



PARKS & RECREATION DEPARTMENT
ATHLETIC FIELD USE POLICY

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Section A. PURPOSE

The purpose of this document is to establish policies and procedures that govern the allocation and permitted use of City of Palm Coast athletic fields, with the overall goal of fair and equitable distribution among all eligible users. The policy will outline who is eligible to receive permitted use of City of Palm Coast athletic fields and identifies the process used to allocate and schedule the use of athletic fields.

Section B. POLICY REVIEW

The City of Palm Coast Parks & Recreation Department will periodically review this policy, and may make changes to the policy. In addition, all City of Palm Coast athletic field user organizations are encouraged to identify items of concern regarding the Athletic Field Use Policy, and provide the City of Palm Coast Parks & Recreation Department staff with a written summary of those concerns for consideration during the quarterly review process.

Section C. SPORTSMANSHIP

The City of Palm Coast Parks & Recreation Department requires all sports organizations that utilize City athletic fields to adopt a "Code of Conduct" policy, which will be kept on file with the Parks & Recreation Department, to promote good sportsmanship and appropriate behavior throughout their respective organizations. The policy should apply to all coaches, officials, participants, and spectators. Any violations must be dealt with swiftly and consequences must be enforced.

Section D. FIELD SCHEDULING PROCESS

Seasonal field scheduling meetings are held in conjunction with the Palm Coast Sports Alliance to allocate athletic field use in accordance with this Policy for City of Palm Coast Parks & Recreation Department programs, City youth sports organizations, adult sports, sports camps, tournaments and clinics, and City school sports programs. The meetings are held on a quarterly basis.

Typically, City of Palm Coast Parks and Recreation staff will send out an email to current Alliance members to collect information from each seasonal user group, followed by a Sports Alliance quarterly meeting to confirm field use allocations. Applications will not be accepted from sports groups that owe the City a permit fee, or that have been penalized as described below. It is the responsibility of the requesting organization to assign a Board Member to attend the field scheduling meetings. Failure to do so may result in a loss or the organization's field use allocation.

Section E. PERMITS

Athletic field use permits should be carried by the permitted group at all times during scheduled use of the athletic fields and must be presented upon request. These permits are non-transferable and may not be passed on to other user groups. All field users must adhere to their designated activity, times, locations and dates of assigned use. Authorized permits will only be distributed after a meeting is held regarding the use of the athletic field, and all required documentation has been submitted by the group

(i.e. proof of insurance). Any organized sports activity must have an authorized permit for use of City of Palm Coast athletic facilities.

Section F. REQUESTS BY NEW ORGANIZATIONS

A new youth sports organization must submit a written request to participate in the field schedule process prior to the athletic field scheduling meetings. If the new youth sports organization is in direct competition (age, sport, or gender) with an existing youth sports program, it will only receive field space if available. If the new youth sports organization offers either a new sports opportunity, or an age group not being offered by an existing program, it may receive consideration before a new youth sports organization that is in direct competition with an existing sports program.

Section G. FIELD STORAGE AND ONSITE BUILDINGS

Sport organizations that are requesting space in field storage buildings will need written approval from the City of Palm Coast. Organization will need to submit a formal letter to Parks and Recreation requesting space and or building. Organization will need to have a history within their organization of successfully facilitating at least four consecutive seasons. Organization must have partnered with the Parks and Recreation Department with a joint program partnership for at least two programs. If approved, Parks and Recreation and requesting sport organization will enter into a facility lease agreement. This agreement will outline expectations and requirements for both parties.

Section H. FIELD USAGE FEES

Sport Organizations that are utilizing City of Palm Coast sport fields for practice, sport camps, tournaments, and clinics must pay a City fee. If sporting organization is an approved member of Sports Alliance, the fee may be waived.

Section I. FIELD CLOSURE FOR MAINTENANCE

To maintain the quality of City athletic facilities and to allow for appropriate rest and repair of turf areas, mandatory field closure periods will be identified by Park Maintenance staff, either by site or athletic field. The closed site or athletic field will be identified by posted signs and/or fencing.

Failure to adhere to the field closure periods will result in the following consequences:

- 1ST Offense – Written warning to the league representative
- 2ND Offense – Suspension of permit for field use by the offender
- 3RD Offense – Hearing before the Parks & Recreation Administration with a potential permanent loss of the field use permit for the organization

Section J. INCLEMENT WEATHER POLICY

Athletic fields may be closed due to inclement weather or saturated conditions. Sport Alliance board members must call the Community Center 386.986.2323. For all weekend activity*, it is the responsibility of the league representative to determine the safety and playability of their respective sites.

