

# City of Flagstaff



Dear Facility User Representative:

Flagstaff Parks and Recreation is accepting requests from Flagstaff sport organizations wishing to utilize City of Flagstaff and Flagstaff Unified School District outdoor playing facilities during non-school hours for the year 2022. Flagstaff Recreation department will coordinate the facility allocation process. Please complete the Athletic League/Event Application and return it to Athletics staff. We will ask that you return all applications via email this year. You can email them to [dcarrick@flagstaffaz.gov](mailto:dcarrick@flagstaffaz.gov). Applications must be submitted **NO later than February 11, 2022.**

Organizations assigned use of these fields and facilities will be required to provide the following items prior to a permit being issued:

- A. **A \$350 damage/clean-up deposit** payable to the *City of Flagstaff*. Remaining funds will be returned at the end of season.
- B. **A current listing of board member** names, titles, addresses and telephone numbers.
- C. **Certificate of Insurance with Endorsement.** Comprehensive public liability insurance coverage  naming the City of Flagstaff and Flagstaff Unified School District as additional insured. Minimum coverage shall be \$1,000,000 general liability and \$2,000,000 aggregate.
- D. **Copy of County Health Department permit** to receive a City license to operate any food concessions. (if applicable)
- E. **Signed 2022 Field/Facility Use Agreement** from all coaches and/or board of directors involved in the organization.
- F. **Signed 2022 Consent Waiver and Release** from all coaches and/or board of directors involved in the organization.
- G. **Signed 2022 Key Agreement and \$150 Key Deposit.** Agreement must be signed by the board president or designee of and the key deposit is made payable to the City of Flagstaff. This is a separate deposit from the \$350 damage/clean-up deposit. **(if applicable)**
- H. **Attendance** of board president and/or coaches at a Parks & Rec./FUSD field user group meeting will be held via Zoom on **Wednesday, March 9<sup>th</sup>, 2022 at 6:00 p.m.**
- I. **A COVID-19** safety plan for your organization. This must include safe return to play policies and procedures your organization will follow and enforce.
- J. We would like a copy of your organizations policies and procedures and a copy of your program manuals that you provide participants.

I appreciate everyone's cooperation in working together over the past few seasons. Because of the limited field inventory, it is important that we understand everyone's needs. Please request ONLY the fields you need.

**Currently, the only FUSD field closures and maintenance we are aware of for the upcoming season are the closure at Killip and a partial closure of MEMS. If we have any other closures, we will pass along the information as soon as possible.**

Please contact me at (928) 213-2309, or e-mail at [dcarrick@flagstaffaz.gov](mailto:dcarrick@flagstaffaz.gov) if you have any questions or concerns.

Sincerely,

Dan Carrick

Recreation Coordinator

cc: Tyrone Johnson, Recreation Supervisor [tjohnson@flagstaffaz.gov](mailto:tjohnson@flagstaffaz.gov)



# CITY OF FLAGSTAFF LOCAL USER GROUP APPLICATION

## INTRODUCTION

Those wishing to reserve field space in Flagstaff must first apply for a local user group permit from City of Flagstaff Recreation Services. Local user groups include but are not limited to soccer, baseball, basketball, volleyball, softball, football, rugby, cheerleading, tennis, lacrosse, hurling, field hockey, ultimate Frisbee, disc golf, or any other athletic league, or event on City property which may require City services over and above those routinely provided or that require the exclusive use of City property.

It is the City's goal to assist local user group organizers in permitting safe and successful events that create a minimal impact on the communities surrounding the events. The following pages include the local user group permit application and accompanying instructions to guide applicants through the permit process.

## CONTACT INFORMATION

Questions: 928-213-2310, 928-213-2309

Mail:

City of Flagstaff Recreation Services  
Office of Athletics  
211 W Aspen Ave  
Flagstaff, AZ 86001

Drop off:

The Flagstaff Aquaplex  
1702 N Fourth St, Flagstaff  
Attn: Athletics

## CHECKLIST Information required to be submitted with the athletic league/ event application

*Applications without the following information **will not** be accepted.*

YES NO

- Completed and signed application (no electronic signatures)
- Application fee (check, money order)
- Certificate of insurance (see page 6 of rules/regulations)-valid for event dates, set up and tear down.
- IRS letter showing nonprofit status (see page 3 of rules/regulations) (if applicable)

## Office Use Only

Date App Turned In	Staff Initials	Admin Review Date	Admin Due Date	User Group Due Date	Substantive Review Date	Substantive Review Deadline	Date Approved or Denied	Appeal?	Payment Date

# **ATHLETIC LEAGUE/EVENT DESCRIPTION**

Event Title \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

Admission Amount \_\_\_\_\_ (if applicable)

Type of Event: \_\_\_\_\_ Maximum Number of Teams: \_\_\_\_\_

Entry Fee Per Team: \$ \_\_\_\_\_ Number of teams previous year: \_\_\_\_\_

## **DATE/TIME**

Set Up Date and Time: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tear-Down Date and Time including final time that this event will be out of the park/facility: \_\_\_\_\_  
\_\_\_\_\_

**LOCATION** Include parking lots, facilities, parks (including the date and time needed for each facility, park, parking lot or street): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ADDITIONAL INFORMATION**

YES NO

The Applicant/League Organizer has read and understands the rules and regulations attached to this application.

