



Athletic Field Usage Information Packet

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

The Athletic Field Usage Information Packet ensures all field users are aware of the rules and regulations governing use of City of Mobile Parks and Recreation Department athletic fields. It is the responsibility of every team official, player, parents of players (for youth organizations), and spectator to be aware of the following terms and conditions. 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 usage applicant/permit holder must adhere to the rules and regulations governing city parks and athletic fields in order to ensure both the safety of participants and the preservation of the city facility.

The athletic fields below are available for usage:

- | | | |
|---------------------|------------------------|------------------------|
| Boykin Park*** | Kidd Park*** | Mims Park*** |
| Denton Park | Langan Park*** | Mitternight Park |
| Dog River Park*** | Laun Park | Municipal Park*** |
| Duval Park* | Lavretta Park | Newhouse Park |
| Figures Park*** | Lyons Park*** | Peters Park* |
| Harmon Park* | Maitre Park*** | Rickarby Park |
| Henry Aaron Park*** | Matthews Park*** | Stotts Park** |
| Herndon Park*** | Medal of Honor Park*** | Texas Street Park*** |
| Heroes Park | Miller Park*** | Trimmier Park*** |
| Hillsdale Park*** | Miller Park*** | Trinity Garden Park*** |

*Lighted field Only

**Restrooms Only

***Lighted fields and restrooms available

General Reservation Information

- Athletic field reservations, permits, and rentals are valid only for the date, time, and location specified on the receipt. The City of Mobile Parks and Recreation Department does not post reservation notices at park or field locations. **Please have a copy of your reservation receipt with you at all times throughout the duration of your reservation.** Should a conflict arise with another facility user, your reservation receipt verifies your scheduled time to the other facility user. If the conflict cannot be resolved with your receipt, call the Parks and Recreation Department office at (251) 208-1620 during regular business hours, or if after hours or on weekends, call (251) 610-3106 and/or consult RecDesk master calendar at (www.mprdedesk.com/Community/Home).
- Any permits issued for the duration of thirty days or longer must include the following:
 - A national background check, which must be completed and passed by all coaches.
 - An Alabama Coach Safety certification completed by each coach.
- Athletic Field requests require a minimum of 10 business days in advance to ensure access, and a deposit is required

to guarantee the date. A refundable damage deposit of \$200 is due to guarantee your reservation.

4. **Insurance is required for all rentals/permits.** A Certificate of Liability Insurance must be submitted 10 business days prior to your rental and must name the City of Mobile as additionally insured and must meet the following criteria:
 - Name City of Mobile as additionally insured (Additional Insured Endorsement page must be included)
 - Have a minimum of \$1,000,000 general liability coverage
 - Certificate must specify date and location of event(s)
 - Must submit 10 business days prior to date or MPRD will not grant permit.
 - Until MPRD's rental office receives and verifies all information, all permit request are tentative.
5. If a group reserves an athletic field and anticipates the attendance at the event to exceed the capacity of the existing restroom facilities, then the group must provide additional portable restroom facilities at their own expense. Two portable chemical toilets are required for up to every 75 people in attendance, one of which 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. If groups exceed the recommended capacity for a specific area or include multiple athletic field locations, arrangements are required to accommodate the group with special conditions. Groups may be required to submit a Special Event application, provide additional security, lighting, trash bins, and special permits, etc.
7. All athletic field users must adhere to City of Mobile ordinances applying to parks and recreation facilities and areas.
8. Individuals or organizations granted use of an athletic field are responsible for any loss or damage caused by such use.
9. Applicants certify, on behalf of the organization applying to permit the facility that the organization will not discriminate because of race, national origin, religion, sex, age, handicap, or sexual orientation with respect to attendance at the function held in City of Mobile Parks and Recreation Department facilities.
10. A reservation will not be granted under the following conditions:
 - Insufficient notice: When staff are unable to be scheduled, park areas cannot be prepared, or other conditions hinder completed in time.
 - No Liability Insurance.
 - No damage deposit collected.
 - Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - Prior Infractions: When applicant/permit holder has mistreated a field or park and/or violated use policies during a prior event.
 - Permit day, dates, and time do not reflect the true usage.
 - Grass, buildings, etc. modification occurs without prior written request.
 - Submission of a completed COVID-19, social distancing plan.
 - The permittee does not return all keys to the lights, concession stands, and bathrooms from the previous season.