*weekend activity (Friday, Saturday & Sunday)

Failure to adhere to the Inclement Weather Policy will result in the following consequences:

- 1ST Offense – Written warning to the league representative
- 2ND Offense – Suspension of permit for field use by the offender
- 3RD Offense – Hearing before the Parks & Recreation Administration with a potential permanent loss of the field use permit for the organization

Section K. BREAKING OF PARKS AND CITY RULES AND ORDINANCES

To maintain City of Palm Coast quality of life, sporting organizations are required to adhere to City of Palm Coast Park Rules and Ordinances and all other City Ordinances.

Failure to adhere to the Parks Rules and City Ordinances will result in the following consequences:

- 1ST Offense- Written warning to the league representative
- 2ND Offense- Suspension of permit for field use by the offender
- 3RD Offense- Hearing before the City of Palm Coast Special Event Review Team with a potential permanent loss of the field use permit for the organization.

Section L. SPORTS CAMPS, TOURNAMENTS & CLINICS

All sports camps, tournaments, organizations and clinics that are conducted at City of Palm Coast athletic facilities must be authorized by the Palm Coast Parks & Recreation Department. The requesting organization or instructor(s) must enter a facility usage agreement with the City of Palm Coast Parks & Recreation Department for the authorized use of any athletic facility. The agreement must be completed prior to any advertising or publication of dates and location, as the requested facilities may or may not be available. Organizations are required to attend the City of Palm Coast Special Event Review Team (SERT) meeting prior to tournament. City of Palm Coast will notify organization of the date and time of meeting.

Section M. FLAGLER COUNTY TOURISM DEVELOPMENT COUNCIL TOURNAMENTS & EVENTS

All organizers of sport tournaments/events that are sponsored by the Flagler County Tourism Development Council (TDC) will need to provide the City Parks Department a TDC approved and signed event agreement prior to requesting a permit for City of Palm Coast sports fields. Hosting organization will follow all policies set forth by the TDC and the City of Palm Coast before, during and after their event.

Section N. APPENDIX

City of Palm Coast Park and City Ordinances

https://library.municode.com/fl/palm_coast/codes/code_of_ordinances



CITY OF PALM COAST

FIELD USAGE PERMIT APPLICATION

Organization and/or Renter Information	<i>Organization Name (hereinafter "Renter"):</i>		<i>Today's Date:</i>		
	<i>Authorized Agent for Renter:</i>		<i>Birthdate Date:</i>		
	<i>Organization Address:</i>		<i>City:</i>	<i>State & Zip:</i>	
	<i>Authorized Agent Phone:</i>		<i>Authorized Agent Email:</i>		
	<i>Phone for Public Distribution:</i>		<i>Email for Public Distribution:</i>	<i>Web Address for Public Distribution:</i>	
Facility/Field Requested	<i>Facility Requested:</i> Park Name	<i>Event Type:</i> (Tournament, games, practices, camp etc.)		<i>Number of Fields Requested:</i>	
	<i>Number of Teams Participating:</i>	<i>Number of Players on Each Team:</i>		<i>Expected Number of Attendees on Site at One Time:</i>	
	<i>Season/Tournament Start Date:</i>	<i>Requested Days/Times of the Week:</i>			
	<i>Season/Tournament End Date:</i>	Monday: Begin Time: _____ End Time: _____ Tuesday: Begin Time: _____ End Time: _____ Wednesday: Begin Time: _____ End Time: _____ Thursday: Begin Time: _____ End Time: _____ Friday: Begin Time: _____ End Time: _____ Saturday: Begin Time: _____ End Time: _____ Sunday: Begin Time: _____ End Time: _____			
	Field lights are turned on 15 minutes prior to begin time. Field lights are turned off 15 minutes after end time.				
Tournament Directors Must Complete This Section	<i>Number of Vendors:</i> _____	<i>Number of Tents:</i> _____	<i>Electric Needed?</i>		
	<i>Cooking on Site?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Size of Tents:</i> _____	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<i>Signage for Handicapped Parking Needed?</i>	<i>Signage for Parking Needed?</i>	<i>Parking Assistance Needed?</i>		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	Fees may apply <input type="checkbox"/> YES <input type="checkbox"/> NO		

Additional Information and Documents Required	<p><i>Attach the following information and documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Organizational Information <i>(Athletic Leagues Only)</i> <ul style="list-style-type: none"> Articles of Incorporation By Laws Non-Profit Document <input type="checkbox"/> Official League Roster with names and addresses of registered players <i>(Athletic Leagues Only)</i> <input type="checkbox"/> Organizational Officers – names, addresses, phone numbers and emails <i>(Required of all Renters)</i> <input type="checkbox"/> Certificate of Liability Insurance (see page 3) <i>Required from all Renters</i>
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Indemnification:

For and in consideration of the City of Palm Coast’s consent to allow the Renter to use a city owned/managed facility located within Flagler County Florida, the Renter agrees as follows:

