

# Facilities Usage Policies for Partner and Independent Youth Organizations

Content adapted from original policy adopted by CC P&R in December 2016

## Introduction

Campbell County Parks and Recreation (CC P&R) maintains facilities calendars for a variety of publicly used spaces. This policy applies to all Campbell County managed park facilities and Campbell County school facilities used by CC P&R. The information below will guide CC P&R employees and partner organizations on facility usage.

## Purpose

To manage Campbell County athletic fields, gymnasiums, and park facilities in a manner to assure equitable distribution and best, maximized use of County facilities by the public.

This will be accomplished by:

- Defined rules and regulations surrounding use
- Clear facility scheduling processes
- Fee structure that is applied uniformly

## Responsibility

It is the responsibility of the CC P&R Department to maintain a schedule of usage for both Campbell County owned parks and Campbell County school facilities when usage falls into any of the following categories:

- *Campbell County Parks and Recreation Department and/or CEQL programs and events.* This includes programs sponsored and operated by CC P&R that offer all participants the opportunity to actively participate on the team, in the program, or attend the event. No cuts are allowed. Focus should be on access to all, participation, and development. Participants are Campbell County residents and/or attendees of Campbell County Schools.
- *Campbell County Based Youth Organizations.* This includes any organization that has partner with the Campbell County Parks and Recreation Department that offers athletic-based programming for Campbell County residents where the participants have the opportunity to actively participate on a team. No cuts are allowed. Focus should be on access to all, participation, and development. Participants are Campbell County residents and/or attendees of Campbell County Schools. The organization must be non-profit. As a partner, the organization agrees to acknowledge the partnership through recognition of CC P&R in promotional materials. An official logo will be provided.
- *Independent Youth Programs.* This includes any program that offers a limited number of participants the opportunity to play or attend athletic-based programming. Generally, these programs use try-outs, skill-levels, or special invitations to form teams. Examples

include AAU teams. Participants include at least 50% residency and/or attendees of Campbell County Schools. Note: This only includes formal organizations and/or teams. Informal gatherings do not qualify as youth programs. There is no stipulation that these programs are non-profit.

## Reservation Considerations for Facilities

- Requirements
  - Application Form
  - Certificate of Insurance with at least \$1,000,000 in general liability listing Campbell County and Campbell County Schools as additional insured
- Prioritization of Requests
  - School-sponsored activities and events
  - Athletic programs and events organized by Campbell County Parks and Recreation and other departments under the Citizen Engagement and Quality of Life (CEQL) umbrella
  - Requests for Campbell County based Youth Organizations
  - Requests from individual citizens, groups, or Independent Youth Programs
- Process
  - Once the above requirements are met, the reserving group will be issued a MOU. The MOU will be signed by a member of Campbell County Parks and Recreation along with the responsible party for the reserving group. A copy will be kept on file in the P&R office and a copy will be provided to the reserving group. The MOU will serve as the official permit for the reservation, should documentation be requested on-site from law enforcement or school personnel.
- Limitations
  - CC P&R reserves the right to prohibit the use of facilities in the event of heavily scheduled field usage or other reasons deemed detrimental to field quality.
  - CC P&R reserves the right to limit frequency based on the above priorities. Requests for usage for multiple days per week for multiple weeks will be considered in tandem with requests from other groups. The full request of days and times may not always be granted.
  - Facilities may not be available at all times due to maintenance, repair, or weather conditions.
  - Changes in school facility availability may occur at the last minute due to unforeseen school needs. In such cases, reserving groups will be notified as soon as possible.
  - Many facilities require a site supervisor in attendance during usage and to lock/unlock facilities. Reservations can be limited and/or canceled last minute due to site supervisor availability.
  - It is strongly recommended that facility requests are placed 60 days in advance, so that adequate staffing can be arranged.
- Additional Information
  - Facility reservations can be made up to 3 months in advance.
  - Past usage and availability does not have bearing on future reservations. Groups are encouraged to contact CC P&R as soon as possible upon determining a need for facility usage to allow for proper planning.

## Fees

- Any team granted usage of a facility will be required to pay a \$100 deposit per season. For the purposes of the deposit, seasons are defined as Spring (March- June), Fall (July- October), and Winter (November- February). The deposit will be returned upon the conclusion of the usage, if facilities have not been damaged by the group.
- Groups are encouraged to pay via credit card through the Civic Rec system for ease in the refund process. No credit card fees will be charged.
- Fee Schedule (see definitions of groups above)
  - Campbell County based Youth Organizations- Free
  - Independent Youth Programs- \$15 per hour
    - Lighting is available at select locations for an additional fee.
    - Cancellation is required within 48 hours for fees to be waived.
    - Billing will occur monthly.
- Independent Youth Programs may request a collaboration with CC P&R to offset fees. This could be a clinic or camp offered to the general public by a coach of the Independent Youth Program for a fee, wherein user fees collected may be used against monthly amount owed. Success of such programs will depend upon the Independent Youth Program offering a high quality program/event as well as assistance in marketing/ promotion. This option is not guaranteed at all times, as the community can only support so many clinics and camps without saturating the market. All coaches/ facilitators conducting such clinics or camps must pass a background check. Site supervisor fees and background check fees apply. Coaches/ program facilitators will be held to departmental standards in terms of quality, behavior, and sportsmanship in the same manner as CC P&R staff members.

## Facility Rules and Regulations

- All local, state, and federal laws apply. In addition, posted park rules and/or rules specific to Campbell County Schools must be obeyed. This includes but is not limited to tobacco use, alcohol and marijuana consumption, and laws governing illegal substances.
- In cases of inclement weather, facilities may be closed by CC P&R staff members.
- The reserving group must leave the facility in a clean, neat condition.
- All equipment must be removed at the conclusion of each day of usage, unless specific arrangements have been made with CC P&R staff.
- All trash must be stored in proper receptacles or removed from the premises (preferred). Be a good neighbor. Do not overfill trash receptacles or leave bags of trash beside containers.
- Damages from the conduct of group members, players, parents, coaches, spectators, and family members in attendance will be billed to the responsible party.
- Vehicles may not be driven or parked on turf surfaces (including turf that abuts parking lots), sidewalks, entranceways, service driveways, emergency zones, or the shoulder of main roads. Towing will be enforced.
- Failure to abide by these rules will result in a loss of privileges.