Is this an annual event? If yes, how many years has this event been held?  
\_\_\_\_\_.

Is this event affiliated with a larger organization? (i.e., Susan G. Komen or Great Race)

## **ORGANIZATION INFORMATION**

Host Organization \_\_\_\_\_

Chief Officer of Host Organization \_\_\_\_\_

TelephoneDay \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Business AddressStreet \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing AddressStreet \_\_\_\_\_

(If different than above)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Tax I.D. No. \_\_\_\_\_

# **ORGANIZATION STATUS**

YES NO

Is the Host Organization a commercial entity, for profit, or out-of-town community organization?

Is the Host Organization a bona fide tax exempt, nonprofit entity or local service organization (i.e. church, club)?

# **APPLICANT/EVENT ORGANIZER**

Applicant/Event Organizer Name \_\_\_\_\_

TelephoneDay \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

# **PUBLIC CONTACT (Required)**

Public ContactName: \_\_\_\_\_

Telephone: \_\_\_\_\_

**This information may be shared in newsletters and public inquiries.**

# **TRASH AND RECYCLING**

YES NO

Will you provide your own trash and recycling services?

Will you need City trash and recycling services? *(fees apply)*

Will you make arrangements for trash and recycling services through a private company?

*If yes, please complete the following information:*

Trash/Recycling Company: \_\_\_\_\_

AddressStreet: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

TelephoneDay: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

Number of Trash and Recycling Containers/ Dumpsters: \_\_\_\_\_

Please specify size(s): \_\_\_\_\_

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event:

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## **FOOD CONCESSIONS OR PREPARATION**

\* Only the City Recreation Department or its contracted concessionaire may sell concessions at Thorpe Sport Complex. At all other facilities where concession and announcer booths are available, arrangements for use must be made through the respective organizations that manage these facilities.

YES      NO

- Will there be contracted food concessionaires/vendors?  
          Will food be distributed to the general public?  
          Will food be cooked in the event area?

If yes, please specify method: \_\_\_\_\_

- In order to comply with Coconino County Temporary Food Service Requirements, will access to potable water be required?

## **RETAIL SALES**

If you plan to have retail sales at the event a city sales tax license is required.

YES      NO

- Will items be sold at this event?  
          Will there be contracted vendors?

If yes, please describe \_\_\_\_\_

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# PORTABLE RESTROOMS

You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. Portable restrooms are required for events estimating an attendance of 100 or more people.

YES NO

Do you plan to provide portable restroom facilities at your event?

*If yes, please answer:*

Total number of portable toilets: \_\_\_\_\_

Number of ADA accessible portable toilets: \_\_\_\_\_

*If no, please explain:* \_\_\_\_\_  
\_\_\_\_\_

Portable Restroom Company: \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Equipment Drop-off Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Portable restrooms are required for an event estimating an attendance of 100 or more people. The following are Coconino County Health Code requirements which are to be implemented at your event. If no permanent restrooms are on-site and the event expects less than 100 attendees, portable restroom requirements will be determined on a case-by-case basis. The Applicant/League Organizer is responsible for contacting portable restroom vendors.

No. of Attendees	No. of Hours Per Event/Day	No. of A.D.A. Accessible Restrooms	Total No. of Recommended Restrooms
100	1-5 Hrs.	1	1
	5-10 Hrs.	1	2
250	1-5 Hrs.	1	2
	5-10 Hrs.	1	3
500	1-5 Hrs.	1	5
	5-10 Hrs.	2	6
1000	1-5 Hrs.	4	10
	5-10 Hrs.	5	12
2000	1-5 Hrs.	6	20
	5-10 Hrs.	7	24

# **AFFIDAVIT**

The applicant/ local user group organizer agrees to indemnify, defend, save, and hold harmless the City of Flagstaff, its officers, officials, agents, representatives and employees from and against any and all claims (including but not limited to claims for personal injury (including death) or property damage), demands, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) relating to, arising out of, or alleged to have been caused, in whole or in part, by the acts, errors, omissions, or negligence of the Applicant/ League Organizer, or any of the Applicant's/ League Organizer's, directors, officers, agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant/Event Organizer, that arise from the activities at the Athletic Event/Tournament.

**I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the athletic league/event permit is not transferable to any other individual or group.**

Print Name of the Chief Officer of Host Organization: \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name of Applicant/Local User Group Organizer:  
\_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# CITY OF FLAGSTAFF RECREATION SERVICES

## ATHLETIC LEAGUE/EVENT – RULES AND REGULATIONS

### DEFINING AN ATHLETIC LEAGUE/EVENT:

Any organized activity including, but are not limited to soccer, baseball, basketball, volleyball, softball, football, rugby, cheerleading, tennis, lacrosse, hurling, field hockey, ultimate Frisbee, disc golf, or any other athletic Leagues/Events, or Tournaments on City property which may require City services over and above those routinely provided or that require the exclusive use of City property.

### ATHLETIC LEAGUE/EVENT PERMIT GUIDELINES:

- Flagstaff Recreation Department is accepting requests from Flagstaff Sport Organizations and Athletic League/Event Directors, wishing to utilize City of Flagstaff and Flagstaff Unified School District outdoor playing facilities during non-school hours. Flagstaff Recreation Department will coordinate the facility allocation process.
- Complete all of the enclosed forms to be considered for historical use and return them to the Flagstaff Aquaplex, 1702 N. 4th St., Attn: Athletics, or you can mail them to: Parks and Recreation, 211 West Aspen Ave., 86001, Attn: Athletics, NO later than January 31, 2022.
- All non-historical use applications received after January 31, 2022 will be processed on a first come first serve basis.

