

**City of Elma
Department of Public Works
Recreational Fields Policies and Procedures**

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1.0 Purpose

The purposes of the following policies and procedures are:

- To ensure that the use of available City of Elma recreational fields is allocated in a manner that is fair to all those desiring to use the fields.
- To ensure that all users of the City recreational fields are aware of the rules pertaining to their use of the facilities.
- To ensure that all users of the City recreational facilities exercise due care and caution in their use and care of the City facilities.
- To ensure that users of the City facilities and City staff understand their respective responsibilities with respect to the use and management of the City recreational fields.

2.0 Definitions

Unless herein defined otherwise, all words shall carry their usual and customary meanings. Words used in their present tense shall include the future. Words used in the singular shall include in their meaning the plural and words used in the plural shall include their singular meaning. The word “person” shall include corporations, partnerships, associations, or organizations, as well as individuals. The word “shall” is mandatory and the word “may” denotes the use of discretion in making a decision.

1. “City” means the City of Elma.
2. “Concessionaire” means any person or entity offering for sale any product or service in any City park.
3. “Department” means the City of Elma Department of Public Works
4. “Double booking” means scheduling more than one person or organization to use a particular field at the same time.
5. “Historical use” means use of the City recreational fields during the prior year.
6. “Infraction” means the failure to comply with the policies and procedures set forth herein.
7. “Manager” means the City of Elma Director of Public Works or other City staff designated by the Director of Public Works.
8. “No show” means an organization or person that reserves a field but fails to utilize the field at the scheduled time.
9. “Organization” means a formally organized entity that organizes recreational activities.
10. “Park” means any City of Elma recreational facility, whether for organized team sports or otherwise.
11. “Parks Supervisor” means the person holding the City of Elma Public Works “Parks Maintenance” position.
12. “Recreational field” and “field” means any type of athletic field, including but not limited to, fields used for baseball, softball, soccer, football and etc.
13. “User” means any person who utilizes city parks or fields.

3.0 General Recreational Field and Park Rules and Regulations

3.0.0 The department is responsible for scheduling the use of the fields.

- 3.0.1** The possession or use of alcoholic beverages is prohibited upon city property.
- 3.0.2** Smoking is prohibited in all city parks.
- 3.0.3** The use of any tobacco product by minors is prohibited in any city park.
- 3.0.4** Persons or organizations may use fields only when such use has been pre-scheduled with the Manager or Park Supervisor.
- 3.0.5** The City may restrict public use of the parks and/or fields as deemed necessary by the Manager or Park Supervisor, or designee, to preserve or protect the park or field or in the interest of the general public health, safety, and welfare. Field closure notices will be posted by City staff at the fields.

In the absence of such a field closure notice it shall be the responsibility of the organization to ensure that the field will not be used if such use will cause undue damage to the field or present a safety hazard to those using the field.

- 3.0.6** Scheduled league games will take priority over practices for use of the fields, unless otherwise noted herein.
- 3.0.7** Assignment of field use for practice shall be at the sole discretion of the Manager or Park Supervisor.
- 3.0.8** Use of unlighted fields shall end at dusk.
- 3.0.9** Organizations and teams wishing to use fields shall execute a use agreement with the City; and, as a part of the agreement, shall provide the City with a copy of a certificate of insurance coverage with the City of Elma named as an additional insured. The insurance policy must provide for general liability coverage written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage that may result from the organizations use of the field.
- 3.0.10** Organizations using the fields shall be responsible for the control of the parking and crowds generated by their use of the field. Should, in the judgment of the Manager or Park Supervisor, parking or crowd problems present a threat to the general public health, safety or welfare, the Manager or Park Supervisor may order the field vacated.
- 3.0.11** Fireworks and open fires are prohibited in City parks.
- 3.0.12** No person shall excavate, fill, or otherwise alter the fields, except for grooming baseball infields.
- 3.0.13** No vehicles, of any type, are permitted upon City parks except in designated parking areas.
- 3.0.14** Objects, including balls, shall not be intentionally thrown or hit against fencing and backstops.

