

Section 1

Overview

This Field Use Comprehensive Policy & Procedures is intended to provide clear rules and guidelines for the equitable distribution and maximum use of facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures, policies and fees.
2. Managing the limited number of fields in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use.
4. Identifying available fields and dates of usage.
5. Securing fields/facilities for recreation programs/teams/participants.
6. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long-term field conditions.

Section 2

Scheduling Procedures and Requirements

(Leagues, Tournaments, Events, Games, and Practices)

1) Application Dates (Applications accepted during Period 1 or Period 2 will have priority)

A) Open Application Period 1 - February 1st – 3rd Friday of Feb. Published by March 1st
Applications will be accepted for request in March – June of current year.

B) Open Application Period 2 - June 1st – 3rd Friday in June Published by July 1
Applications will be accepted for request in July – October of current year.

C) Applications received after these dates will be considered on a first come first serve basis and in accordance with other procedures outlined in this policy.

D) No fields will be available for reservation in November thru March

2) Application Requirements

A) Applicants shall submit to Eden Park Committee:

- Through our online reservation system when it is operational. Until then reservations/fees will be made through the Eden Park Manager.

1: Facility/Field Request Form-Completed

2: Certificate of Liability Insurance

3: Game schedules/Practices

4: Deposit

5: Apply during appropriate “Open Application” to be considered in priority rankings if not will be first come first, serve for reservations.

B) Applications made for an organization must be signed by league president or designated representative. Applications made for individual teams must be made by the head coach. Applications made for Events must be signed by responsible party.

C) All organizations, leagues and independent teams and event groups shall secure and maintain, at no expense to Ogden Valley Parks Service Area or Eden Park Committee, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under such insurance:

1) OVPSA shall be identified as an additional named insured;

2) Liability limits shall be \$2,000,000 combined single limit for personal injury and property damage;

3) Insurance verification is required at the time of application submittal. The organization, league coordinator or president shall, at the time of application

submittal, file with OVPSA a certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.

3) Limitations

A) OVPSA and Eden Park Committee reserves the right to limit the amount of play permitted on any fields.

B) Eden Park Committee has the right to black out dates at locations in order to accommodate practices, games and or events. Anyone using the fields may be fined and possibly banned from using the facility in the future. Refer to: “**Available Fields, Primary Uses, Dates of Availability & Black out Periods**”

C) Scheduled games shall have priority for use of the facility/field over practice. Makeup games can displace nonscheduled practices. Scheduled league play has priority over a later tournament application. OVPSA and Eden Park Committee reserves the right to make final decision.

D) OVPSA and Eden Park Committee also reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to fields. Wear factors include:

- 1) Size, age, and number of users
- 2) Type of use
- 3) Frequency of use
- 4) Weather conditions
- 5) Type of sports equipment used
- 6) Notices

E) OVPSA and Eden Park Committee will approve game scheduling (locations and times) in conjunction with submitted requests. Users must meet requirements as outlined within this document. Allocations for games/practices are based on the total number of requests received, availability, and priority outlines. Assignments accepted may be charged to the league, team or event used or not.

When possible, openings will be offered to other leagues/teams on a priority basis as defined within the Priority definitions of each park locations’ policies.

F) Leagues/Teams may apply for reservations for practices at the field rental cost and by following the field rental policy and procedures. Teams that have secured a field through the reservation process have priority for that field during the time period they paid for. Teams will only be allowed to block a field for more then 2 hours in one day. If teams chose to not reserve a field and want to use a field its first come, first serve and cannot block for more then 2 hours per day per team and unless they are trying to use a field during a designated “Black Out” period.

G) When possible, confirmation of facility/field use will be delivered no later than March 1st for Period 1 application and July 1st for Period 2 applications. Applications submitted

after Open Application periods will be approved within 5 business days after all application guidelines have been met.

H) Additional facility/field requests associated with leagues, organized play, and community requests will be considered based upon facility/field availability. OVPSA and Eden Park Committee shall have the authority to approve or deny specific requests.

I) Facility/field users shall provide Eden Park Committee with a printed schedule of their league activities and contact names and numbers prior to season starting.

J) Team or organization schedulers are required to give sufficient notice when requesting in-season changes in a request for facility/field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the facility/field.

K) To cancel a rental a five-work day (5) advance notice is required. If a cancellation is made with less than a five-day notice, only 50% of the rental fee will be refunded.

