

# Athletic Facility Usage Information Packet



**The City of Mobile Parks and Recreation Department** (MPRD) designed the athletic facilities as amenities for the entire community to enjoy. The athletic facilities are valuable assets in which the community has invested significant resources. The City of Mobile athletic facilities are in high demand for community groups, school sports teams, recreation programs, general residents, and non-residents.

The Athletic Facility Usage Information Packet ensures all field users know the rules and regulations governing the use of MPRD’s athletic fields. It is the responsibility of every team official, player, parent of players (for youth organizations), and spectator to be aware of the following terms and conditions. Coaches and their affiliated organizations are responsible for players' and spectators' conduct and behavior on the field and in the surrounding areas. The facility usage applicant/permit holder must adhere to the rules and regulations governing city parks and athletic fields to ensure participants' safety and preserve the city facility.

The Multi-Purpose fields below are available for usage:

Denton Park  
Dog River Park\*\*\*  
Duval Park\*  
Figures Park\*\*\*  
Harmon Park\*  
Henry Aaron Park\*\*\*  
Herndon Park\*\*\*  
Heroes Park  
Hillsdale Park\*\*\*

Kidd Park\*\*\*  
Langan Park\*\*\*  
Laun Park  
Lavretta Park  
Lyons Park\*\*\*  
Maitre Park\*\*\*  
Matthews Park\*\*\*  
Medal of Honor Park\*\*\*  
Miller Park

Mims Park\*\*\*  
Midnight Park  
Newhouse Park  
Peters Park\*  
Rickarby Park  
Stotts Park\*\*  
Texas Street Park\*\*\*  
Trimmer Park\*\*\*  
Trinity Garden  
Park\*\*\*

\*Lighted facilities Only

\*\*Restrooms Only

\*\*\*Lighted facilities and restrooms available

Please verify by initialing each section, that you have read and understand the following

## General Permit Information

The athletic facility permits are valid only for the date, time, and location specified. MPRD does not post permit notices at park or facility locations. **Keep a copy of the permit on hand throughout the duration of your permit.** Should a conflict arise with another facility user, your permit verifies your scheduled time to the other facility user. If this does not resolve the dispute, call the Parks and Recreation Department at (251) 208-1620 during regular business hours, or if after hours or on weekends, email [mprdpermits@cityofmobile.org](mailto:mprdpermits@cityofmobile.org) or consult the RecDesk master calendar at "<https://mprd.recdesk.com/Community/Home>".

1. MPRD must receive the Athletic Field Usage Application a minimum of 15 business days before the event date.
  - All athletic field usage requests are tentative until MPRD's permit office verifies all information.

2. For any permits issued for the duration of thirty days or longer, MPRD must receive the following:
  - Completed and passed national background checks for each coach.
  - NAYS and Alabama Coach Safely (ARPA) certification for each coach.
3. **MPRD requires insurance for all athletic permits.**

You must submit a **VALID** Certificate of Liability Insurance ten business days before your permit begins, and the COI must name the City of Mobile as the additional insured. Liability insurance must have a minimum of \$1,000,000 of general liability coverage.
4. MPRD requires the permit holder to pay a deposit of \$200 for league play or \$750 for tournaments within 72 hours of receiving approval.
5. MPRD requires the applicant to provide two portable chemical toilets and a wash station for every 150 people in attendance, and one must be accessible for persons with disabilities. The applicant must arrange for and pay all rental costs associated with the delivery, set up, and removal of the portable restrooms.
6. MPRD will require tournament applicants to submit a Special Event application and provide additional security, lighting, trash bins, special permits, etc.
7. All athletic facility users must adhere to the City of Mobile ordinances.
8. Individuals or organizations granted use of an athletic facility are responsible for any loss or damages.
9. The applicant or organization certifies they will not discriminate against anyone, under any circumstance, concerning attendance at the function held in MPRD facilities.
10. MPRD will not grant a permit under the following conditions:
  - Insufficient notice
  - Unavailability of staff
  - No Liability Insurance.
  - Damage deposit not paid
  - Hazardous activities
  - Prior Infractions
  - Mistreatment of park or field
  - Permitted dates and times do not reflect the actual usage
  - Any modifications are done without written approval
  - The permittee does not return all MPRD equipment from the previous season