### ORGANIZATION STATUS

1. All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a local community organization (i.e. church, club, school).
2. Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue Service (IRS) and is in good standing with the IRS. If you are a bona fide tax-exempt nonprofit organization, a copy of the tax exemption letter certifying your current tax exempt, non-profit status is required.
3. Applications must attach a copy of this tax exemption letter with their application otherwise, commercial, for profit, rates will apply. For local community organizations, a narrative by the chief officer of host organization must be submitted with the application.

### FEES AND DEPOSITS:

1. User fees and deposits must be determined per the current Parks and Recreation Fees as stated in the policies.
2. **A \$350 damage/clean-up security deposit** payable to the City of Flagstaff is required with each application.
3. All fees and deposits for events will be due at the time that the application is submitted to Athletics Department. Fees will be invoiced to organizations.
4. Parks, Recreation and/or Facilities Maintenance overtime/holiday burden rates will be charged to the League/Event Organizer in the following situations:
  - Parks, Recreation and/or Facilities Maintenance is required to perform maintenance duties outside of their normal working hours.
  - Parks, Recreation and/or Facilities Maintenance is required to repair municipal parks/facilities due to damage caused during the Athletic Event.
  - Athletic League/Event Organizer fails to perform adequate cleanup during and after the event.
  - Staff is required to be present due to non-compliance issues related to the permit.
5. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.
6. Upon the conclusion of the event, Recreation staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.
7. Deposit refund balances will be issued to Athletic League/Event Organizer within 30 days after all contract terms are met post-event.



## **CANCELLATIONS AND REFUNDS:**

1. Written cancellation notice must be delivered to the Athletics Department at least thirty (30) business days prior to the event dates for a full credit of deposits and fees. Cancellations after that time may result in forfeiture of deposits and fees.
2. League/Event Organizer may decide up to twenty-four (24) hours prior to use to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Flagstaff-Recreation Services is not obligated to provide an acceptable date to the League/Event Organizer postponing their event.
3. If the notice granting or denying the permit is not issued within the overall time frame, the City shall refund all fees charged for reviewing and acting on the application and shall excuse the payment of yet unpaid fees. The refund shall be made within 30 working days after expiration of the overall time frame of the agreed time frame extension without the applicant having to ask for a refund. City shall continue to process the application, and there is no longer any time frame within which it must be completed.

## **HOURS OF OPERATION:**

1. Flagstaff City Code (8-11-001-005. Use By the General Public/Hours of Use)
2. Permitted hours of use must be between 7:00 a.m. and 11:00 p.m., Sunday through Saturday, unless such person has acquired the appropriate permit from the City of Flagstaff, Recreation Services-Office. Dates of use for local user groups range from April 1-November 30. Fields will be closed for the season from December 1-March 31.

## **MUNICIPAL PARK/FACILITY AVAILABILITY:**

1. The Parks and Recreation Director has the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events. Parks and Recreation Director also has the authority to allow events requiring special consideration due to the nature of the event and benefit to the community.
2. The use of park property may not be granted when, as determined by the Parks and Recreation Director or a designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.
3. The exclusive use of playground areas, skate parks, and BMX parks cannot be reserved by one group, and access to the area by the general public must be available at all times. The City of Flagstaff, Parks and Recreation - Office of Athletics does not permit special events in any City-owned skate park or BMX park.

## **INSURANCE:**

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Flagstaff as additional insured and endorsement.
2. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.
3. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
4. For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "City of Flagstaff is listed as additional insured for any and all events held on City property."
5. Have insurance providers address the certificate to the attention of the City of Flagstaff Recreation Services and submit it with the Local User Group Permit Application.
6. Minimum limits are as follows:
  - \$ 1,000,000 per occurrence
  - \$ 2,000,000 aggregate
  - \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
  - \$ 1,000,000 liquor liability insurance (if applicable)
7. Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
  - \$100,000 per occurrence for bodily injury
  - \$100,000 per employee for bodily injury by disease

8. \$500,000 aggregate for bodily injury by disease.
9. Additional limits may be required after review.
10. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
11. The following applies to Amusement Rides:
  - The State of Arizona through statute - ARS 44-1799.61 - 1799.64 requires an amusement ride operator have \$2 million CSL liability limits (or split limits of \$1 mil BI & \$500,000 PD).
  - This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property where the amusement ride is operated.
10. Contact City of Flagstaff Risk Management at (928) 213-2082 for more information.

**TENTS, CANOPIES, FLAGS, ETC.:**

1. **NO STAKING!** Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Parks Section. If approved, the Applicant/Event Organizer must call Blue Stake (1-800-782-5348) at least five (5) days before the event to locate utilities. The Blue Stake notice number must be provided to Office of Athletics prior to any staking.
2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. Tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.
4. The Parks Department or Recreation Services-Office of Athletics will indicate areas approved for large tents or canopies. All tent locations and sizes must be marked on the submitted site plan.
5. Tents and membrane structures that have an area in excess of 400 square feet are to be manufactured of flame-resistant material or to be treated with an approved flame retardant.

