St Charles Parks and Recreation Board
Athletic Field Use Policy
(Tournaments, Leagues and Practices)

It is the Policy of the St. Charles Parks and Recreation Board (hereinafter the "Board") to charge fees that will recover costs associated with the preparation and use of the athletic fields and facilities of the City's parks, and to empower the Parks and Recreation Department and its staff (hereinafter "Parks"), at their sole discretion, to apply this policy for the betterment of the City's parks system. This policy also sets a standard of expectation for Organizations, including its Participants and Visitors, which is consistent with the level of service expected from the City's parks system as a whole.

Organizational users of the City's athletic fields, or those persons requesting such use, shall be responsible for the application for field usage, the payment of all fees and damages, the enforcement of all rules, regulations and ordinances, and for assuring that all activities are properly controlled and that a designated person(s) of authority is on site at all times during the field usage, and for such other requirements listed in these rules.

Availability
Facilities will be available from March 1 to November 30 annually. Minor calendar adjustments may be considered depending on the days of the week which March 1 and November 30 fall. Special requests outside this time frame may be considered.

Modifications
The Board appoints the Director of Parks and Recreation (hereinafter the "Director"), or designee, to have the authority and right to modify or waive any policy or fee as it deems necessary and in the best interest of the City.

Reservation Priorities
To ensure fair distribution of facilities, the following priorities will apply for leagues and tournaments:

1. City of St. Charles Parks and Recreation Programs
2. Returning Organizations in good standing
3. New Requests.

Reservation Procedures

A. A designee of the Organization must complete the Athletic Facility League and Tournament Request Form / application and submit to Parks no less than 30 days before the event to be considered.
   - Incomplete requests may be denied. If two or more organizations request the same time/date/fields, the Reservation Priority list will apply.

B. A deposit may be required at the discretion of Parks.

C. Parks will determine if a meeting is necessary prior to any tournament or league date.

D. Schedules must be submitted no less than 5 days prior to the start date of a tournament or league event.

E. Field layout requests must be submitted no less than 14 days prior to the start date.

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F. A Certificate of Insurance with the required limits of coverage and naming the City of St. Charles as additional insured must be provided no less than 10 days prior to the event. The required limits are available from Parks. The Organization's insurance shall be primary to the City's insurance coverage which shall be non-contributory.

Inclement Weather

A. Parks reserves the right to postpone, cancel, or delay a tournament or league event, or related activity, due to inclement weather.
B. The decision to start league or tournament games rests solely with Parks.
C. If games have already started, the Organization is responsible for canceling/delaying the games for safety and field preservation.

Use Regulations

A. Reservation is for designated fields/courts only and must match the approved permit. Unauthorized uses will incur charges.
B. Organizations desiring to require a fee for admission must adhere to the Board's "Organizations Hosting Ticketed Events in Public Parks Policy."
C. Utilization of tents, awnings, canopies, and temporary structures require prior approval.
D. Sale of merchandise (t-shirts, hats, photography, etc.) requires prior approval, vendor fee, and City license.
E. Security and/or medical personnel may be required at Organization's cost. Operation of golf/utility carts require written approval and valid driver's license.
F. Vehicles are prohibited on turf, sidewalks, service drives, emergency zones. Parking lots used only for loading/unloading.
G. Equipment placement requires prior approval.
H. Amusement rides, booths, bands, DJs, etc. require written approval and permits.
I. Food/drink sales and giveaways require written permission.
J. Only Parks staff may prepare fields/courts (unless prior written approval obtained, and for hand tools only).
K. During tournaments, organizers are responsible for emptying trash cans, stocking restrooms, and leaving facilities clean. Parks may charge cleaning fees if Parks staff must provide service.
L. Parks may revoke permits for misrepresentation, non-compliance, or safety concerns.

Additional Rules for Use of Artificial Turf Infields & Wapelhorst Park Ball Field Complex

<u>Infield Usage</u>:

A. Metal cleats are prohibited (molded cleats, turf shoes, tennis shoes only)
B. Soft toss into fencing/backstops is prohibited
C. Hitting into nets/fences is prohibited unless in designated areas or with portable nets
D. Sunflower seeds, shelled nuts, gum, or tobacco on/near turf areas is prohibited

E. Food/drinks (except water) in dugouts or turf areas is prohibited
F. Glass bottles/containers are prohibited
G. Pets are not allowed on infields or outfields
H. No un-authorized field usage - all usage must be approved by Parks in advance
I. Pitchers and catchers may use mound and home plate for warmups

Complex Usage: Per the "Intoxicating Beverage Use" Policy, intoxicating beverages are prohibited within the Wapelhorst Park Ball Field Complex unless served by Parks from the concession stand or unless prior approval obtained from the Board or the Director.