### **General Athletic Facility Conditions of Use**

MPRD provides Conditions of Use to Sports Organizations and Amateur Enthusiasts when utilizing athletic facilities or parks maintained by the City of Mobile. We want to encourage all patrons to consider other people and be careful to protect the City's recreational facilities, and we would appreciate your cooperation regarding the following:

- When there is damage to the facility, immediately notify City staff. MPRD will note any damage to the facility and charge the permit holder responsible for the damage.
- The permit holder is responsible for inspecting the playing surfaces and all other site amenities before the permit period. If deficiency or vandalism has occurred before the permit period, notify MPRD's Permit Division to relieve the renting organization of responsibility for the pre-existing conditions. A voicemail message to the Rentals Coordinator at (251) 208-1620 is sufficient notification. The permit holder may also email any concerns to

[mprdpermits@cityofmobile.org](mailto:mprdpermits@cityofmobile.org).

- Applicable fees against the permit holder's deposit will occur if areas are unclean after use.
- Be considerate of other teams or players while transitioning between practices and/or games. Groups arriving to play must remain off the field until the prior team has left the field area and removed equipment.
- Equipment used or brought into the park site must receive written approval from MPRD in advance.
- Remove all team equipment from the facility area after use.
- Comply with all scheduled field closures due to inclement weather.
- MPRD **STRICTLY** prohibits alcohol and drugs at all park facilities. All city policies related to alcohol and drug use are in effect.
- MPRD will not guarantee lights not scheduled ten business days before the event.
- All dates for potentially scheduled games require submission to MPRD for approval. MPRD must receive notification three business days before any rescheduled game.

## Field Conditions of Use

### Grass and Synthetic Fields

Coaches and their affiliated organizations are responsible for the conduct and behavior of players and spectators on the field and in the surrounding areas. The facility applicant/permit holder must adhere to the rules and regulations governing city athletic fields to ensure both the safety of participants and the preservation of the city facility. Applicants/permit holders **MUST** inform visiting teams of these rules and regulations, and make sure all officials fully enforce the Conditions of Use.

To protect the field's surfaces and maximize the life of both the natural and synthetic turf, all participants are required to follow the Conditions of Use as outlined below:

1. Permit holders receive priority field usage.
2. MPRD does not permit games to be scheduled before 8:00 a.m., or later than 10:00 p.m. on any day (without prior authorization.)
3. MPRD must receive game schedules twenty business days in advance of facility use to schedule field lining.
4. Field gates will open 30 minutes before official game time.
5. Warm-up areas are available between the fields.
6. Users may never hit balls against any fence.
7. Teams may never warm up in the outfield areas while a game is going on.
8. Fields are available for games, practices, and city-approved events.
9. Per the City ordinance, all athletic field lights are scheduled to end at 10:00 p.m.
10. Using lights without authorization will result in forfeiture of future field usage.
11. Your reservation time must include set-up, warm-up, and clean-up. Groups may not enter the facility before or after their scheduled time.
12. Entrances to the field must stay clear for safety reasons.
13. MPRD staff and board members will monitor approved permittee practices and games for compliance. If an infraction occurs, MPRD will issue a written warning the first time. The second infraction will include the loss of the remaining permitted time AND damage deposit.
14. No glass or metal containers of any kind.
15. No tobacco products
16. Spectators must remain in the designated spectator areas and not enter the playing field area, and/or sideline areas.
17. No spitting on fields. In addition, team coaches or officials are required to notify city staff any time there are bodily

fluids (i.e. blood, vomit) identified on the field surface.

18. No beverages (other than water in plastic bottles or team water containers). No sports drinks and/or alcoholic beverages are acceptable on the synthetic fields.
19. No hitting, kicking, or climbing on surrounding fencing with feet or sports equipment.
20. No candles, open flames, fireworks, smoke bombs, or barbeque grills of any kind.
21. No bicycles, skates, skateboards, in-line skates, scooters, and/or any motorized vehicles on turf fields, playing fields, or in the facilities.
22. No pets (except for approved service/assistance animals).