General Athletic Field Conditions of Use

The Conditions of Use provide sports organizations and amateur enthusiasts with guidelines when using athletic fields or parks scheduled and/or maintained by the City of Mobile Parks and Recreation Department. We want to encourage all patrons to consider other people and careful to protect the City's recreational facilities, and would appreciate your cooperation regarding:

- Please notify City staff immediately when there is damage to the field. MPRD will note any damage to the facility and charges to the permit holder responsible for the damage may occur.
- Be considerate of other teams or players while teams transition between practices and/or games. Teams arriving to play should must remain off the field until the prior team has left the field area, and removed their equipment.

- Equipment used, or brought into the park site must be approved in advance.
- Applicable fees, against the permit holder's deposit, will occur if areas are unclean after use.
- Remove all team equipment from field area when the scheduled use is finished.
- Comply with all scheduled field closures due to inclement weather.
- MPRD prohibits alcohol and drugs at all park facilities. All city policies related to alcohol and drug use are in effect.
- MPRD will not guaranteed lights, not scheduled 10 business days, prior to the event.
- The permit holder is responsible for inspecting the playing surfaces and all other site amenities prior to the start of the permit period. If deficiency or vandalism has occurred before the start of the permit period, immediately notify the City of Mobile Parks and Recreation Rentals Division, in order to relieve the renting organization of responsibility for the pre-existing conditions. A voicemail message to the Rentals Coordinator at (251) 208-1620 or (251) 610-3106 is sufficient notification.
- Approved permits (if applicable), will include access to the restrooms. The Permit Holder's responsibility includes cleaning and securing the restrooms, as well as following the current COVID-19 guidelines during each permitted date and time.
- All dates for potentially scheduled games require submission to MPRD for approval.

Permit and Reservation Fees

1. Fees are required 10 business days in advance of field use.
2. Unused time is not refundable.
3. You should receive your deposit refund within 10 business days. MPRD will issue a check to the individual and/or organization indicated on the original application. If you are permitting 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 originally charged credit card.
4. To receive a complete refund, the permittee must completely clean and empty the fields, press boxes, storage closets, restrooms, and/or the concession stand.

Cancellation Policy

1. Athletic Field cancellations require a **three (3)** business days prior to use, to receive a refund.
2. Cancellation of your reservation, by the City of Mobile Parks and Recreation Department, 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 field facility.
 - Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.
 - Permit holder fails to pay all rental fees and deposit by due date.
 - If permit holder defaults on or has not completed all conditions and requirements for use of the athletic field including obtaining the required permits and insurance.
 - If the athletic field is needed for emergency use.
 - Circumstances arising from natural disasters, power outage, or other unusual situations beyond the City of Mobile Parks and Recreation Department's control.
 - Permit fees are subject to change and applicants/permit holders are required to pay the fee that is in effect at the time the reservation occurs.
 - MPRD social distancing ambassadors will monitor approved permittee practices and games for compliancy. If an infraction occurs, MPRD will issue a written warning the first time. The second infraction will include the loss of remaining permitted time AND damage deposit.

Permits

1. Considerations for noise, parking, electrical use, impacts on other users, etc. are required.
2. Reservations for uses (Tournaments & large non-athletic event) should submit an event summary detailing the planned activities (amplified sound, electrical needs, etc.) at the time of request. This event detailing is subject to approval.
3. Applicant/permit holder is responsible for obtaining any required permits.
4. Permittees may only park in designated parking areas.
5. Damage deposits and concession deposits are two separate entities. They require separate debit and/or credit card payments, money orders, or business checks payments. A damage deposit is required for **EACH** permitted field.
6. Lights are push button activated at some facilities. Other facilities will require the permit holder to obtain a key to access the lightening.
7. MPRD will strictly enforce the key policy.
 - **ONLY** the permit holder may sign for and pick up the key at 48 N. Sage Ave, Mobile Al. 36607. They must bring identification with them.
 - Permit holder must return all facility keys within three business days, upon the completion of the permit.
 - **No duplication or sharing of keys may occur. If this happens, the permit holder will be assessed the cost of changing EACH lock.**
 - **If MPRD confirms the duplication or sharing any keys has occurred MPRD will void the permit holder's permit.**
8. A permit holder is required to provide one police officer for every 75 people at a permitted event.
9. 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 the City of Mobile, as an additional insured, and shall 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 the State of Alabama. Proof of coach's liability insurance, through NYSCA, or another organization, is required during the submission of application. The following amounts are the MINIMUM coverage amounts a permit holder is able to have.
 - A. General Liability Insurance – Public liability Including premises, products, and complete operations.
 - 1) Bodily injury liability:
\$250,000 each person
\$500,000 each occurrence
 - Property damage liability - \$100,000 each Occurrence.
 - 3) Or, (in lieu of (1) and (2) above
Bodily injury and property damage combined –
\$500,000 per occurrence
 - B. Comprehensive – Automobile Liability Insurance
Including owned, no-owned, and hired vehicles.
 - 1) Bodily injury liability:
\$250,000 each person
\$500,000 each occurrence
 - 2) Property damage liability - \$100,000 each occurrence.
 - 3) Or, (in lieu of (1) and (2) above)
Bodily injury and property damage combined –
\$500,000 per occurrence
7. The insurance certificate shall require that coverage will not be altered or terminated unless the City of Mobile Parks and

