Meeting Rooms	Categories A-B	No	City Manager Office Missy Pruszynski 898-5891
	Categories C,E,F	Yes	
Senior Adult Center	Category A-B	No	Senior Adult Center  898-1232
	Category C-F	Yes	
Helke Park Shelters **	Categories A,B,C,E	No	Parks & Recreation Office 415-2335 Anita Good
Justice Center Community Room	Categories A-B	No	Police Department Mary Showers 415-2267
	Categories C,E,F	Yes	
Vandalia Recreation Center	Categories A-B	No	Parks & Recreation Office 415-2335 Anita Good
	Categories C-F	Yes	
Cassel Hills Clubhouse	Categories A-B	No	Ben Lickliter 890-1300
	Categories C-F	Yes	
Cassel Hills Swimming Pool	Categories A-B	No	Steve Trick Aquatics Supervisor 415-2338
	Categories C-F	Yes	
Helke Park Tennis Courts	Categories A-B	No	Parks & Recreation Office 415-2335 Anita Good
	Categories C-F	Yes	

\*\*The Parks and Recreation Department accepts reservations for Helke Park Shelters and the Gazebo at Seger Park. All other shelters in City parks are available for drop in use by daily park users on first come, first serve basis unless scheduled for a Departmental activity (i.e. baseball games, special event, etc.)

Parks and other outdoor open City recreation areas (i.e. tennis courts, basketball courts, volleyball courts, etc.) are available on a first come first serve basis for general usage unless scheduled for a departmental activity (i.e.

Corporate Challenge, Tennis Lessons, etc.). Facility users may not use City facilities to conduct instructional or fee-based programs without Vandalia Parks and Recreation Department approval.

### **Applications**

Users of City of Vandalia facilities must complete the appropriate reservation application form(s) and submit to the applicable administrator.

Applications provide information about an event that will be held on City property which in turn provides staff with details of the event that assist in determining the set-up, insurance requirements, electrical needs, cost, etc.

Items distributed at an event and any pre-event promotions (i.e. pamphlets, advertising, etc.) must be pre-approved by the Vandalia Parks and Recreation Department prior to distribution. Promotional material must be submitted to the Department a minimum of two weeks prior to distribution. Any unauthorized promotion may result in cancellation of facility use. Vandalia Parks and Recreation Department reserves the right to edit any promotional copy.

### **Facility Use Request**

The Facility Use Request application provides dates and locations requested for reservation purposes only. Requests for special equipment, electrical, or table and chair set-up needs must be included on the application. The responsible party for each facility use must sign a liability waiver as part of the application process.

The City of Vandalia reserves the right to amend this policy with City Council approval. The City Manager or designee is authorized to waive policy requirements on a case by case basis and the City Manager is also authorized to develop operational procedures to implement the Public Facility Use Policy.

## **II. Restricted Activities**

**Alcoholic beverages are not permitted within City facilities (excluding Cassel Hills Golf Course and Clubhouse) and smoking is not permitted inside any City building.**

Requests for the City of Vandalia Parks and Recreation Department facilities will be refused when any of the following factors exist, as determined by staff:

1. **Risk and Liability** – Activities involving high risk to participants or high liability to the city of Vandalia.
2. **Delinquent user or group** – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.
3. **Right to Exclude** – The City of Vandalia reserves the right to exclude any program/activity that is determined to be detrimental to existing City programs and activities and is not in the best interest of the City and its residents.

### **III. Athletic Facility Use/Reservation**

#### **Purpose**

The Vandalia Parks and Recreation Department (VPRD) and other private and non-profit organizations which offer youth and adult recreational opportunities use outdoor athletic facilities which are owned and managed by the VPRD. These facilities include baseball fields, soccer/football combined usage fields, outdoor basketball, tennis and volleyball courts, which are located in City parks. The VPRD will schedule usage of all athletic facilities for its own programs, Vandalia-Butler School District, and other private and non-profit groups and organizations. Due to the demand for use, the following policies and procedures have been developed to facilitate the scheduling of athletic facilities for all organizations.

