



RECREATION DIVISION
ATHLETIC FIELD AND COURT USAGE
POLICY

Effective: 9/03/2013
Revised:
Approved on:
9/3/2013

The following policy has been established to govern the usage of all City of Chandler athletic fields.

I. GROUP/INDIVIDUAL PRIORITY AND DEFINITIONS

For the purpose of determining the priority of usage and usage fees for athletic fields and courts, the following categories have been established and defined:

- A. 1st – CATEGORY I: City Use - Activities sponsored or co-sponsored by the City of Chandler have priority use of all athletic fields and courts.
- B. 2nd – CATEGORY II: Chandler Youth Sports Association (CYSA) – Organizations that have met specific criteria and have successfully completed the City of Chandler’s CYSA application process and have been approved by the department Director to partner with the City have second priority use of athletic fields during their designated primary season (additional rules and regulations apply, see CYSA Guidelines).
- C. 3rd – Category III: Chandler based Non-Profit Organizations and Public/Private Schools: Chandler public and private schools within the Chandler city limits. Inter-Governmental Agreements will govern use and associated fees. Established Chandler based non-profit eighteen and under (18 and under) youth organizations must be designated as such by the Internal Revenue Service and provide documentation confirming their 501(c)(3) status, mission statement, and by-laws. In addition, Chandler based non-profits and public/private schools must be able to provide team rosters to substantiate that their reservation serves 85% of Chandler residents. This category must also be able to show that the rental is in direct alignment with the mission of the non-profit organization. Chandler based non-profits must also have a no cut policy and be volunteer based with no paid coaches. Chandler based non-profits and public/private schools that do not meet the outlined requirements will be recognized as Category V. All documentation must be submitted with the Athletic Field and Court Rental Application (appendix A).
- D. 4th – CATEGORY IV: Private Citizen Rentals - Private citizens have fourth priority use – one field or court per rental, no more than a three-hour rental. Reservations can only be made within one week of the rental date.
- E. 5th - CATEGORY V: Organized Tournaments, Clinics, Leagues, Play, and Commercial Organizations - Rentals that charge entry fees to participate in their games, clinics, leagues or tournaments and need multiple field/court usage and/or prolonged use of a sports facility have fifth priority use. Category V rentals are allowed on designated fields and courts only as delineated in the Athletic Field and Court Rental Application (appendix A). Commercial organizations are those that have a business license and are not a non-profit. Chandler based non-profit organizations that do not serve 85% of Chandler residents, are not volunteered based, have a cut policy, or are unable to show that the rental activities are in direct alignment with the mission of the organization are recognized as this Category (V).

II. GENERAL POLICY

- A. FACILITY PERMIT - Users of City athletic fields and courts are granted restricted use by a Facility Permit. Only designated athletic fields and courts in City of Chandler parks can be permitted for practices and/or games (see appendix B). The Community Services Director or designee has the right to close off the use of facilities for maintenance and repair. The Community Services Director, for a good cause, may cancel a Facility Permit. Fees and deposits will be returned and every effort made to re-locate and/or re-schedule those users whose permits have been cancelled. Holders of a Facility Permit agree that the City is not responsible for any property left by the user or brought to the premises by the user, or by any other persons or entity in connection with the use of facilities. The user agrees that the City shall have no liability for destruction, theft, vandalism, or other loss or damage to any such property. Facility Permits are valid for the initial reservation period only. Customers must re-apply for additional reservation dates.
- B. APPLICATION SUBMITTAL - All requests for Athletic Field and Court Usage from Category III and V groups shall be submitted via the Athletic Field and Court Rental Application (appendix A). The form shall be available to the public in hard copy and on-line. Request forms may be e-mailed to Snedigar@chandleraz.gov, faxed to (480) 782-2644, hand delivered to 4500 S. Basha Rd., Chandler AZ 85248 or mailed to: Attn. Ball Field Reservations, City of Chandler, Snedigar Recreation Center, Mail Stop 502, P.O. Box 4008, Chandler, AZ 85244-4008. Athletic Field and Court Rental Application (appendix A) must be signed upon submission. It is the applicant's responsibility to confirm receipt of application. Category III groups must submit Athletic Field and Court Rental Application (appendix A) through a designated representative of the organization. For public and private schools, Athletic Directors or District Administrators meet this requirement.
- C. CARE OF FACILITIES - Holders of a Facility Permit are required to leave the facilities, courts, and fields in the same condition in which they are found. It is unlawful for users to create any nuisance, offense; to scratch, cut, injure, deface any building, fence, structure, tree, shrubbery; destroy any fountain or other improvement on City of Chandler property or property in its care. It is unlawful to drive any vehicle over any garden, lawn, sidewalk, bench, wall or any portion of any public park. Holders of a Facility Permit will be held responsible to the City of Chandler for reimbursement for damages. Criminal actions may be brought against any person who maliciously abuses and/or destroys City of Chandler property or otherwise violates the law.
- D. FIELD AND COURT CONFIGURATIONS – All field and court configurations are as is. Fields will not be custom configured to individual user's preference (i.e. building pitching mounds, custom lining soccer fields). Please refer to the City of Chandler Field and Court Configuration Matrix (appendix B) for specific field details. EXCEPTION: CYSA league play.
- E. FIELD AND COURT PREPARATION – Paid field preparation includes dragging and lining of infields for baseball and softball and boundary lines for soccer. Field preparation will only be done during regular Park Maintenance hours, 6:00 a.m. – 2:30 p.m., Monday-Friday. After hour requests, Monday-Friday after 2:30 p.m. and weekends, are upon availability and will be charged the After Hour Fee. Field preparation requests should be included in the rental application and submitted with the game schedule no later than 15 days prior to the rental. Volleyball and basketball courts are to be used as is. There will be no additional preparation for court use outside the scope of regular maintenance.
- F. USER BEHAVIOR – Users will be required to obey all park rules, laws, and ordinances as defined by the City of Chandler City Code of ordinance Chapter 31. It is the responsibility of the permit holder to ensure rental patrons utilize the facility in a safe, appropriate manner. The City of Chandler reserves the right to remove any person or persons considered to be disorderly.
- G. MALT BEVERAGES - Malt Beverage Permits must be obtained at the Community Center, Snedigar Recreation Center or the Tumbleweed Recreation Center. The Community Services Department