Section 3 Priorities

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

OVPSA and Eden Park Committee will consider the primary designed uses for facilities/fields when considering assignment of priorities for use of its facilities/fields. The following are the priority for use applications:

(Refer to Page 14 for Definitions)

1. OVPSA and Eden Park Committee sponsored programs and events
2. OVPSA and Eden Park Committee Co-sponsored programs and events
3. OVPSA Resident Based Team/Organization
4. OVPSA Resident Based League
5. Weber County School District
6. Non-OVPSA Resident Based League/Organization
7. Non-OVPSA Resident Based Team/Organization
8. Other

NOTE: If we have requests made by a league, teams or organization in the same priority category we will then yield to the organization with the highest volume of time/games requested.

Section 4

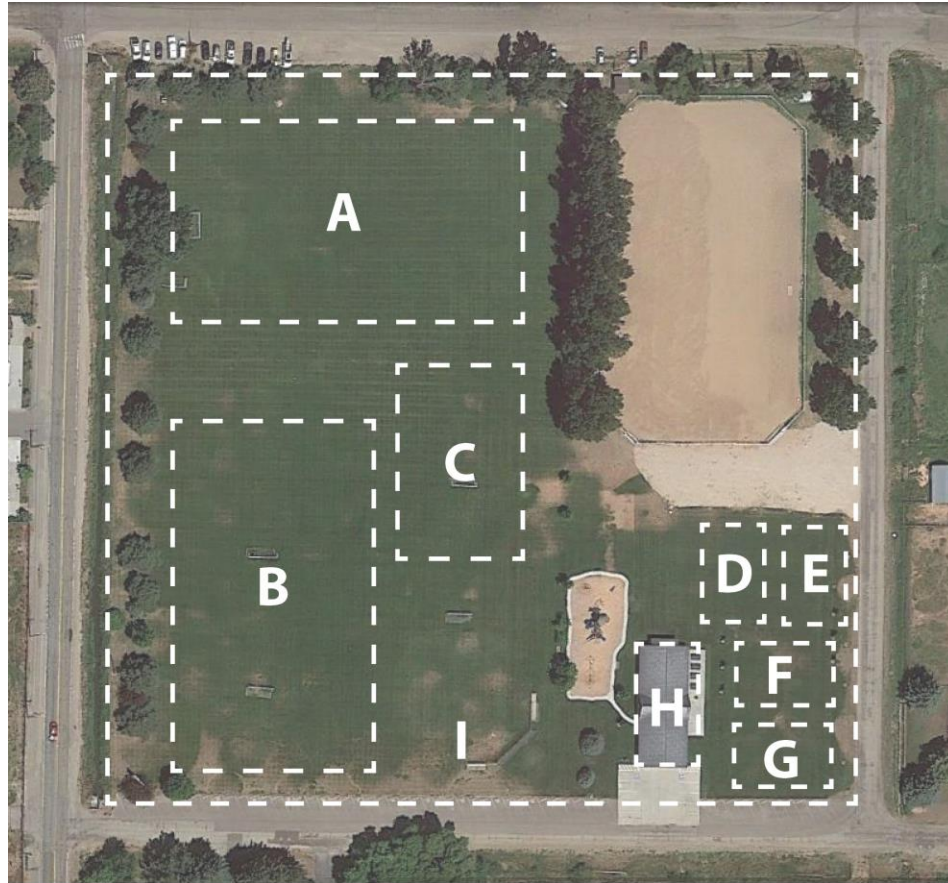
Available Athletic Fields, Primary Uses, Dates of Availability & Black out Periods

OVPSA and Eden Park Committee is responsible for scheduling the following. We will accept applications for the following fields during times that OVPSA and Eden Park Committee Programs and Co-Sponsored programs are not utilizing fields. OVPSA and Eden Park Committee reserves the right to cancel a reservation at anytime if they need to field/facility for a OVPSA and Eden Park Committee Recreation Program. (This will be a last resort) OVPSA and Eden Park Committee Fields are available for scheduled play and practices. Fields/Facilities are only to be used for the designated uses below.

Practices and Reservations are prohibited at locations during times that are designated as “Black Out” periods.

Eden Park located at 2100 North 5600 East

Current Field Layout (subject to change) please refer to the website for the most current information.



EDEN PARK RENTAL SPACES

- A - North Field (Large)
- B - Southwest Field (Large)
- C - East Field (Mid Size)
- D - Northwest Field (Small)
- E - Northeast Field (Small)
- F - Southeast (Small)
- G - South (Small)
- H - Bowery (Indoor & outdoor area)
- I - Entire Park (includes closure of equestrian arena)

Notes:

- Spaces can be reserved via the link on edenpark.com.
- All areas that are not outlined above will remain open to the public during rentals.
- When the entire park is rented (area I), all areas, including the equestrian arena are closed to the public.
- Unreserved areas can be used by the public on a first come first served basis.
- Please respect the reservations of others and plan ahead for your own reservations.