Rental Fees

Fees are based on field set-up and preparation for the tournament or league activity, and a portion of the yearly maintenance costs associated with the care and maintenance of the fields. Deposits (if required) are due upon application of requested dates of field usage. Parks reserves the right to assess and collect fees for the scheduled use of athletic fields for team practices. Such fees will be applied to offset operational costs.

Natural Field Tournament Fee Structure

Ball Diamonds with Dirt Infields and Mounds

Baseball Diamond Setup	$75 per field
Second Day Field Preparation	$50 per field
Game Play	$9 per field, per game

Ball Diamonds with Dirt Infields and No Mounds

Ball Diamond Setup	$45 per field
Second Day Field Preparation	$30 per field
Game Play	$8 per field, per game

McNair Multi-Use Fields

Field Setup	$150 per field
Game Play	$35 per field per game/hour

Blanchette Park Horseshoe Complex

Complex Set up Fee	$200 per day
Game Play	$100 per day

Natural Field League Fee Structure

Ball Fields with Mounds	$20 per Game
Ball Fields without Mounds	$15 per Game
Multi-Use Fields	$35 per Game/Hour
Tennis/Pickleball/Roller Hockey	$70 per Day
Cricket Fields	$80 per day

Wapelhorst Complex Fee Structure (Turf Infields)

Tournament Game Play	Full Day $1,500 / Partial Day $750 (Entire Complex)
Practices/League Play	Resident $50 per hour / Non-Resident / $75 per hour

McNair Disc Golf Fee Structure

One (1) Day Tournament $300	Two (2) Day Tournament $600

A. Application is due 120 days prior to tournament
B. Rental of Shelters #3 and #4 is mandatory with rental fee paid at time of booking
C. Park staff will determine if extra security is required based on the size of event with fee to be paid by the Organization
D. Rentals will be for the entire day and Applicants may request exclusive use

Cross Country Fee Structure

One (1) to 250 Participants $450	250 to 500 Participants $900
Over 500 Participants $1 per Participant	

A. Application must be submitted no later than 120 days prior to meet
B. Rental of all shelters in the designated park may be required depending on size, participant registration and length of event
C. Park staff will determine if extra security is required based on the size of event and charged at the appropriate hourly rate

Multiple Use Sports Fields

Use of a sport designated field for a different sport will be evaluated for feasibility and a fee determined based upon the use of the varying sport and the fees listed above.

Impact Fee

If a sporting event impacts more of a park than direct use of an athletic field limiting use by other visitors or the inability of surrounding facilities to be reserved, additional fees associated may be assessed to the Organization. The Impact Fee is based upon the Special Event Use Permit Policy fees.

Non-Profit Youth Sports Associations within the City of St. Charles League Fee Waiver

Youth non-profit sports associations in good standing and presenting a player roster, per session/season, with 70% representing St. Charles City residents will receive a waiver of league fees for field use. The youth non-profit sports association must be located within the limits of the City of St. Charles by physical address and represented as such on State of Missouri approved non-profit certificate.

Additional Fees if Applicable for All Athletic Fields

Deposit	Determined by Parks
Port-a-johns	Current Market Price
Trash Dumpster	Current Market Price
Athletic Facility Lights	$ 17 Resident per hour, per field $ 18 Non-Resident per hour, per field
*Attendant/Clean up Staff	Current Hourly Rate for Position
Park Rangers	Current Hourly Rate for Position
Drying Agent	Current Market Price
Vendor Fee	$ 75 per vendor
Ball Diamond Field Lining	Current Hourly Rate for Position
Soccer Field First Time Lining	Current Hourly Rate for Position
Soccer Field Re-Lining	Current Hourly Rate for Position
Use of McNair Press Box	$200 Monthly or $1000 Yearly

*Attendant is required for multi-day tournaments

Practice Usage for Athletic Fields

Practice reservations will be issued to individual teams beginning on a date established annually by Parks, based on field availability. Games and Park Programs take precedent over practice; therefore, reservations may be subject to recall by Parks

A. Reservations may be made online, by phone or in person at the Administration office
B. Reservations may be made for as far as two weeks out
C. Each team may reserve fields for a maximum of two hours per week and can be consecutive hours
D. Fields are available on a first-come, first-served basis