must approve permit and a permit fee must be paid at the time of application. Permits are non-transferable. No glass containers. The drinking of malt beverages is prohibited on or around the ball fields and courts. Drinking is permitted only in designated areas. Malt beverage permits are to be issued for one day at one location to one person at a time. Requests for consecutive dates will require the applicant to obtain a special use permit or a special event permit depending on the scope.

An athletic team may apply for a malt beverage permit for use in conjunction with an athletic game. The team roster shall be provided which shall include the names and ages of all ball players on the team, and such rosters shall be submitted with the permit and nature of activities. Teams with players playing games while under the influence of malt beverages may cause their team to forfeit. This may also cause the Facility Permit to be withdrawn and all fees associated to be retained by the City of Chandler.

Any person, who has obtained a malt beverage permit pursuant to the City of Chandler City Code of Ordinance Chapter 31, shall display the permit upon request. The permit holder and all individuals covered by the permit shall abide by the stipulations set forth in the permit and shall comply with the requirements of all local, state, and federal laws relating to spirituous liquor. The permit may be revoked by the Community Services Director.

- H. CLOSING TIME - Facilities must be vacated no later than 10:30 p.m. The Snedigar baseball and softball fields 1 – 6 are not available during City observed holidays. Facilities at Andersen and Bogle Junior High must be vacated by 9:00 p.m. Facilities at Kyrene Aprende Middle School and Summit Academy must be vacated by 9:30 p.m. The Community Services Director or designee must approve exceptions to this requirement.
- I. GATE FEES – Charging admittance or onsite registration fees to generate revenues requires approval from the Community Services Director or designee. If approval is granted, groups must be a registered business with the City’s Tax and Licensing Department and the facility must be fenced off from the general public. All fencing and related expenses will be the responsibility of the applicant. The City will assess an additional fee based on the following: \$100 for 8 teams or less, \$150 for 15 teams or less, and \$200 for 16 or more registered teams. For reservations of the fenced fields at the Snedigar Sportsplex, all of the 6 softball/baseball fields must be reserved. A schedule of activities must be provided.
- J. VEHICLES ON CITY OF CHANDLER PROPERTY – As defined in City Code of Ordinance Chapter 31, vehicles may not be stored overnight. Vehicles are not to be driven on athletic fields and courts. Special permission may be granted to access equipment and supplies. Access requests should be made at least 15 days in advance of the rental date and require approval from the Community Services Director or designee. Consistent and regular use of motorized vehicles by organizations conducting weekly league activities is prohibited.
- K. INCLEMENT WEATHER – All users are expected to use good judgment during inclement weather. User groups are expected to contact the Community Services Department to determine field and court availability and promptly forward the information to its participants. The Community Services Department will determine field and court availability in a timely manner, however, if inclement weather occurs after regular business hours, it is the responsibility of the user group to determine if fields are playable and the group will be held responsible for any damages to the fields. The fields may not be used and activities must be cancelled when any of the following conditions exists:
- Water standing on the infields of ball fields or goal mouths/midfield of multipurpose fields
 - Where grass is sparse or field is worn badly and ground is saturated
 - Turf can be displaced or dislodged from the ground
 - Mud cakes or clings to shoes
 - Steady rain is falling

- Dirt (infield) areas are muddy
- Wet courts with standing water

L. SPECIAL EVENTS – Public events and functions that wish to have, but not limited to merchandise vendors, food/beverage sale vendors, informational booths and displays; alcohol sales; inflatable bouncers, amusement rides and/games, amplified music; parades, walks, runs; etc., are required to submit a special event application through the special event process. The application process can be found at www.chandleraz.gov/special-events or contact 480-782-2665. Special event fees may apply.