Soccer Field #A- Large Size

Soccer Field #B- Large Size

Soccer Field #C - Medium Size

Soccer Field #D,E,F,G - Small Size

Section 5 Fees and Charges

Fees and charges may be assessed for use of any park to help partially offset administrative, park operational, and/or replacement costs. Fees are subject to change based upon future community, sports, equipment, and maintenance needs.

1. OVPSA and Eden Park Committee reserves the right to increase field usage fees when the Service District may incur additional cost.
2. Final payment for field use is due in advance or within 30 days of billing at the discretion of the Park District. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the following year and subject to collections and attorney costs. Credits/Deposits on account will be applied on billing statement.
3. **TO CANCEL A RENTAL, a five-work day (5) advance notice is required. If a cancellation is made with less than a five-day notice, only 50% of the rental fee will be refunded.**
4. **RAINOUTS:** Fees will be waived for games that are rained out by the Park District or appropriately cancelled by the league official or umpire prior to field prep. Games that have been prepped for that is then cancelled by the league may be charged a normal game fee to the league.

For further assistance and field reservations please visit edenparkutah.com and/or reach out to the Park Manager current contact information located on the website.

PARK Field FEE SCHEDULE

Field FEES

\$10.00 Field Rental (per hour/per field) (Does not include Nets or Flags)

Note: Renters may request to get approval to paint the field. If approved they will get preapproved field dimensions from Park Manager, use EPA approved field marking paint only. No burning is allowed. Painting is the only field maintenance the renter is allowed to do with prior approval. They are not allowed to drive any motorized vehicle on the fields excluding painter. If the renter does not follow these rules, they may be charged additional fees and not be allowed to rent the field/facility in the future

Field size is not negotiable. Goals cannot be moved without prior authorization from the Eden Park Committee.

EVENT/LEAGUE FEES

\$250.00 Event/Tournament Fee-When facilities are requested for more than a one day, an Event Fee will be charged to help defer costs of clean up and garbage removal as well as field maintenance that will be needed on the field due to amount of use. Renter will also be charged the field rental costs listed above depending on the type of field they are renting. **50% off the estimated field rental fees will be due prior to the event starting.** (You will need to provide a tournament schedule etc for estimates to be decided prior)

\$250.00 League Fee- When a renter is requesting to use a field for more then 5 games in given season/league then they will be charged to defer costs of clean up and garbage removal as well as field maintenance that will be needed on the field due to amount of use.

NON-PROFIT FEES

Park/Field Rental for Non-Profit Organizations in the following areas of Liberty, Eden and Huntsville may have rental fee's waived of the fields and bowery if they meet the following Criteria:

1. The event cannot be a revenue generator.
2. The Organization pays a 250.00 refundable cleaning/field use fee. This will be refunded once the Bowery, Pavilion and fields have met the cleaning and field usage policy.
3. The Organization gives back to Eden Park by volunteering 8 hours per day of use. Example #1 3 day use would be 24 hours of volunteer work cleaning, painting, planting or other service project outlined by EPB, and or Eden Park Manager. Example #1 continued, so if you had 24 people come and work 1 hour at the park that would cover the volunteer hours for 3 days of use.
4. The organization must outline its purpose, hours of use, bowery and pavilion use, field use 90 days prior to event and is subject to scheduling availability.

CONCESSION

Concession Sales are not allowed. Unless the necessary Weber County Events permits are obtained, and permission granted by the OVPSA or Eden Park Committee.

MISC. FEES

Additional fees may apply in the case of extensive field preparation; such as wet fields, in which case renter would assume all costs involved including product and labor. Additional fees may apply if there is damage to the park facility including grounds and structures due the renter being at the facility.

Please Note:

1. Any unauthorized use of fields may be subject to a **\$100.00** fine and the team in violation and the league or association may be suspended from further field use.

2. A written application must be submitted and approved through the Eden Park Committee a minimum (10) days prior to any use if requesting any type of field prep.
3. Users are expected to leave facilities clean and in good condition. A charge will be billed to the responsible party for any required cleaning or repair.
4. All play must be completed, and lights turned off before 10:00 PM.

Appendix A

Definitions

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, appropriate use of Park Athletic Facilities.

OVPSA – Ogden Valley Parks Service Area.

Eden Park Committee – Manages the day to day oversight of Eden Park and ultimately operates under the governance of the OVPSA.