**NOISE CONTROL:**

1. Event amplification must end by 10:00 p.m. Monday through Sunday. All events with amplification may not begin amplified entertainment until 12:00 p.m. on Sundays and 9:00 a.m. Monday through Saturday.
2. It is the intent of the City Council of the City of Flagstaff to endeavor to provide citizens with an environment free from such excess sounds or noise as may jeopardize their health, welfare and safety, degrade the quality of life, the tranquility of a neighborhood, or the right to quiet enjoyment of personal property. Athletic League/Event Organizers must be mindful of noise generated by entertainment and equipment and how it may negatively affect the quality of life of nearby residents and businesses. Police may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints.
3. The City's Noise Ordinance Code 6-08 applies at all times.
4. If event staff decides not to comply with police submissions, the Flagstaff Police Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the Athletic Event Organizer.
5. The ability to offer live amplified entertainment in City-owned parks will be determined on a case-by-case basis, however the following rules will apply:
  - Foxglenn Park - Speakers will be directed away from neighborhood areas.
  - Thorpe Park Multi-Use Field and Ponderosa Park - Speakers must be oriented in a "surround sound" set up, where speakers are faced into the event space.
  - Decibel levels read from 100 feet of the speaker locations must not exceed 90 decibels, "A" weighted.

**BANNER AND SIGNAGE GUIDELINES:**

1. Regulations governing temporary signs can be found in the Zoning Code 10-50.100.070 (Temporary Signs).
2. Intent to display banners must be indicated on the Athletic League/Event Application.

3. Temporary signs associated with events restricted to a City park or other City-owned or operated public property, including streets, vacant land and parking lots, shall be reviewed and approved by the Recreation Services section in compliance with the Special Event Permit Policy;
4. Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the Applicant/Event Organizer.
5. Banners may not be affixed to trees.
6. Event banners must remain within the event site.
7. Banners affixed to the City's banner pole sleeves may not exceed sixty (60) square feet in total area.
8. Banners affixed to temporary fixtures may not exceed twenty-four (24) square feet in total area.
9. Directional signage may be placed up to one day before the event and must be taken down one day after the event. Directional signage must not exceed an area of 6 square feet.
10. Banners shall only be hung for the days permitted by the event producer, which may include the set up day(s).
11. Banners may not promote products that are illegal to consume by the patrons attending the event.
12. Banner language or depictions may not be profane or obscene.

### **TRASH AND RECYCLING:**

1. For events occurring on City-owned property, the Athletic Event Organizer must arrange for trash and recycling services.
2. The provision of on-site containers for the collection of recyclable materials must meet the following standards:
  - Container Quantity- The number of recycling containers shall equal the number of solid waste containers.
  - Container Placement- The solid waste and recycling containers shall be placed next to one another throughout the event venue.
  - Accepted Materials- The types of recyclable materials suitable for deposit into each recycling container shall include, at a minimum, aluminum and metal cans, cardboard, and rigid plastic containers (#1-#7- except Styrofoam, plastic wrap, and plastic bags). Additional recycling materials may be collected as long as they conform to the City's current list of acceptable recycling materials. The most recent list may be obtained by visiting the City of Flagstaff website at [www.flagstaff.az.gov/recycle](http://www.flagstaff.az.gov/recycle) .
  - Each recycling container shall be clearly identified as a recycling container and display a list of the types of recyclable materials that may be deposited into the container.
  - Recyclable materials deposited in to the recycling containers must be delivered to a recycling facility or dumpster for recycling, not a landfill or refuse dumpster for disposal.
3. Athletic Event Organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the tear-down time stated on the permit, Athletic Event Organizers may be billed an additional service charge to be determined according to time spent cleaning the waste.
4. If City of Flagstaff recycling containers are used during the event and are returned contaminated with food or liquids the Applicant/Event Organizer will be billed a per container charge for cleaning.
5. Contact Environmental Services at (928) 928-213-2110 for assistance in determining trash and recycling needs.

### **PORTABLE AND PERMANENT RESTROOMS:**

1. Portable restrooms are required for any event estimating an attendance of 100 or more people. If no permanent restrooms are on-site and the event expects less than 100 attendees, portable restroom requirements will be determined on a case-by-case basis. The Athletic Event Organizer is responsible for contacting portable restroom vendors.

2. For locations with space constraints, an option to reduce the total number of required restrooms is to clean and replenish five (5) hours into the event in order to maintain appropriate health and sanitation standards.
3. For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
4. It is up to the Athletic Event Organizer to fully consider all aspects of their event to ensure an appropriate number of restrooms are made available.
5. Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these).
6. The American with Disability Act requires that 5% of all portable toilet units ordered be wheelchair accessible, or a minimum of one per order.
7. The City will charge the Athletic Event Organizer for associated costs when City of Flagstaff provided restrooms facilities are not cleaned and restocked following use.
8. Portable units may not be placed on sidewalks or grass areas.
9. Portable toilets are to be removed immediately after the event or teardown time specified within the Athletic Event Permit Application. Fees may apply for additional rental of space or removal of the portable restrooms.
10. If a City site includes permanent restrooms, it is the responsibility of the Applicant/Event Organizer to clean and restock the restrooms during the course of the event. Restrooms will be locked at night and opened in the morning during the event by the Applicant/Event Organizer to prevent unauthorized use. The Applicant/Event Organizer is responsible for any damage to the restrooms. Portable restrooms may be required and addressed during the routing process for those municipal parks/facilities that have permanent restrooms.
11. Portable toilets and restrooms, when already on-site, will be provided clean and supplied the day of the event. The organization must maintain the facilities throughout the event. If restrooms are not available, it is the responsibility of the organization to contact the supplier, pay for and maintain the facilities that they rent. The Recreation department will require proof of reservation of facilities prior to the event. Fees will be charged when facilities are not returned clean and supplied.
12. Portable restrooms must be provided by continuous User-Groups at any sites that the City of Flagstaff does not provide.
13. Due to freezing temperatures, permanent restrooms may be closed from Oct. 15 through May 15.