III. FIELD AND COURT USAGE FEES:

A. CATEGORY I: City Use - There will be no rental fees for the use of any City of Chandler athletic fields and courts for activities, tournaments, and leagues sponsored by the City of Chandler or co-sponsored events conducted in cooperation with outside individuals, organizations or agencies. Reservation fees will not be charged to City of Chandler adult sports teams during their current registered season of play for practices, from the pre-season coaches meeting to the final game of that season's tournament. Only the \$15/hour light charge will apply to the rental.

B. CATEGORY II: Chandler Youth Sports Association -

1. Field Fee – None for approved affiliated league games or practices during primary and secondary seasons. Regular field usage rates will apply all other dates.
2. Light Fee - Light hours are allocated. Total light usage will be charged at 50% of allocated amount during primary season (see below) and 100% all other times. Groups will be allowed a 10% overage of allocated hours for their primary season. Any light use hours above primary season allocated hours will be billed at 100%. Light allocations recommended by the Parks and Recreation Board and approved by the Community Services Director are for primary season games or practices only. Primary seasons are designated as follows:
 - Baseball/Softball games – March thru June
 - Soccer/Football practices – August thru December
3. Field and Court Preparation Fee – Done only by Chandler Parks Staff, for approved affiliated league games, practices and tournaments. Field preparation outside of regular field drags, watering, and field lining for soccer and football will be assessed fees of \$25 per occurrence during regular park maintenance hours of Monday-Friday, 6:00 a.m. - 2:30 p.m. Requests for field preparations after 2:30 p.m., Monday-Friday and anytime on Saturday and Sunday will be charged an After Hour Fee of \$35 per field; per occurrence. A minimum of one field preparation per day will be required for Snedigar baseball/softball fields 1-6 and can only be performed by Chandler Parks' staff. Bases are provided for Snedigar baseball/softball fields 1-6. Only City of Chandler vehicles are allowed on any City of Chandler ball field. In-town fields may be hand raked by renter. Affiliates may also line the in-town fields themselves, but must provide their own liner and chalk and all material used must be approved by the City prior to use. No bases are provided for in-town fields. Volleyball and basketball courts are to be used as is. There will be no additional preparation for court use outside the scope of regular maintenance.
4. Site Supervisor Fee - \$15/hour if necessary (required at the Snedigar Sportsplex baseball and softball fields 1-6).

C. Category III: Chandler Based Non-Profit Organizations and Public/Private Schools: – The City's Field and Court Configuration Matrix (appendix B) details what fields and courts are available for rent by this category. Category III rental requests must submit Athletic Field and Court Rental Application (appendix A) and comply with Category V insurance requirements. Inter-Governmental Agreements will govern fees and charges.

1. Field Fee – None for Chandler public and private schools and organizations (see Category III definition in Section I).

2. Light Fee - \$15/hour per field. Light usage will begin depending on the time of year according to the following schedule: November thru February, 5:30 p.m.; October & March, 6:00 p.m.; September & April, 6:30 p.m.; May & August 7:00 p.m.; June & July 7:30 p.m.
3. Court Fee - None for Chandler public/private schools within Chandler City limits during scheduled practice time. Regular rates of \$11/hour/court apply for games, clinics, and tournaments.
4. Field Preparation Fee – \$25 per field per occurrence for residents; \$34 per field, per occurrence for non-residents. These fees apply for field preparations scheduled during the regular park maintenance hours of Monday-Friday, 6:00 a.m.-2:30 p.m. Volleyball and basketball courts are to be used as is. There will be no additional preparation for court use outside the scope of regular maintenance. A minimum of one field preparation per day will be required for Snedigar baseball/softball fields 1-6 and can only be performed by Chandler Parks' staff. Bases are provided for Snedigar baseball/softball fields 1-6. Field preparations at other fields are optional. If there are more than two fields needing field preparation by Parks staff for a rental, starting times for games must be staggered by ½ hour. Only City of Chandler vehicles are allowed on any City of Chandler athletic field. In-town fields may be hand raked by renters. Renters may also line the in-town fields themselves, but must provide their own liner and chalk and all material used must be approved by the City prior to use. No bases are provided for in-town fields.
5. After Hour Field Preparation Fee - Requests for field preparations after 2:30 p.m., Monday-Friday and anytime on Saturday and Sunday will be charged \$35 per field, per occurrence for residents; \$48 per field, per occurrence for non-residents.
6. Site Supervisor Fee – Required for Snedigar baseball/softball field 1-6 only, fee of \$15/hour for residents, \$21/hour for non-residents.

D. CATEGORY IV: Private Citizen Rentals - The City's Field Configuration Matrix (appendix B) details what fields are available for rent by this category. Reservations can only be made within one week (7 days) prior to the rental date.