#### **Synthetic Turf Fields Only**

23. Footwear on synthetic turf fields must be molded rubber cleats, turf, or running shoes. No metal cleats or screw-in plastic cleats are acceptable. Players found with screw-in stud footwear on the synthetic turf field will be assessed damages and home teams and officials will be liable for suspension of field privileges.
24. No chewing gum.
25. No food, snacks, or candy, including shelled nuts, such as sunflower seeds or peanuts.
26. No wheeled ice coolers or ice chests are acceptable on the synthetic turf area.
26. No tents, shade canopies, umbrellas, chairs/team benches, team, or corner flags with sharp ends are acceptable on the synthetic field area. Tents, shade canopies, umbrellas, and team flags should be set up off to the side so spectator views are not blocked. No staking is acceptable at any of MPRD Parks.
27. Only wide or flat bottom chair supports are acceptable on synthetic field areas.
28. No vehicles may enter the synthetic field area.
29. No chalk, paint, or other field marking compounds on synthetic field area.
30. No digging into synthetic field areas with feet, hands, and/or any other object.
31. Player warm-ups or practices on the natural turf (especially during rainy conditions) before using the synthetic turf field should be minimized due to organic material being transferred onto the synthetic surface and causing increased maintenance to the field.
32. Before entering the synthetic turf field areas, check footwear for compliance.
33. No picking or pulling of synthetic grass fibers or infill granules.
34. The permit holder is responsible for inspecting the playing surfaces and all other site amenities before the start of the permit period. If deficiency or vandalism has occurred before the start of the permit period, immediately notify MPRD's Rental Division, to relieve the renting organization of responsibility for the pre-existing conditions. An email to [mprdpermits@cityofmobile.org](mailto:mprdpermits@cityofmobile.org) is sufficient notification.
35. **MPRD staff and board members will monitor approved permittee practices and games for compliance. If an infraction occurs, MPRD will issue a written warning the first time. The second infraction will include loss of remaining permitted time AND damage deposit.**
36. **All dates for potentially scheduled games require submission to MPRD for approval.**

#### **Permit Fees**

1. MPRD must receive fees ten business days in advance of facility use.
2. MPRD will line the field for league games at no charge.
3. For non-league or one-day events, MPRD will charge a field line fee in addition to the facility usage rental fee.
4. For the permit holder to receive a complete refund, the permittee must clean and empty the facility, press boxes, storage closets, and/or the concession stand.
5. MPRD will issue a check to the individual and/or organization indicated on the original application. If you permit for an organization and would like the refund check made out to an individual, please indicate to whom and where to mail it. If applicable, credit card deposits may only receive a refund to the initially charged credit card.
6. Unused time is **NOT REFUNDABLE**.

## Cancellation Policy

1. Athletic Field cancellations require a ten-business-day notice to receive a refund.
2. Revocation of your permit by MPRD will occur if:
  - The application contains false or misleading information.
  - The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City athletic facility.
  - The permit holder fails to pay all permit fees and deposits by the due date.
  - The permit holder defaults on or has not completed all conditions and requirements for using the athletic facility, including obtaining the required permits and insurance.
  - The permit fees are subject to change, and applicants/permit holders must pay the current cost that is in effect when the permit occurs.
  - Any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, or facility or violate state or local ordinance.
  - The athletic facility is needed for emergency use.
  - Circumstances arise from natural disasters, power outages, or other unusual situations beyond the City of Mobile Parks and Recreation Department's control.

**-MPRD staff and board members will monitor approved permittee practices and games for compliance. If an infraction occurs, MPRD will issue a written warning the first time. The second infraction will include the loss of the remaining permitted time AND damage deposit.**