Weber County School District- These are interscholastic or intramural activities directly sponsored/sanctioned by the Weber County School district. Note- Clubs, PTSA or groups not sanctioned under the UHSAA will fall under Resident or Non-Resident based organizations/leagues or independent.

OVPSA Resident Based League- The total participants of the entire league, not individual team, must be more than 51% of OVPSA Residents. This means every home team and guest team will be considered. OVPSA may request additional documentation for verification if needed.

OVPSA Resident Based Team/Organization- The total participants of the entire Team or Organization must be more than 51% OVPSA Residents. OVPSA may request additional documentation for verification if needed.

Non-OVPSA Resident Based League- The total participants of the entire league, not individual team are less than 51% OVPSA Residents. This means every home team and guest team will be considered. OVPSA may request additional documentation for verification if needed.

Non-OVPSA Resident Based Team/Organization- The total participants of the entire Team or Organization is less than 51% OVPSA Residents. OVPSA may request additional documentation for verification if needed.

League- A group consisting of multiple teams that are submitting a request for OVPSA fields to facilitate their entire season schedule not just for ‘Home Games’ Ex. AYSO or UYSA all of their team’s games will be played on or at an OVPSA facilities.

Team- Consists Head coach and of players listed on their roster

Organization- A groups consisting of more than one “team” playing multiple games over an extended length of time. Example Soccer Club with 10 different teams wants to request home

fields for all of their teams but they are also going to be playing away games at fields outside of OVPSA.

Event- This would be a sporting event that may not have ‘teams’ and or play games but individual participants. Ex- Tryouts, Camps and clinics and is typically more then 1 day in length.

Tournament- Consists of “teams” and will utilize fields/facility for more then 1 day typically and games are not part of normal league play.

APPENDIX B

Rules and Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in the main OVPSA and Eden Park policy document.

- 1.** All OVPSA Parks and Recreation Facilities are smoke free.
- 2.** Users should respect field maintenance personnel.
- 3.** OVPSA and Eden Park Committee reserves the right to limit the amount of play permitted on fields.
- 4.** Park fields will be available for use, weather permitting, according to the published availability schedule (approximately April 1 of each year through October 31).
- 5.** Teams may not use fields for games unless they have followed the OVPSA field reservation policy. Teams found breaking policy will be fined or banned from using facility
- 8.** Sufficient time slots determined by OVPSA and Eden Park Committee are required between game uses to allow for maintenance requirements. Elimination or reduction of this time buffer is at the sole discretion of the OVPSA.
- 9.** There is to be no scheduled play at OVPSA and Eden Park Committee facilities prior to 8:00 am. Unless approved by OVPSA or the Eden Park Committee.
- 10.** There is to be no use after dusk on unlit fields and no use after 10:00 p.m. Unless approved by OVPSA and/or Eden Park Committee.
- 11.** League coordinators, presidents, etc. are directly responsible for informing team/coaches/representatives of OVPSA and Eden Park Committee field usage policies regarding field rentals and usage.
- 12.** OVPSA and Eden Park Committee will not assign practice times they are first come first serve. Practices and Reservations are prohibited at locations that are designated a “Black Out” period.
- 14.** Soccer Use - Fields for practice sessions will not be lined, users are encouraged to rotate practices around fields to alleviate wear patterns. **AT NO TIME IS A FIELD USER TO MAKE ANY TYPES OF REPAIRS OR ALTERATIONS TO EXISTING FIELD CONDITIONS; NO EXCEPTIONS. THIS INCLUDES REMOVAL OF SNOW.**
- 15.** Maintenance personnel have final say on field playability and safety during inclement weather conditions; **NO EXCEPTIONS.**
- 16.** **PORTBALE SOCCER GOAL POSTS ARE NOT TO BE MOVED OR ALTERED IN ANYWAY** without **PRIOR** approval from the Eden Park Committee or OVPSA; **NO EXCEPTIONS.**
- 18.** The use of fencing or backstops for “pickle”, “pepper”, “soft toss” or batting practice is strictly prohibited.
- 19.** Climbing on fences, backstops, dugouts, or soccer goals is not permitted.
- 20. Field Closure/Rainouts** – During periods of inclement weather, field closures

may result as determined by OVPSA and Eden Park Committee personnel. Closures may also result from poor playing conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the field back to a playable condition. It is the user organization's responsibility to obtain field closure information. Call (801) 580-8355 for an up-to date report on field closures. Closures determined up to 2 hours prior to game time. Fees will be waived for games that are cancelled by the Park. Games that are then cancelled by the league may be charged the normal or partial game fee.