1. Field Fee – Resident fee of \$11/hour/field and non-resident fee of \$15/hour/field.
2. Light Fee – Resident fee of \$15/hour/field and non-resident fee of \$21/hour/field. Light usage will begin depending on the time of year according to the following schedule: November thru February, 5:30 p.m.; October & March, 6:00 p.m.; September & April, 6:30 p.m.; May & August 7:00 p.m.; June & July 7:30 p.m.
3. Court Fee - \$7/hour/court resident, \$10 hour/court non-resident.
4. Field and Court Preparation – Private Citizen Rentals do not receive field or court preparation beyond the scope of normal maintenance. All fields and courts are used as is.
5. Payment must be made in full at the time of reservation.
6. No Category IV rentals at the Snedigar Sportsplex baseball and softball fields 1 – 6.

E. CATEGORY V: Organized Tournaments, Clinics, Leagues, Play, and Commercial Organizations - The City's Field and Court Configuration Matrix (appendix B) details what fields and courts are available for rent by this category. Category V will be charged the following rates:

1. Field Fee – \$11/hour/field/resident, \$15/hour/field/non-resident, \$17/hour/commercial.
2. Light Fee – \$15/hour/field/resident, \$21/hour/field/non-resident, \$23/hour/commercial. Light usage will begin depending on the time of year according to the following schedule: November thru February, 5:30 p.m.; October & March, 6:00 p.m.; September & April, 6:30 p.m.; May & August 7:00 p.m.; June & July 7:30 p.m.
3. Field Preparation Fee – \$25 per field per occurrence for residents; \$34 per field, per occurrence for non-residents; \$38 per field per occurrence for commercial organizations. These fees apply for field preparation scheduled during the regular park maintenance hours of Monday-Friday, 6:00 a.m.-2:30 p.m. Volleyball and basketball courts are to be used as is. There will be no additional preparation for court use outside the scope of regular maintenance. A minimum of one field preparation per day will be required for Snedigar baseball/softball fields 1-6 and can only be performed by Chandler Parks' staff. Bases are provided for Snedigar baseball/softball fields 1-6. Field preparation at other fields is

optional. If there are more than two fields needing field preparation by Parks staff for a rental, starting times for games must be staggered by ½ hour. Only City of Chandler vehicles are allowed on any City of Chandler athletic field. In-town fields may be hand raked by renters. Renters may also line the in-town fields themselves, but must provide their own liner and chalk and all material used must be approved by the City prior to use. No bases are provided for in-town fields.

4. After Hour Field Preparation Fee - Requests for field preparations after 2:30 p.m., Monday-Friday and anytime on Saturday and Sunday will be charged \$35 per field, per occurrence for residents; \$48 per field, per occurrence for non-residents; \$53 per field per occurrence for commercial organizations.
5. Site Supervisor Fee – Required for Snedigar baseball/softball field 1-6 only, fee of \$15/hour for residents, \$21/hour for non-residents and \$23/hour for commercial organizations.
6. Loss of Use Fees - Any Category V rental that renders athletic fields or courts unusable on a daily basis to other user groups due to split game scheduling (i.e., morning games 8 a.m. – noon & evening games 4 p.m. – 8 p.m.) will incur an extended rental fee equal to the field or court reservation fee for the number of hours per field from the end of the last game of the morning to the beginning of the first game of the evening.
7. Court Fees – \$7/hour/court for residents, \$10 hour/court for non-residents and \$11/hour/court for commercial organizations.

IV. CONCESSION POLICY

A. **CONCESSION SALES FOR CATEGORY II, III and V RENTALS** - The authority to operate all concessions shall be the sole privilege of the City of Chandler and/or its assignees. The City of Chandler will sell all concessions in City parks. However, if the City decides to allow concessions to be sold by a school, non-profit organization with 501(c)(3) status or a private business vendor, a Concession Operation Request must be applied for and approved. All sales during the rental of the facility that this Concession Operation Request covers will be subject to the license criteria listed below. Copies of all licenses and permits must be presented before concession sales will be allowed.

1. If the vendor is a non-profit organization (i.e., the Lions) or if parents and/or volunteers are selling, a **Non-profit Solicitor's License** must be obtained from the City of Chandler Tax and Licensing Division (480) 782-2280. There is no fee.
2. If the vendor is a business, they must present a City of Chandler **Privilege Tax License**. This is obtained from the City's Tax and Licensing Division (480) 782-2280. The business must also have a City of Chandler **Peddler's Permit**. The City's Tax and Licensing Division also administers this and there is a multi-step process with various fees that must be completed and paid prior to obtaining.
3. If food is being sold, a copy of a current **Maricopa County Food Service Worker License** must be provided. Contact Maricopa County at (602) 506-2960 or www.maricopa.gov.