## Permits

1. The applicant/permit holder is responsible for obtaining any required permits.
2. It is the permit holder's responsibility to check in/check out any bases, goals, and other equipment for the duration of their designated permitted season.
3. Permits for tournaments and significant non-athletic events require an event summary detailing the planned activities (amplified sound, electrical needs, etc.) at the time of the request. This event detailing is subject to approval.
4. Considerations for noise, parking, electrical use, and impacts on other users, among other things, are required.
5. Organizations submitting requests under multiple names are subject to forfeiture of permit and damage deposit.)
6. Damage deposits and concession deposits are two separate entities. They require individual debit and/or credit card payments, money orders, or business check payments. MPRD requires a damage deposit for EACH permitted facility.
7. If damages to the facility exceed the damage deposit amount, MPRD reserves the right to file an insurance claim on the permit holder's liability insurance policy.
8. Permittees may only park in designated parking areas.
9. There is no obstruction/blocking of the parking lot with vehicles, barricades, or any other objects without prior written approval from MPRD.
10. Lights are push-button or automatically activated at some facilities. Other facilities will require the permit holder to obtain a key to access the lighting. Any unauthorized use may result in the cancellation of the permit.
11. MPRD will strictly enforce the facility key policy.
  - Only the **permit holder** may sign and pick up the keys at 48 N. Sage Ave, Mobile, Ala. 36607. MPRD requires proper identification for pickup.
  - Upon completion of the permit, the permit holder must return all facility keys within three business days, if the keys are not returned, the deposit will be forfeited.
  - No duplication or sharing of keys may occur. If this happens, MPRD will charge the cost of changing each lock to the permit holder.
  - If MPRD confirms the duplication or sharing of any keys has occurred, MPRD will void the permit holder's permit.

12. Insurance is required to receive a permit. The organization shall acquire and maintain in full force and affect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama. The permit holder shall name MPRD as an additional insured and attach a copy of the policy to the permit application as proof of insurance issued by an agent licensed and qualified to do business in Alabama. Proof of the coach's liability insurance through NYSCA, or another organization, is required during application submission. The following amounts are the MINIMUM coverage amounts a permit holder can have.

A. General Liability Insurance – Public liability Including premises, products, and complete operations.

- 1) Bodily injury liability:
- 2) \$250,000 for each person  
\$500,000 for each occurrence

Property damage liability - \$100,000 for each Occurrence.

Or, (instead of (1) and (2) above

Bodily injury and property damage combined –  
\$500,000 per occurrence

B. Comprehensive – Automobile Liability Insurance

Including owned, non-owned, and hired vehicles.

- 1) Bodily injury liability:
- 2) \$250,000 for each person  
\$500,000 for each occurrence
- 3) Property damage liability - \$100,000 for each occurrence.
- 4) Or, (instead of (1) and (2) above)  
Bodily injury and property damage combined –  
\$500,000 per occurrence

13. The insurance certificate shall require that coverage will not be altered or terminated unless MPRD receives written notice of such alteration or termination delivered to the City no less than 30 days before the effective date of such alteration or termination, MPRD will verify insurance policy coverage during the permit duration.

Required Insurance/Permit	Secure From	Fee	Days Needed to Secure Permit before the Event date
Insurance	Outside source	Varies by provider	10 business days before the permit begins
Damage Deposits	Outside Source	\$200.00	10 business days before the permit begins
League Permits Tournaments		\$750.00	
Concessions Deposit	Outside source	\$200.00	10 business days before the permit begins
Unlit Grass Field	Outside source	\$10 per hour	10 business days before the permit begins
Lit Grass Field		\$20 per hour	
Unlit Turf Field	Outside source	\$15 per hour	10 business days before the permit begins
Lit Turf Field		\$30 per hour	

Tournament Unlit Grass Field Tournament Lit Grass Field	Outside source	\$20 per hour \$40 per hour	10 business days before the permit begins
Tournament Unlit Turf Field Tournament Lit Turf Field	Outside source	\$30 per hour \$60 per hour	10 business days before the permit begins

### User Group Classifications

MPRD will issue permits as follows: MPRD programs and events, Mobile County Public School System games (in-season), and then to the public, based on availability.