#### **FOOD CONCESSIONS, VENDING, OTHER:**

1. Only the City Recreation Department or its contracted concessionaire may sell concessions at Thorpe Sport Complex. At all other facilities where concession and announcer booths are available, arrangements for use must be made through the respective organizations that manage these facilities
2. The Athletic Event Organizer is required to obtain a permit from the City of Flagstaff Tax, License, and Revenue Division for each event if selling or vending.
3. Athletic Event Organizer will be required to provide a list of all individuals scheduled to sell merchandise, food or other items at least fourteen (14) days prior to the event. The information must include company name, contact person, address, phone number and current City business license number if applicable. All information is confidential and is for City Tax and Licensing use only.
4. Contact the City Tax and Licensing Department at (928) 213-2251 for more information.
5. If there are vendors at the event, the Athletic Event Organizer must collect a \$15.00 fee from each vendor that does not already have a City Sales Tax or Business License. The fees and list of vendors must be submitted to the Tax, License, and Revenue Division on the following business day after the event.
6. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.
7. Overnight camping within City limits unless in a designated camp site is not permitted per Land Development Code (City Code Chapter 8-11-001-0010 Prohibited Activities).
8. Athletic Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the Office of Community Events).

9. Athletic Event Organizers will specify the location of all proposed food booths.
10. Athletic Event Organizers are responsible for obtaining County Health Permits for food handling, preparation and public distribution. Contact (928) 679-8750 for more information regarding County Health Permits.
11. Food vendors must be self-contained.
12. Fire extinguishers are required per Fire Department regulations.
13. Athletic Event Organizer is responsible for ensuring that vendors have properly disposed of grease and other materials/items, and that they have been removed completely from the site.
14. Provide electrical amperage draws for equipment when submitting your application.
15. The Event permit will allow you exclusive control and regulation of any concessionaires/vendors within your defined venue.

**POTABLE WATER:**

1. Recreation Services does not provide water connections for events.
2. There are two water needs options available for Athletic Event Organizers:
  - Water can be hauled to the site. The City of Flagstaff does not provide recommendations for water delivery vendors.
  - Water can be supplied by a Hydrant Meter at the event location if available. Fees and deposits may apply.
3. Hydrant Meter set-up and removal will only occur Monday-Friday from 8:00 a.m. – 3:00 p.m.
4. Athletic Event Organizers are responsible for hydrant meter, all consumption recorded on hydrant meter, and backflow device.
5. Athletic Event Organizers must contact the Customer Service Manager seven (7) business days prior to the event at (928) 213-2230 to set up service.
6. For after-hours emergencies, call (928) 774-0262.

**ELECTRICAL INFORMATION:**

1. Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with Truck Tracks to prevent any tripping hazards.
2. Generators larger than 25 Kva or 25,000 Watts require an over-the-counter electrical permit from Development Services Division (contact 928-213-2618.) The following rules apply:
  - A licensed electrical contractor is to be used for installation and set up and must be on site during inspection with City Electrical Inspector.
  - Inspection of generator set-up is required. Additional fees apply when an inspection must occur during non-City Hall business hours. If an event requires multiple generators, a fee per generator is charged and added to the basic permit fee.
  - If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and the after hour inspection if applicable.
  - For more information on generator permit costs refer to the Special Event Fees and Charges.
  - Larger generators may require a grounding stake. The location of each generator must be on the submitted site plan and approved by the Parks Department. Blue Stake (1-800-782-5348) must be called if a generator requires staking.
  - A fire extinguisher must be kept near generators. Minimum size: 2A-10BC.
  - All generators associated with the event must be turned off (with exception of a whisper-watt quiet generator approved by the Office of Community Events staff) concurrently with the event ending each evening.

## **OTHER INFORMATION:**

1. Glass beverage containers are prohibited at any field or sport facility.
2. No pets are permitted on fields or courts.
3. When deemed to be in the best interest of the City, organizers will be responsible to pay for city staff.
4. The City may cancel an event due to unsafe field conditions 24 hours in advance of the event. In this instance, all fees paid will be refunded. The City will make every effort to notify the organizer in as far in advance as possible if the City feels that there may be a possibility of cancellation. ***The City is not responsible for any charges that the organizer may incur as a result of the cancellation.***

## **LIGHTS**

1. The city has implemented Musco's Control-Link automated lighting system. This system monitors and controls all lighting at Athletic fields.
2. Users are required to submit a hard copy of all lighting schedules before they are inputted into the system.
3. Please be aware that if the lights go off and you need them back on, the lamps will take approximately 20 minutes to cycle back regardless of start time.
4. Permit holder will be charged for field lighting.