B. VENDOR RULES

1. Vendors must present a list of the items they intend to sell. Items prohibited for sale include chewing gum, candy with chewing gum, malt beverages and any glass containers.
2. Vendor's vehicles may not be stored overnight. Vehicles are not to be driven on athletic fields or courts. Vehicles can enter the park on approved paved or gravel thoroughfares to unload/load equipment and supplies, but must be removed and parked in an adjacent parking lot thereafter. Any exemptions to this ruling must be stated in the Concession Operation Request application and approved by the Community Services Director or designee.
3. The vendor will be responsible for removing all trash generated by concession sales (storage boxes, cardboard boxes, large wrappers etc.) and placed in proper trash dumpster receptacles away from the ball field and court area. The small trash receptacles in and around the ball fields and courts are for fans and players to put their trash in. If these

smaller trash receptacles begin to overflow, the vendor will provide additional trash bags to place the excess trash in and tie closed. These bags can be placed next to the trash receptacle for Park Staff to pick up. At the end of each day the vendor will police the bleachers, backstops and the ball field and court grounds to be sure there is not any loose cups, wrappers or other trash in the area.

4. Category V concession vendors must provide a certificate of insurance. Insurance requirements are as follows:
 - One-million (\$1,000,000) general liability insurance coverage per occurrence for a total of two-million (\$2,000,000) general aggregate coverage and one-million auto liability insurance coverage.
 - Certificates of Insurance Description Operations must include: **“The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insured’s”**.
 - Must include clauses for “Severability interest and waiver of subrogation.”
 - Must include City of Chandler as second insured and certificate holder with the address of City of Chandler, Mail Stop 501, P.O. Box 4008, Chandler, AZ 85244-4008.

C. VENDOR FEES - Category II and III user groups will not be charged fees to sell concessions. Category V concession vendors must pay concession fees according to the following schedule:

TOURNAMENT SIZE	FACILITY USE	CONCESSION FEE
Small – 8 teams or less	Single Site/2 Fields or Less	\$100/event
Medium – 9-16 teams	Multiple Sites/3 to 6 Fields	\$150/event
Large – 17 or more teams	Multiple Sites/7 or More Fields	\$200/event

V. APPLICATION PROCESS FOR CATEGORY III AND V ORGANIZED TOURNAMENTS, CLINICS, LEAGUE OR PLAY

- A. APPLICATION SUBMITTAL - Applications for Category II, III, and V users for single or repeated use will be accepted **twelve (12) months** in advance and at least 15 days prior to the first date requested on the application. Applications will not be accepted less than 15 days prior to the first date listed on the application. Applications must be submitted to the Snedigar Recreation Center at Snedigar@chandleraz.gov, faxed to (480) 782-2644, hand delivered to 4500 S. Basha Rd., Chandler AZ 85248 or mailed to: Attn. Ball Field and Court Reservations, City of Chandler, Snedigar Recreation Center, Mail Stop 502, P.O. Box 4008, Chandler, AZ 85244-4008.
- B. REVIEW AND NOTIFICATION – All applications will be reviewed by a Community Services Department designee and forwarded to a Parks and Recreation Review Committee. Granting of requests will be based on the priority ranking of the requestor, past usage history, previous cancellations by the requesting organization, the date and time the application is submitted, the thoroughness of the application, and the ability of the Community Services Department to accommodate the request. Any request in direct conflict with the City’s Rest and Recovery Schedule (see appendix C) will not be granted unless otherwise approved by City staff. All applicants will be notified within three (3) weeks of the date of submittal as to the status of their application. Once an application is approved and the applicant notified, the applicant will have 72 hours to pay a **\$150 facility reservation deposit** that will be applied to the total rental fees and a **\$500 refundable security deposit** for damages.
- C. SNEDIGAR SPORTSPLEX RESERVATIONS – Gates to the baseball and softball fields will be opened at the time indicated on the reservation. If time is needed before games start, reservations

should be adjusted accordingly. Renter is charged once gates are open. Snedigar Sportsplex baseball and softball fields 1 through 6 can be reserved for games and tournaments only - no practices.

- D. LIABILITY INSURANCE - Liability insurance with a company authorized and licensed to conduct business within the State of Arizona shall be obtained. Proof of this insurance coverage must be presented to the Community Services Department designee within thirty (30) days prior to the date of use. The City of Chandler recommends to grantees of Facility Permits that they require their participants to have their own health and accident insurance coverage. Insurance requirements are as follows:
1. One-million (\$1,000,000) general liability insurance coverage per occurrence for a total of two-million (\$2,000,000) general aggregate coverage and one-million auto liability insurance coverage.
 2. Certificates of Insurance Description Operations must include: **“The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insured’s”**.
 3. Must include clauses for “Severability interest and waiver of subrogation.”
 4. Must include City of Chandler as second insured and certificate holder with the address of City of Chandler, Mail Stop 501, P.O. Box 4008, Chandler, AZ 85244-4008.
- E. SECURITY DEPOSIT – A *refundable* security deposit of \$500 is required at the same time as the facility reservation deposit (within 72 hours of application approval). This deposit will be returned after the scheduled use of the facilities has been completed, inspections of buildings and grounds are accomplished and damage to the same is not found. This can be paid with a credit card, cashier’s check or money order.
- F. FEE PAYMENT/GAME SCHEDULE – Final payment of all rental fees and game/tournament schedules are due in full no later than thirty (30) days prior to the first day of use. Failure to pay the usage fees by thirty (30) days from the start of the reservation will invalidate the application, Facility Permit and the facility reservation deposit will be forfeited. Except for rainouts or mechanical problems by the City of Chandler, there will be no refunds. Only credit cards, cashier’s checks or money orders will be accepted as forms of payment.
- G. CANCELLATIONS - It is incumbent upon the renter of these facilities to determine accurately the number of fields and/or courts and the hours of usage of each thirty (30) days in advance; this includes any field preparation requests. If fields and/or courts are not used or games end early, no refunds will be given as the reservation and invoice will NOT be adjusted. There will be no refunds for cancelled individual games. Up to thirty (30) days prior to reservation date, 25 percent of the facility reservation deposit will be refunded if the reservation is cancelled. No refund will be given for reservations cancelled within thirty (30) days of the reservation. Any cancellations initiated by the requestor or due to violation of the Athletic Field and Court Usage Policy will not be re-scheduled.