MPRD permit approval includes the following User Group Classifications:

- A. Residents** – People who live within the Mobile city limits and pay Mobile property taxes.
- B. Community Groups** – Groups and Organizations (charitable or service) in one of the following categories.
  - Community Group Category 1:**
    - a. Non-profit 501 c(3) or Local affiliate of a national/regional non-profit organization will benefit the Mobile Community. Permit requestor must show proof of 501c(3) status from the Internal Revenue Service and
    - b. Membership and event is open to the public and
    - c. At least 50% of the group's membership will be comprised of Mobile residents.
  - C. On-going and League Users** - Individuals or groups who reserve parks for (3) months or more may reserve a field by paying the appropriate deposit. They will have the option to transfer the deposit from one permit to another. Regional groups utilize the park for a season that lasts more than four weeks.
  - D. Non-Residents** – People who live outside the Mobile city limits and do not pay Mobile property tax.

### Inclement Weather

If MPRD closes facilities and parks due to inclement weather, fees will be applied toward another date. For other weather-related circumstances, MPRD will make a determination on a case-by-case basis.

Please email the MPRD Permits office at [mprdpermits@cityofmobile.org](mailto:mprdpermits@cityofmobile.org) three business days before the event to discuss a potential rainout. If the area is not usable, MPRD will determine if a refund is applicable.

### Violation of Rules and Regulations For the Use of Athletic Facilities

MPRD will strictly enforce all rules and regulations outlined in this Athletic Facility Usage Information Packet. Failure to abide by MPRD rules shall violate this policy. **The permit holder is responsible for ensuring all participants and spectators follow the City of Mobile policies during their permitted time.**

Parking is **NOT** allowed on any grass areas. Violations include, but are not limited to, forfeiture of deposit, possible towing of the vehicle, and permit revocation.

**First Infraction** – MPRD will send a letter outlining our concerns to the organization/permit holder. Potential forfeiture of the rental deposit and/or additional damage fees are assessable if any rules, regulations, or conditions of use are not adhered to or result in any athletic field damage.

**Additional Infractions** – This may result in the loss of scheduling privileges based on severity and number of occurrences, including the cancellation of remaining dates for both games and practices at the discretion of MPRD. MPRD will not issue refunds for any cancellations due to use violations.

**Investigation** – MPRD will review and investigate reports of violations. MPRD reserves the right to inquire of the organization, its members, or general athletic facility and park users concerning any events alleged to have occurred during the permitted period. By accepting a permit to the City of Mobile Parks and Recreation Department athletic

facilities, the organization, its members, or any athletic facility user agrees to cooperate fully in any investigation deemed necessary by the City of Mobile Parks and Recreation Department or other authorities.

**Sanctions** – Based upon its investigation, MPRD will determine a sanction to/against an organization or athletic field/ park user appropriate to the violation, including, but not limited to:

- MPRD may revoke the permit or permits issued.
- MPRD may prohibit the use of the athletic field(s) or facility for a specific or indefinite time.
- Conditioning future uses of facilities on other reasonable terms and conditions such as participation in maintenance and repair of the athletic field or park facility.

\*MPRD staff and board members will monitor approved permitted practices and games for compliance. If an infraction occurs, MPRD will issue a written warning the first time. Additional infractions may include the loss of remaining permitted time, fees, and deposits.

**NOTE:** *All information is subject to change based on evolving conditions and potential restrictions directed by the State of Alabama and Mobile County Health Department or other State or County Directives.*

I have read and understand the conditions outlined in the above Athletic Facility Usage Information Packet.

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Print Name

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Signature

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Date



## Athletic Facility Usage Application

MPRD RENTALS OFFICE  
251.208.1620 | [mpdrentals@cityofmobile.org](mailto:mpdrentals@cityofmobile.org)

Name and/or Organization Name: Point of Contact: \_\_\_\_\_

Address:

Street: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

If applicable, Organization's Website: \_\_\_\_\_

Does your Organization have 501© status? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, you must provide a copy.)

Event Type: (Select at least one option):

- |                                     |                                     |                                   |
|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Baseball   | <input type="checkbox"/> Basketball | <input type="checkbox"/> Football |
| <input type="checkbox"/> Lacrosse   | <input type="checkbox"/> Soccer     | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Tournament | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Other    |

If other, please explain: \_\_\_\_\_

Total number of expected Participants, Staff, and Volunteers: \_\_\_\_\_

Park/Field Requested: (List top three choices)

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Requested Days & Times:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