Recreation Department shall have been given written notice of such alteration or termination delivered to the City no less than thirty (30) days before the effective date of such alteration or termination. The City of Mobile Parks and Recreation Department reserves the right to verify coverage of insurance policies at any time during the permit duration.

Required Insurance/Permit	Secure From	Fee	Days Needed to Secure Permit prior to the event date
Insurance	Outside source	Varies by provider	10 business days prior to reservation
Damage Deposit Required for Each Permitted Field	Outside source	\$200.00	10 business days prior to reservation
Concessions Deposit	Outside source	\$200.00	10 business days prior to reservation

User Group Classifications

MPRD issues permits as followed: City of Mobile Parks and Recreation 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** – Persons living within the Mobile city limits, who pay Mobile property taxes.
- B. **Non-Residents** – Persons living outside of the Mobile city limits, who do not pay Mobile property taxes.
- C. **Community Groups** – Groups and Organizations (charitable or service) in one of the following categories.
 - Community Group Category 1:**
 - a. Non-profit 501c(3) or Local affiliate of a national/regional non-profit that benefits the Mobile Community. Proof of 501c(3) status with the Internal Revenue Service must be shown **and**
 - b. Membership and event is open to the public **and**
 - c. At least 50% of membership is comprised of Mobile residents.
- D. **On-going 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 a deposit from reservation to another.
- E. **League Users** - Regional groups renting a park for a season that lasts in excess of four weeks.
- F. **Types of services** –The following are the types of services which are offered:
 - Rentals – Include a fee paid to use one of the fields or parks. Rentals include completing required proper paperwork and can be reserved up until three days before the event. Rentals are one time and/or short-term usage.
 - Permits – Gives the permit holder access to a field or park during a specific date and time. Permits require paperwork submission at least ten business days ahead. Permits includes consideration for time up three to six months.
 - Reservations – Are available to anyone and do not require a permit. Reservations and can be made on-line by anyone 18 and/or older. Reservations may occur anytime as long as the park or field is available. (Not applicable to all athletic facilities.)

Inclement Weather

If inclement weather prevents a reserved event from taking place, deposit fees are refundable or applied toward another date. Please contact the Parks and Recreation Rentals office at (251) 208-1620 or (251) 610-3106 within two (2) business days to discuss a rainout refund. If the area was not usable, the Rentals coordinators responsible for field reservations will determine if a refund is applicable.

Violation of Rules and Regulations for Use of Athletic Fields

All rules and regulations as set forth in this Athletic Field Usage Information Packet are strictly enforced. Failure of an organization, its members and/or general athletic field or park users, to abide by the athletic field rules shall constitute a violation of this policy.

First Infraction – MPRD will send a letter to the organization/permit holder outlining our concerns. 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 results in any athletic field damage.

Additional Infractions – 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 the City of Mobile Parks and Recreation Department. There will be no refunds issued for any cancellations due to violations of use.

Investigation – City of Mobile Parks and Recreation Department will review and investigate reports of violations, and reserve the right to inquire of the organization, its members or general athletic field 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 fields, valid up to six months, the organization, its members or any athletic field user, agree 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, the City of Mobile Parks and Recreation Department will determine a sanction to/against an organization or athletic field/ park user appropriate to the violation, including, but not limiting:

- Revocation of a permit or permits issued.
- Prohibiting use of the athletic field(s) or facility for a specific or indefinite time-period.
- 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 social distancing ambassadors will monitor approved permittee practices and games for compliancy. If an infraction occurs, MPRD will issue a written warning the first time. The second infraction will include the loss of remaining permitted time **AND** damage deposit.