Appendix A

CITY OF CHANDLER RECREATION DIVISION ATHLETIC FIELD AND COURT RENTAL APPLICATION INSTRUCTIONS FOR CATEGORY III and V USERS

(for complete policy disclosure, please see the approved City of Chandler Athletic Field and Court Usage Policy)

1. A committee of Parks and Recreation staff will review all applications. Requests will be granted based on the priority ranking of the requestor, the date and time the application is submitted, the thoroughness of the application and the ability of the Recreation Division to accommodate the request. All applicants will be notified within three (3) weeks of the date of the submittal as to the status of their application. Once an application is approved and the applicant notified, the applicant will have 72 hours to pay a **\$150 facility reservation deposit** that will be applied to the total rental fees and a **\$500 refundable security deposit** for damages. Completed applications will not be approved earlier than **12 months (365 days)** or later than 15 days from the date of the beginning of each separate rental.
2. Requests are granted for clinics, leagues or organized tournaments, and commercial organizations only, not for practices.
3. Locations available for rent are currently limited to the fields at the Snedigar Sportsplex, Espee Park, Folley Park, Pima Park, Nozomi Park, and Tumbleweed Park. Volleyball and Basketball courts available for rentals are limited to Chuparosa Park, Nozomi Park, and Tumbleweed Park. Following are the field and court descriptions:

IN-TOWN FIELDS					
SITE	EXTRA	MOUND/ LIGHTS	BASE PATH DIST.	FENCE	RECOMMENDED USE
ESPEE 1	Grass Infield	60'-6"	90'	350/350/350	Youth Baseball 13 - 18 Mon – Sat; 13 and over on Sun
ESPEE 2	Skinned Infield	No mound	60' & 70'	220/220/220	Youth Baseball 13 and under, Youth Softball
ESPEE 3	Skinned Infield	No mound	60' & 70'	220/220/220	Youth Baseball 13 and under, Youth Softball
FOLLEY NORTH	Skinned Infield	No mound	60', 65' & 70'	280/300/267	Youth Baseball 13 and under, Softball all ages
FOLLEY SOUTH	Skinned Infield	No mound	60', 65' & 70'	280/280/280	Youth Baseball 13 and under, Softball all ages
FOLLEY EAST	Skinned Infield	No mound	60'	None	Youth Baseball 12 and Under, Youth Softball
PIMA WEST	Skinned Infield	54'	60', 65', 70' & 80'	294/345/252	Youth Baseball 13 and under
PIMA EAST	Skinned Infield	No mound	60', 65' & 70'	252/342/252	Youth Baseball 12 and Under, Youth Softball
PIMA SOCCER	Turf Area	No Lights	n/a	n/a	Soccer and Cricket Matches
NOZOMI 1	Grass Infield	60'-6"	90'	350/350/350	Adult Baseball, Youth Baseball 13 and over
NOZOMI 2	Skinned Infield	46'	60'	Varies	Youth Baseball 12 and Under
NOZOMI 3	Skinned Infield	46'	60'	Varies	Youth Baseball 12 and Under
TUMBLEWEED SW	Turf Area	Lights	n/a	n/a	Soccer, Football
TUMBLEWEED NW	Turf Area	Lights	n/a	n/a	Soccer, Football
TUMBLEWEED NE	Turf Area	Lights	n/a	n/a	Youth Soccer, Football
CHUPAROSA VB 1	Volleyball		n/a	n/a	Volleyball
CHUPAROSA VB 2	Volleyball		n/a	n/a	Volleyball
CHUPAROSA BB 1	Basketball		n/a	n/a	Basketball
CHUPAROSA BB 2	Basketball		n/a	n/a	Basketball
NOZOMI VB 1	Volleyball		n/a	n/a	Volleyball
TUMBLEWEED VB 1	Volleyball 1		n/a	n/a	Volleyball