## **SAFETY**

1. It is the responsibility of the permit holder to protect the public and provide a safe environment for all sport facility users and observers.
2. Do not drink water from any dispenser other than public water fountains. Reclaimed water is used at all City and school sport facilities for irrigation purposes.
3. Inspect fields prior to use ensuring all sprinkler heads are level with the ground on grass fields.
4. Inspect courts/fields prior to use and clear all debris and trip hazards.
5. Sport events must be cancelled due to lightening, rain and other inclement, unsafe weather. The permit holder will be held liable for damage caused to fields/courts or persons due to continued play under the above-mentioned conditions. The City reserves the right to cancel an event if a possibility of damage or injury to users or facilities is determined.
6. In case of a cancellation due to inclement weather, prorated fees will be reimbursed to the permit holder.
7. Follow and obey all posted signs.

# CITY OF FLAGSTAFF RECREATION SERVICES ATHLETIC LEAGUE/EVENT – STATUS POLICY

## A. PURPOSE OF STATUS POLICY:

The purpose of this policy is to provide an objective and uniform process to determine to whom the City of Flagstaff - Recreation Services will permit and under what terms it will permit.

## B. POLICY GOALS:

The goals of this policy are to:

1. Establish an objective and fair application process to determine to whom the City of Flagstaff will and will not permit and what fees, deposits, and special conditions will be applied to each event.
2. Ensure all traditional and non-traditional municipal park/facility users comply with City of Flagstaff Recreation Service's Special Event Status Policy and the Rules and Regulations.
3. Ensure that all event producers have signed contracts that outline exact expectations and limitations of their use.
4. Ensure the event is safe and creates a minimal impact on the community surrounding the event.
5. Ensure that those who do not follow rules and regulations are subject to consequences such as impact to the Status Category of the event, loss of future rental privileges, eviction from the premises, and/or termination/cancellation of event or rental contract.

## C. APPLICATION CONSIDERATIONS:

All Athletic Event Permit Applications will be evaluated on the following:

1. Availability of municipal park/facility on requested date(s).
2. Accordance between requested municipal park/facility use and municipal park/facility's intended purpose.
3. Ability of municipal park/facility to safely accommodate event without experiencing physical or resource damage.
4. Prior history of event.

## D. PRIORITY OF USE

Applications will be routed and evaluated on a case-by-case basis. Priorities for assigning City-owned municipal park/facilities for Athletic Events are as follows:

- Priority 1: Events sponsored or co-sponsored by the City of Flagstaff.
- Priority 2: Events that have established historic precedence and remain in "Good Standing"
- Priority 3: Events organized by the Flagstaff Unified School District #1 (Per IGA).
- Priority 4: Events organized by Flagstaff based non-profit organizations with proceeds providing assistance to the organizer or another Flagstaff based non-profit organization (requires proof of nonprofit status).
- Priority 5: Events organized by private businesses, non-profit organizations not based in Flagstaff, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those Flagstaff based non-profit organizations.

## E. SPECIAL REQUIREMENTS

Special requirements made by Departments on the Routing Committee will be specified, in writing, to the Athletic Event Organizer upon completion of the routing process. By signing the Permit Holder's Agreement, the Athletic Event Organizer agrees to comply with and accepts these requirements. The City of Flagstaff retains the authority to cancel an event at any time, including when in progress, if these special requirements are not met or if public safety is jeopardized.

## F. APPEAL PROCESS

If your application or parts of your application have been denied, the applicant may submit a written appeal to the Athletics Office within 10 working days of the denial. Once confirmation of written appeal has been accepted, it will be reviewed by staff and/or the City Manager's office.

## City Contacts for Athletic Events

Building Safety Electrical Permits/Generators	(928) 213-2618
City Clerk (Liquor License)	(928) 213-2076
Community Development (Private Property)	(928) 213-2641
Convention & Visitors Bureau	(928) 213-2910
Environmental Services (Trash/Recycling)	(928) 213-2110
Fire Department	(928) 213-2500
Recreation Administration	(928) 213-2300
Athletics Supervisor or Coordinator	(928) 213-2310 or (928) 213-2309
Parks Maintenance	(928) 213-2161
Police Department	(928) 214-2532
Risk Management (Insurance)	(928) 213-2082
Tax & Licensing (Sales Tax Permit/License)	(928) 213-2251
Traffic Engineering (Street Closures)	(928) 213-2606
Utilities/Water Needs (Customer Service)	(928) 213-2230
Utilities After-Hours Emergencies	(928) 774-0262

## Community Contacts for Athletic Leagues/Events/Tournaments

Coconino County Parks and Recreation/Fort Tuthill	(928) 679-8000
Coconino County Environmental Health Department	(928) 679-8750
Mountain Line Transit	(928) 779-6624
Blue Stake	(800) 782-5348
Arizona Department of Transportation	(928) 774-1491

### **Checklist (if applicable)**

Required information for initial submittal (Applications will not be accepted without this information):

- Completed and signed application
- Deposit fee
- Certificate of insurance
- Submit IRS letter of nonprofit status-see page 3 (if applicable)
- Trash/Recycling scheduled-submit invoice or receipt
- Portable restrooms scheduled-submit invoice or receipt



# CITY OF FLAGSTAFF/F.U.S.D. FIELD/FACILITY USE AGREEMENT

2022

All members of your organization must follow the following terms and conditions: (Coaches, Players, Volunteers and Spectators).