3.1 Concessions

3.1.0 Concessionaires shall possess a current City of Elma business license obtained from the office of the City Clerk-Treasurer.

3.1.1 Concessionaires selling food products shall possess all food handler licenses required by the Environmental Health Division of the Grays Harbor County Department of Public Services. Such licenses shall be posted upon the food concession facility at all times of operation.

3.1.2 The establishment of any concession shall be approved by the Manager or Park Supervisor before the commencement of such concession.

3.2 Pets

Pets are not permitted on recreational fields, spectator areas, or parking areas. Pets elsewhere within City parks shall be on a leash, under control of a person of 10 years or older; and the person in control of the pet shall remove and properly dispose of all feces deposited by the pet.

3.3 Litter/Damage

3.3.0 It shall be the responsibility of the organization or user utilizing a City field to ensure that all litter, generated in association with the use of the field, is removed from the field, dugouts, spectator areas and parking areas.

3.3.1 Any damages to City fields, spectator areas, parking area or other park facility, that those utilizing the City fields may notice, shall be promptly reported to the Manager or Park Supervisor.

3.4 Lost and Found

Items of personal property found by City staff in the City park will be removed by City staff and maintained in a lost and found system maintained by the Department. Disposition of such items of personal property will be at the sole discretion of the Manager.

3.5 Guidelines for Allocating Use of Athletic Fields

3.5.0 Organizations or users wishing to utilize City fields shall submit a proposed schedule of such use, whether for practice or games, to the Park Supervisor at least 2 weeks prior to commencement of the schedule. While effort will be made to accommodate all desired schedules for field use, the Park Supervisor and Manager will be solely responsible for allocating use of the fields.

Organizations or users shall notify the Park Supervisor or Manager of the cancellation of any scheduled field use at least 48 hours prior to the scheduled use. Failure to so cancel scheduled field use shall be considered an infraction.

3.6 Tournaments

Request to schedule tournaments shall be provided to the Department no later than the first working day of February of the year in which the tournament is to occur.

4.0 Maintenance Guidelines

- 4.0.0** Please show consideration for Departmental maintenance staff.
- 4.0.1** Departmental staff may prohibit scheduled use of fields if, in the sole judgment of staff, the field is unsafe for use or that undue damage to the field will accrue by virtue of the scheduled use.
- 4.0.2** Organizations and persons shall not use the field, for warm up, practice, or otherwise, when Departmental maintenance staff is working on the field.
- 4.0.3** All maintenance of fields, spectator areas, and parking areas will be performed by Departmental staff, unless otherwise approved by the Manager or Park Supervisor.
- 4.0.4** No portable fencing shall be erected without the written approval of the Manager or Park Supervisor.

5.0 Responsibilities

- 5.0.0** The department shall be responsible to provide every organization or user utilizing City fields a copy of these policies and procedures.
- 5.0.1** The Department staff is responsible to administer and enforce these policies and procedures in a fair and equitable manner.
- 5.0.2** It is the responsibility of organizations and users to provide truthful and accurate information to the Department. Provision of false or intentionally inaccurate information may be considered an infraction.
- 5.0.3** It is the responsibility of organizations and users to ensure that all persons associated with their use of City fields understand these policies and procedures.

6.0 Violations

Infractions or violations of these policies and procedures, or of local, state, or federal laws and/or regulations, by organizations or users utilizing City parks shall be considered infractions and may result in the violator being prohibited by the Manager or Park Supervisor, from future use, either temporarily or permanently.

7.0 Appeals

Any person aggrieved at any decision of the Park Supervisor in the administration or enforcement of these policies and procedures, may appeal the Park Supervisor's decisions to the Manager. Decisions of the Manager may be appealed to the Elma City Council. Appeals shall be filed in writing with the Park Supervisor or Manager, within 10 days of the decision subject of the appeal; and shall set forth the decision subject of the appeal and a detailed explanation of the error alleged.

The Manager, in the case of appeals of decisions of the Park Supervisor, or the City Council, in the case of appeals of decisions of the Manager, shall be rendered in writing within 15 working days of hearing the appeal.

The decision of the City Council shall be final.