#### **Scheduling Priorities & Requirements**

The VPRD schedules athletic facilities according to the following criteria in the order listed below:

1. All VPRD programs (practices, games, matches, camps, tournaments and instructional programs – including make-up dates for all events listed) for youth and adult participants will be the programs scheduled before any other programs are scheduled.
2. Facility Use Agreements between the City of Vandalia and the Vandalia-Butler School District.
3. Facility Use Agreements between the City of Vandalia and any Vandalia-Butler youth sport associations.
4. A non-City affiliated team (youth or adult) that has:
  - ◆ Verification of residency is required for all participants. Maximum number of participants and coaches on a roster will be 15. *Athletic facilities fees will be based on the percentage of residents on team roster. (See fee section for details).*
  - ◆ Priority will be given to those who reserved the same type of athletic facility during the previous year, then by date received completed packet, and then by teams with higher percentages of school district residents.
  - ◆ By signing a field use permit, you are assuring that your coaching staff has up to date background checks and at least one coach has concussion certification and any other certificates required by your sanctioning body.
  - ◆ Certificate of Insurance and indemnification agreement meeting city specified requirements. (See attached insurance requirements info).
  - ◆ Payment of required fees for use of athletic facility in advance of activity. See fee section of policy for details.

## Facility Requests

All requests for athletic facility usage must be received in writing with exact dates and times. Once a request is accepted, additional information may be required such as; Certificate of Insurance and indemnification, official team rosters with addresses, certifications etc. Requests will be accepted the first business day of the new calendar year. The scheduling of facilities will follow the procedures outlined under “Scheduling Priorities” section of this policy.

## Fees

All fees will be collected prior to any scheduled game(s). The VPRD will not place the game/activity on our field schedule until payment is received. All game fees for athletic facility usage will be calculated as follows:

### **IV. Baseball/Softball**

#### Game Fees

Resident %	Weeknight	Weeknight Double Header	Weekend	Weekend Double Header
80-100%	\$45	\$70	\$65	\$90
60-79%	\$50	\$75	\$70	\$95
40-59%	\$55	\$80	\$75	\$100
0-39%	\$70	\$95	\$90	\$115

- ◆ No field prep for second game of a doubleheader.
- ◆ Use of Lights – \$25/game (lights not available for practice)
- ◆ Fee does not include field drying agents. Permit holder must request and agree to pay for any field drying agents at a cost of \$12 per bag.

#### Practice Fees

- ◆ All practices will be reserved in a two (2) hour time block.
- ◆ Weekday Practices fees will be determined as indicated below:
  - \$10 per practice – No field prep or bases
  - \$25 per practice – Field prep which includes dragging of infield. No bases.
  - GAME FEE will apply to any and all requests for the following field prep items – grooming of infield, lining of base lines, bases placed on field.
- ◆ Weekend Practice fees will be determined as indicated below:
  - \$10 per practice – No field prep or bases
  - GAME FEE will apply **to any and all requests** for any of the following field prep items – grooming of infield, lining of base lines, bases placed on field.

## **Refunds**

### ***Non-weather related cancellations***

- ◆ Refund request must be communicated to Anita Good at 415-2335 or [agood@vandaliaohio.org](mailto:agood@vandaliaohio.org) Monday-Friday (by 5:00p.m. on Friday).
- ◆ A 100% refund may be granted if cancellation occurs at least 3 days prior to requested date.
- ◆ A 75% refund may be granted if cancellation occurs less than 3 days prior to the requested date and before field prep occurs.

### ***Weather related cancellations***

- ◆ If a game starts and is cancelled before three (3) complete innings, teams will receive a 50% refund on game fee. (Number of innings played must be verified with VPRD site supervisor in order to be eligible for the 50% refund). After three (3) complete innings, there will be no refunds issued.

## **V. Soccer**

### **Game Fees**

Resident %	
80-100%	\$35 / game
60-79%	\$50 / game
40-59%	\$65 / game
0-39%	\$75 / game

### **Practice Fees**

- ◆ All practices will be reserved in a two (2) hour time block.
- ◆ \$10 per practice

## **Refunds**

### ***Non-weather related cancellations***

- ◆ Refund request must be communicated to Anita Good at 415-2335 or [agood@vandaliaohio.org](mailto:agood@vandaliaohio.org) Monday-Friday (by 5:00p.m. on Friday).
- ◆ A 100% refund may be granted if cancellation occurs at least 3 days prior to requested date.
- ◆ A 75% refund may be granted if cancellation occurs less than 3 days prior to the requested date.

### ***Weather related cancellations***

- ◆ If a game starts and is cancelled before halftime, teams will receive a 50% refund on game fee. (Stoppage time must be verified with VPRD site supervisor in order to be eligible for the 50% refund). After halftime, there will be no refunds issued.