1. **No smoking or use of tobacco products permitted on City of Flagstaff and Flagstaff Unified School District (F.U.S.D.) property (fields and/or parking lots).**
  2. **No alcoholic beverages are permitted on any F.U.S.D. property (fields and/or parking lots).**
  3. No alcoholic beverages are permitted on any City of Flagstaff fields during a youth event.
  4. No glass containers or pets are allowed on City of Flagstaff or F.U.S.D. fields.
  5. Adult sponsors are responsible for supervision of youth at all times.
  6. Users must keep the area clean and free of litter – fields, fences, dugouts, bleachers, and parking lots, portable and/or permanent restrooms.
  7. Do not drink water from any dispenser other than public water fountains. Reclaimed water is used at city and school fields for irrigation purposes.
- 8. All teams are required to have a copy of the field use agreement and permit with them at all times.**

## Field Specific

1. **DO NOT PLAY ON THE FIELDS WHEN THEY ARE POSTED CLOSED OR ARE CLOSED ON THE WEATHER "HOT-LINE" PHONE! (213-2399).** If your organization is seen playing on a closed field (due to weather conditions, maintenance or off-season closures) the City of Flagstaff and F.U.S.D. will impose a \$50.00 fine as a first offense. The second offense will result in a \$350 fine and revocation of one field on your organizations allocation. The third offense will result in revocation of all fields for the remainder of the season. (off-season dates are December 1-March 31)
  2. **BE AWARE OF BARE SPOTS.** Move the goals around or use cones to prevent wearing of high traffic areas.
  3. **NO STAKING!** Stakes may not be driven into turf or other surfaces without explicit written approval from the Parks Section.
  4. **DO NOT PUT SAND ON THE STABILIZER.** Do not rake stabilizer on to grass, including when you drag the infield.
  5. **YOU MUST RAKE AND WATER DOWN HOME PLATE AND THE PITCHING MOUND** every night. Put rubber mat on mound after watering (at school fields).
  6. **DO NOT TOUCH ANY PART OF THE SPRINKLER SYSTEM** (clocks, rain cups, valve boxes, etc.) Please check fields prior to use ensuring all sprinkler heads are level with the ground on grass fields. After utilizing hose bib boxes, replace lids to avoid a safety hazard. Do not drink out of hoses because of reclaimed water!
  7. **NO "SOFT TOSS" OR PEPPERING AGAINST FENCES.** This causes the fencing to bow out creating a hazard. Do not allow children to climb up fencing, batting cages and/or dugouts.
  8. **PUT AWAY ALL HITTING SCREENS AND OTHER EQUIPMENT.** Equipment (drags, rakes, tractor, bases, gypsum, liner, fences etc.) must be provided by the organization using the fields.
  9. **LOCK GATES ON YOUR WAY OFF THE FIELD.** Keep lighting control panel boxes and fenced compounds locked at all times during games and at the conclusion of event. When use of Non-City/Non-School locks is approved. City of Flagstaff and F.U.S.D. must be provided with a set of keys.
  10. **SCHEDULING OF LIGHTS.** The City of Flagstaff has implemented Musco's Control-Link automated lighting system. A generic user name and password will be assigned to each user group. All users must complete the online training through the Musco Control-Link website. **Use of lights allowed only for duration provided for on permit.**
  11. **NO VEHICLES ARE ALLOWED ON FIELD AREA AT ANY TIME.** (Unless prearranged with City of Flagstaff/F.U.S.D).
  12. **ALL ONSITE IMPROVEMENTS TO THE BUILDING OR GROUNDS MUST BE SUBMITTED IN WRITING TO THE PARKS DEPARTMENT AND APPROVAL MUST BE RECEIVED PRIOR TO ANY WORK COMMENCING.** All work **MUST** meet all building codes and/or Parks Department standards.
  13. **Trailer Parking.** Parking areas or spots will be assigned to organizations needing to use trailers for equipment storage.
  14. **Each Organization is providing a \$350.00 damage deposit. Refunds will be made at end of season.**
- First Offense:** A \$50.00 fine, plus the cost of the repair will be imposed to your organization if these terms and conditions are not met. Teams may not play on the allocated fields until this fee is paid in full.

**Second Offense** A \$350.00 fine, and revocation of one field on your organization's allocation, plus the cost of the repair will be imposed to your organization if these terms and conditions are not met. Teams may not play on the allocated fields until this fee is paid in full. The organization will have low priority during field allocations the following year.

**Third Offense:** Organization will be dismissed from the fields allocated for the rest of the contract (permit will be revoked). The organization will be considered "Not in Good Standing" during field allocations for the following year.

I, \_\_\_\_\_ (PLEASE PRINT), have read the field use agreement above and will pass this information on to the rest of the Board Members and Coaches involved with the organization. Our organization agrees to follow the above rules and regulations and understand the offenses for not abiding by this field use agreement. Following this agreement allows our organization to have use of the fields and to keep the fields in the best condition possible.

Organization: \_\_\_\_\_

Signature (President of Organization): \_\_\_\_\_

I have read and understand the above Sports Field Information and understand my responsibilities as a representative of \_\_\_\_\_ organization.