21. If a field is rained out, no practice is allowed; NO EXCEPTIONS.

22. Field Closure/Rescheduling – It is the organization's responsibility to contact the Park Manager within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.

23. In case of athletic field emergencies (such as no one present sprinklers coming on, too many teams assigned to one field, etc.) Please contact the Park Manager.

24. Leagues and Tournament Directors are responsible to ensure individual teams clean up their respective areas, all surrounding areas are kept clean, garbage containers are provided. Failure to clean up after league games may result in future use of the facility.

25. Leagues, tournament Directors, and coaches are responsible for the behavior of those participating and observing their events not OVPSA or the Eden Park Committee.

26. Outside sourced concessions are not permitted.

27. Vendors (non-food) are not permitted.

28. Managers/Coaches are required to carry their approved field usage request/receipt to the field for practices for verification.

29. Observe all park rules. When driving around park, please be especially watchful for children and obey speed limits.

30. No person or persons are allowed to drive on any part of the park facilities except for designated parking areas. Violators can be ticketed and/or towed. Cars improperly parked may be towed and the league/team may be banned from using the facility/field in the future.

31. OVPSA and Eden Park Committee is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, lock your car doors, and keep valuables out of sight or at home.

VIOLATIONS: Any unauthorized use of fields or violation of any of the rules may be subject to a **\$100.00** fine and the team/organization in violation and the league or association may be suspended from further field use.

Appendix C

PARK FIELD RESERVATION FORM

PLEASE PRINT LEGIBLY

Refer to "Eden Park FIELD USE/RESERVATION POLICY AND PROCEDURES"

The field will be considered reserved on the dates and times requested when we have received Deposit, Completed Park Field Reservation Form, schedule(s), and Insurance certificate and has been approved by the Eden Park Committee or OVPSA. TO CANCEL

A RENTAL, a five-work day (5) advance notice is required. If a cancellation is made with less than a five-day notice, only 50% of the rental fee will be refunded.

Organization: _____ Type of Event: _____

Contact person: _____

Phone: _____ Email: _____ Fax: _____

Address: _____ City: _____ Zip: _____

Alternate Contact Person: _____

Phone: _____ Email: _____ Fax: _____

Number of Teams or participants that will participate: _____

(Please indicate if you are listing total number of teams or total number of participants)

Are 51% or more of the team(s)/participant's residents of OVPSA? Yes No

Can you provide documentation proving this? Yes No

Do you have Liability Insurance as described in the Eden Park Field Use Policy? Yes No

Liability Release Waiver

In consideration of the acceptance of this application for the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, property damages or death which may hereafter occur to me or anyone involved with my organization, team and or event as a result of participation in said event. This release is intended to discharge in advance Ogden Valley Parks Service Area, its officials, officers, contractors, volunteers and agents for liability, even though that liability may arise out of negligence on the part of persons for entitles mentioned above. It is understood that some recreational activities and events involve an element of risk or danger of accidents, and knowing those risks, I hereby assume those risks. By signing below, I am stating I have received a copy of the Eden Park Field Use/Reservation Policy and Procedures and agree to adhere by them. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assignees.

Applicants Signature

Date

List field(s) you are requesting. (Please provide game schedules as well)

Type Activity: Single Game League Play Tournament/Event

1. Field Name: _____

Dates Requesting: _____

Start time: _____ End time: _____ Total Hours requesting: _____

Initial Field Prep Requested? Yes No

2. Field Name: _____

Dates Requesting: _____

Start time: _____ End time: _____ Total Hours requesting: _____

Initial Field Prep Requested? Yes No

3. Field Name: _____

Dates Requesting: _____

Start time: _____ End time: _____ Total Hours requesting: _____

Initial Field Prep Requested? Yes No

FOR OFFICE USE ONLY

Date application is received by Eden Park Committee _____ **Park Initial**

Copy of Liability Insurance Provided? Yes No

Application Deposit: Date Paid _____ Staff Initial _____ \$ _____

Rental Fee: (based on fee schedule)

Field Fee Total Hours _____ X's Field Fee _____ = \$ _____

Field Prep Fee (Initial) \$ _____

Additional Field Prep (softball/baseball only)
(Staff) Total Hours _____ X's \$10.00 = \$ _____

Tournament/Event Fee = \$ _____

TOTAL FEES: \$ _____

TOTAL FEES: \$ _____ - **TOTAL DEPOSIT PAID** \$ _____ = **BALANCE** \$ _____

TOTAL PAID: \$ _____ **DATE:** _____ **Park INITIAL** _____

Date Application Approved: _____ **Park Name:** _____

Date rental inputted onto Reservation Calendar _____ **Park INITIAL** _____