The Renter jointly and severally, hereby hold harmless, indemnify and defend the City of Palm Coast, its representatives, officers, agents, affiliates, employees, the administration and elected and appointed officials from and against all liability, suits, actions, claims, costs, expenses or demands (including, without limitation, suits, actions, claims, costs, expenses or demands resulting from death, personal injury and property damage) or expenses of every kind and character, including reasonable attorney’s fees, costs and appeals, arising or resulting in whole or in part, as a result of any tort, intentional action, negligent acts or omissions on the part of the Renter or any of the contractors, subcontractors, participants and/or guests associated with the facility rental outlined in this application. This indemnification provision shall survive the termination of the Facility Usage Permit and shall be in full force and effect beyond the term or termination of the Facility Usage Permit however terminated. This indemnification provision includes claims made by the entitlement, if any, to immunity under section 440.11, Florida Statutes. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity of section §768.28, Florida Statutes.

The undersigned hereby acknowledge that a copy of the ***Athletic Field Usage Policies*** containing the rules and regulations for use of athletic facilities owned and/or managed by the City of Palm Coast Parks and Recreation Department has been received and has been read, understands and agrees to abide by these rules & regulations governing the usage of the Facility being rented.

The undersigned person executing this Application on behalf of the Renter represents and warrants that he/she has full authority to sign this Application on behalf of the Renter and that he/she has the authority to fully bind the Renter to the terms and conditions set forth in this Application.

Name Date

Print Name of Authorized Signatory Title

Address City State Zip Code

Approved by:

Department Director or Designee Signature Date

Facility Rental Insurance	<p>Applicant Name or Permit Renter (Individual or Company): _____</p> <p>Insurance is being submitted for:</p> <p><input type="checkbox"/> Athletic League Play</p> <p><input type="checkbox"/> Athletic Camp</p> <p><input type="checkbox"/> Athletic Tournament/Competition</p> <p>Without limiting PERMIT APPLICANT'S indemnification of the CITY, and during the term of this Agreement, PERMIT RENTER shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the CITY.</p> <p>Certificates or other evidence of coverage shall be delivered via email, fax or US mail to:</p> <p style="text-align: right;">City of Palm Coast 160 Lake Avenue Palm Coast, FL 32164</p> <p>Certificate Holder should read:</p> <p>Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Permit, and shall contain the express condition that the CITY is to be given written notice of at least thirty (30) days in advance of any cancellation, non-renewal or material change of any insurance policy.</p>									
Insurance Requirements	<p>Renters are required to evidence the following Insurance to the City:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Insurance Coverage Type</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Limit of Liability Required</u></th> </tr> </thead> <tbody> <tr> <td>Commercial General Liability</td> <td>Each Occurrence \$1,000,000 Aggregate \$2,000,000</td> </tr> <tr> <td>Liquor Liability (required if liquor is served)</td> <td>Each Occurrence \$1,000,000 Aggregate \$2,000,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> All insurance policies evidenced to the City shall name the City of Palm Coast as an Additional Insured Certificate Holder must read: <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">City of Palm Coast</td> </tr> <tr> <td>160 Lake Avenue</td> </tr> <tr> <td>Palm Coast, FL 32164</td> </tr> </table> 	<u>Insurance Coverage Type</u>	<u>Limit of Liability Required</u>	Commercial General Liability	Each Occurrence \$1,000,000 Aggregate \$2,000,000	Liquor Liability (required if liquor is served)	Each Occurrence \$1,000,000 Aggregate \$2,000,000	City of Palm Coast	160 Lake Avenue	Palm Coast, FL 32164
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City of Palm Coast										
160 Lake Avenue										
Palm Coast, FL 32164										
If Renter Does Not Have Insurance	<p>Alternatively, Renters (and Individuals, if applicable) may obtain liability insurance through GatherGuard established by the City. Go to:</p> <ol style="list-style-type: none"> 1. https://app.gatherguard.com/?v=0501-788 2. Answer 3 questions regarding event – press Continue 3. Select dollar amount of Basic Coverage from drop-down menu options – press Next 4. Describe event or activity from drop-down menu options 5. Select Additional Coverage is necessary – press Next 6. Checkout – fill in information on Insured, Insurance Contact and Payment Information <p>The City of Palm Coast reserves the right to require additional types of insurance coverage or higher limits of liability for any event. This determination will be made by the Purchasing/Risk Management Division.</p>									

<u>Internal Use only:</u>	Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	Permit # _____
Date Received: _____	Date of Rental: _____	Date Insurance Submitted: _____
Security Deposit: _____	Rental Fee: _____	Date Insurance Approved: _____
Insurance Compliance Documentation is Attached (circle one): Yes No		
Facility Supervisor: _____		_____
Print Name		Signature
Date: _____		