SNEDIGAR SPORTSPLEX					
SITE	EXTRA	MOUND/ LIGHTS	BASE PATH DIST.	FENCE	RECOMMENDED USE
Baseball 1	Grass Infield	60'-6"	90'	350/400/350	Adult and Teen Baseball - Games Only
Softball 2	Skinned Infield	No mound	65', 70' & 80'	310/310/310	Youth Baseball 14 and under, Softball all ages – Games only
Softball 3	Skinned Infield	No mound	65', 70' & 80'	310/310/310	Youth Baseball 14 and under, Softball all ages – Games only
Baseball 4	Grass Infield	60'-6"	90'	350/400/350	Adult and Teen Baseball - Games Only
Softball 5	Skinned Infield	No mound	66' & 70'	290/290/290	Youth Baseball 14 and under, Softball all ages – Games only
Softball 6	Skinned Infield	No mound	66' & 70'	290/290/290	Youth Baseball 14 and under, Softball all ages – Games only
Baseball 7	Grass Infield	46'	60'	200/200/200	Youth Baseball 12 and Under Only
Baseball 8	Grass Infield	46'	60'	200/200/200	Youth Baseball 12 and Under Only
Baseball 9	Skinned Infield	46'	60'	Seasonal	Youth Baseball 12 & under/Youth Softball
Baseball 10	Skinned Infield	46'	n/a	Seasonal	Youth Baseball 12 & under/Youth Softball
Soccer 1	Turf Area	Lighted	n/a	L322/W220	Soccer, flag football
Soccer 2	Turf Area	Lighted	n/a	L325/W220	Soccer, flag football
Soccer 3	Turf Area	Lighted	n/a	L318/W195	Soccer, flag football
Soccer 4	Turf Area	Lighted	n/a	L307/W212	Soccer, flag football
Soccer 5	Turf Area	Lighted	n/a	L338/W212	Soccer, flag football
Soccer 6	Turf Area	No Lights	n/a	L175/W120	Soccer, flag football
Soccer 7	Turf Area	No Lights	n/a	L175/W115	Soccer, flag football
East Multi 1	Turf Area	Lighted	n/a	L185/W132	Soccer, flag football
East Multi 2 & 3	Turf Area	No Lights	n/a	L456/W560	Soccer and Cricket Matches
East Multi 4	Turf Area	No Lights	n/a	L230/W365	Soccer, flag football
East Multi 1	Turf Area	Lighted	n/a	L185/W132	Soccer, flag football

- Those who wish to reserve an athletic field or court for any other purpose must obtain a Special Events Permit from the City of Chandler Recreation Division. Please contact the Special Events coordinator at (480) 782-2665 for more information.
- Fees associated with rentals are as follows:

ATHLETIC FIELDS		
	Category III	Category V
Field fees for residents	No fee	\$11 per hour
Field fees for nonresidents	Not applicable	\$15 per hour
Field fees for commercial groups	Not applicable	\$17 per hour
Light fees for residents	\$15 per hour	\$15 per hour
Light fees for nonresidents	Not applicable	\$21 per hour
Light fees for commercial groups	Not applicable	\$23 per hour
Site supervisor fees for residents	\$15 per hour	\$15 per hour
Site supervisor fees for nonresidents	Not applicable	\$21 per hour
Site supervisor fees for commercial groups	Not applicable	\$23 per hour
Field prep fees for residents	\$25 per hour	\$25 per hour
Field prep fees for nonresidents	Not applicable	\$34 per hour
Field prep fees for commercial groups	Not applicable	\$38 per hour
Field prep fees for residents after hours	\$35 per hour	\$35 per hour

Field prep fees for nonresidents after hours	Not applicable	\$48 per hour
Field prep fees for commercial groups after hours	Not applicable	\$53 per hour

6. Field prep and site supervision is required on Snedigar baseball/softball fields 1-6. Field prep at other fields is done by request. Available prep times are Monday – Friday, 6 a.m. – 2:30 p.m. Field preps requested outside these hours will be charged \$35/hour/field for residents and \$48/hour/field for non-residents. If more than two fields need prep, game starting times must be staggered by ½ hour. Requests must be submitted no later than 15 days prior to rental.
7. **Final payment of all fees and the game/league/tournament schedule is due 30 days prior to the beginning of the rental. Failure to pay the usage fees 30 days prior to the first day of the rental will invalidate the permit and the facility reservation deposit will be forfeited. Refunds will not be given if the schedule changes and fields are not used or games end early.** Allowable methods of payment include cashiers check or money order made out to the City of Chandler or Visa, Master Card, American Express or Debit Card. If the permittee cancels the permit up to 30 days prior to the rental, 25 percent of the facility reservation deposit will be refunded. Otherwise there will be no refunds.
8. Lights will come on according to the following time schedule:
 - a. November – February, 5:30 p.m.
 - b. October & March, 6 p.m.
 - c. September & April, 6:30 p.m.
 - d. May & August, 7 p.m.
 - e. June & July, 7:30 p.m.
9. The City of Chandler requires each organization to provide a certificate of liability insurance from a company authorized to conduct business in the State of Arizona. Insurance requirements are as follows:
 1. One-million (\$1,000,000) general liability insurance coverage per occurrence for a total of two-million (\$2,000,000) general aggregate coverage and one-million auto liability insurance coverage.
 2. Certificates of Insurance Description Operations must include: **“The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insured’s”**.
 3. Must include clauses for “Severability interest and waiver of subrogation.”
 4. Must include City of Chandler as second insured and certificate holder with the address of City of Chandler, Mail Stop 501, P.O. Box 4008, Chandler, AZ 85244-4008.
10. Refreshments or any other articles may not be sold or offered for sale within or adjacent to any park area without the prior written authorization of the City of Chandler Recreation Division.
11. The permittee shall remain subject to the rules and policies of the Recreation Division, the specific terms of the permit, and to all rules, regulations and laws of all City, State and Federal departments insofar as applicable.
12. The permittee must clean and restore the premises after each use.
13. Pamphlets, handbills, or advertising material of any kind may not be posted, placed or distributed at the athletic fields unless written permission is granted by the Recreation Division.
14. The permittee must have in his/her possession at the time and site of the rental the permit for the use of the facility and any other permits or documents required by the Division or any other City agency for proposed activities at the facility.
15. Permits are not transferable.