Organization Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Participant/Parental Consent, Waiver and Release

**I am aware that participation in any program, sport, or activity can be dangerous involving risks of injury. I understand that the dangers and risks of participating include, but are not limited to, death, serious or permanent injury, and damage to other parts of my/my child's/my organizational members body. I understand that spinal and neck injuries, which could cause brain damage and/or paralysis, are among the many injuries I could receive from participation in these activities. I am aware of the nature of this activity and I assume responsibility for myself, if I am a participant, and as parent or guardian of the minor child(ren) indicated above as participant(s) or as a representative of an organization who has rented the facilities for a special event. In consideration of the permission by the City of Flagstaff to accept the above named participant(s) in the listed activities, the undersigned hereby releases and holds harmless the City of Flagstaff, and Recreation Division, its officers, officials, employees, and volunteers from and waives and relinquishes any claim, liability, cause of action, damages, or costs for personal injury or property damage arising as a result of participation in or receiving instructions from the City regarding said activity, including transportation to and from the activity.**

**The undersigned acknowledges that he/she has been fully advised of the risks and potential dangers incidental to engaging in the activities for which this registration is submitted and voluntarily and knowingly assumes the risks of engaging in the activity. I hereby approve of the City to use my likeness, my minor child's likeness or any member of my organizations likeness in future publications and/or publicity. All photos will remain the property of the City of Flagstaff. By signing this agreement you are agreeing to relieve the City of liability to personal injury, wrongful death or property damage, and release photo rights.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8/01/13

<b>Outdoor Courts</b>	
<b>Basketball, Handball, Horseshoe, Volleyball - hourly per court</b>	
<b><i>Reserved Practice and Game Allocations</i></b>	
Individuals	\$3.50
Youth Non-Profit Community Organizations	\$2.00
Adult Non-Profit Community Organizations	\$3.50
Commercial, For-Profit, or Out of Community Organizations	\$6.75
Holiday Rental (add 25% to facility charges)	25%
<b><i>Reserved Tournament Rentals</i></b>	
Individuals	\$6.75
Youth Non-Profit Community Organizations	\$3.50
Adult Non-Profit Community Organizations	\$6.75
Commercial, For-Profit, or Out of Community Organizations	\$13.50
Holiday Rental (add 25% to facility charges)	
<b>Tennis Courts - hourly per court</b>	
<b><i>Reserved Practice and Game Allocations</i></b>	
Individuals	\$6.75
Youth Non-Profit Community Organizations	\$2.75
Adult Non-Profit Community Organizations	\$6.75
Commercial, For-Profit, or Out of Community Organizations	\$13.50
Holiday Rental (add 25% to facility charges)	25%
<b><i>Reserved Tournament Rentals</i></b>	
Individuals	\$13.50
Youth Non-Profit Community Organizations	\$6.75
Adult Non-Profit Community Organizations	\$13.50
Commercial, For-Profit, or Out of Community Organizations	\$26.75
Holiday Rental (add 25% to facility charges)	25%
<b>Outdoor Fields</b>	
<b>Baseball, Softball - hourly per field</b>	
<b><i>Practice and Game Allocations</i></b>	
Individuals	\$6.75
Youth Non-Profit Community Organizations - per participant, per season <b><u>\$16 maximum per family</u></b>	\$6.75
Adult Non-Profit Community Organizations	\$6.75
Commercial, For-Profit, or Out of Community Organizations	\$13.50
Holiday Rental (add 25% to facility charges)	25%
<b><i>Tournament Rentals</i></b> (Note 4)	

Individuals	\$13.50
Youth Non-Profit Community Organizations - per team, per tournament	\$6.75
Adult Non-Profit Community Organizations	\$13.50
Commercial, For-Profit, or Out of Community Organizations	\$26.75
Holiday Rental (add 25% to facility charges)	25%
<b>Soccer - hourly per field</b>	
<b><i>Practice and Game Allocations</i></b>	
Individuals	\$6.75
Youth Non-Profit Community Organizations - per participant, per season \$16 maximum per family	\$6.75
Adult Non-Profit Community Organizations	\$6.75
Commercial, For-Profit, or Out of Community Organizations	\$13.50
Holiday Rental (add 25% to facility charges)	25%
<b><i>Tournament Rentals (Note 4)</i></b>	
Individuals	\$13.50
Youth Non-Profit Community Organizations - per team, per tournament	\$6.75
Adult Non-Profit Community Organizations	\$13.50
Commercial, For-Profit, or Out of Community Organizations	\$26.75
Additional Field Prep. - Per Field	\$21.50
Holiday Rental (add 25% to facility charges)	25%
<b>Field &amp; Court Concession Permits</b> (per hours, per week and number of fields/courts allocated at site)	
Concession/Merchandise Stand	\$9.00
<b>Concession Permits for Allocated Fields</b> (per month), based on electrical and water usage	
Small concession buildings (WFlag LL Fields, Montalvo Field)	\$100.50
Large Concession buildings (Contiental LL)	\$140.00
<b>Field and Court Lights</b>	
Sport Courts - per court, per hour	\$13.50
Sport Fields - per field, per hour	\$39.50
Sport Fields - Youth Non-Profit Community Organizations - per field, per hour	\$13.50
<b>Field/Facility Fee</b>	
<b>For City Athletic Programs</b>	
Adult Fee - Per Participant	\$7.50
Youth Fee - Per Participant	\$0.00