**CITY OF CHANDLER RECREATION DIVISION
ATHLETIC FIELD AND COURT RENTAL APPLICATION
FOR CATEGORY III and V USERS**

*Answer all sections of this application completely; incomplete applications will be returned.
*No permits will be granted unless this application is signed.

1. Name of Organization: _____

2. Contact Person: _____ 3. Application Date: _____

4. Address: _____ City: _____ ZIP: _____

5. Email: _____

6. Phone (W): _____ (C): _____

7. Classification of User:(check one) Category III Category V

8. Is Application for (check one): Game League Tournament Camp Commercial

9. If for School (check): Elem JHS HS College Public Private

10. Sport: Baseball Softball Football Soccer Cricket Other _____

11. Name of League/Tournament: _____

12. Gender of Players: Male Female Co-Ed 13. Are any players over 18? Yes No

14. How long has the organization received permits? _____ years 15. Do teams pay fees? Yes No

16. Number of players per team: _____ Number of teams _____ 17. Number of spectators anticipated: _____

18. Will a gate fee be charged? Yes No 19. If Yes, please provide City tax ID #: _____

20. Will organization be selling concessions? Yes No 21. If yes, provide contact information of vendor below:

Contact Person: _____ Phone: _____

Address: _____ City: _____ ZIP: _____

22. Will the event be advertised? Yes No

23. Will the organization be utilizing amplified sound at the event? Yes No
(If yes, you must obtain a Special Event Permit from the Recreation Division – lead time is 90 days)

24. Field/court Desired:

24a. Field/Court Name: _____ Day of the Week: Su M Tu W Th F Sa

Start Date: ____/____/____ End Date ____/____/____ Start Time: _____ End Time: _____

Prep Needed: Yes No How often? _____

24b. Field/Court Name: _____ Day of the Week: Su M Tu W Th F Sa
 Start Date: ___/___/___ End Date ___/___/___ Start Time: _____ End Time: _____
 Prep Needed: Yes No How often? _____

24c. Field/Court Name: _____ Day of the Week: Su M Tu W Th F Sa
 Start Date: ___/___/___ End Date ___/___/___ Start Time: _____ End Time: _____
 Prep Needed: Yes No How often? _____

24d. Field/Court Name: _____ Day of the Week: Su M Tu W Th F Sa
 Start Date: ___/___/___ End Date ___/___/___ Start Time: _____ End Time: _____
 Prep Needed: Yes No How often? _____

24e. Field/Court Name: _____ Day of the Week: Su M Tu W Th F Sa
 Start Date: ___/___/___ End Date ___/___/___ Start Time: _____ End Time: _____
 Prep Needed: Yes No How often? _____

24f. Field/Court Name: _____ Day of the Week: Su M Tu W Th F Sa
 Start Date: ___/___/___ End Date ___/___/___ Start Time: _____ End Time: _____
 Prep Needed: Yes No How often? _____

The Applicant agrees to indemnify, defend, and save harmless the City of Chandler, its Mayor and Council, appointed boards and commissions, officials, officers, employees, individually and collectively; from all losses, claims, suits, actions, payments and judgments, demands, expenses, attorney's fees, defense costs, or actions of any kind and nature resulting from personal injury to any person, including employees of the Applicant or any Subcontractor employed by the Applicant (including bodily injury and death) or damages to any property, arising or alleged to have arisen out of the negligent performance of the Applicant for permitted rental hereunder, except any such injury or damages arising out of the sole negligence of the City, its officers, agents or employees. IT IS THE INTENTION OF THE PARTIES to this application that the City of Chandler, its Mayor and Council, appointed boards and commissions, officials, officers, employees, individually and collectively, are to be indemnified against their own negligence unless and except their negligence is found to be the sole cause of the injury to the persons or damages to property.

As the Applicant, I hereby certify that the information I have provided on this form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application and by the City of Chandler Athletic Field and Court Usage Policy. I understand that failure to do so may lead to the cancellation of the permit, the denial of future permits, or other legal action by the City of Chandler.

 Print Name of Applicant

 Signature of Applicant

 Date

