



A PARK AND RECREATION DEPARTMENT APPLICATION FOR ATHLETIC FIELD RESERVATIONS **Athletic Field Rental Conditions**

Definitions:

- **Athletic Reservation Form:** document that provides all information needed to make a formal request to reserve a field
- **First Right of Refusal:** Organizations that had reservations on a field the previous season will have the first right to reserve the field that same season next year
- **In Good Standing:** all facility fees have been paid in full, the athletic field reservation contract and addendum has been signed and Park and Recreation requirements are met
- **Subleasing:** a lease granted by one who is already a lessee of a property

Field Availability:

- The Park District Manager will determine the athletic field facilities are available for rent.
- Fields taken out of service for field renovation or resting will not be permitted for use.
- Fields are designated for one sport only, unless otherwise specified by the Park Maintenance Office.
- Reservations will be accepted per season. The dates of the season are determined by the individual sport.
- Fields reserved by a league the previous season year will have the first rights of refusal to the field the next season year.

Reservation Process:

- Athletic League representatives, practice teams and one-time events will complete an Athletic Field Reservation form, listing the field(s), dates, and times requested
- Reservations will not be made without a signed form acknowledging the city's **Rental Conditions** and the **Policies**.
- Leagues must submit the Athletic Field Reservation form to the Athletic and Reservations Office up to three months in advance of the requested dates. Requests must be received no later than 14 days in advance of the requested dates.
- Leagues submitting the Athletic Field Reservation form after the deadline are subject to denial and loss of the first right of refusal.

Payments:

- On league reservations, fees toward reservations must be deposited into reservation account by the end of each month. Reservations for the following month will not be paid until the current month is settled. Practice reservations and one-time only reservations will pay fees at the time the reservation is made.
- Payment must be made with Visa, MasterCard, Cashier's Check, Money Order or business check. Personal checks will not be accepted for reservation payments.

Penalties for Infractions:

Alcohol consumption and disorderly conduct is prohibited.

- **First infraction:** the athletic league will be required to have a police officer, arranged and hired through the Reservation Office, at the expense of the league, for a minimum of one month after the occurrence of the offense.
- **Second infraction:** the athletic league will be required to have one or more police officers, arranged and hired through the Reservations office, at the expense of the league, for a minimum of four months.
- **Third infraction:** League will be suspended from reserving the field for one year and will lose first right of refusal privileges.

Play is prohibited on athletic fields closed for renovations or declared unsafe for play. The penalty violation is:

- **First infraction:** 60 days suspension
- **Second infraction:** 6 months suspension and loss of first right of refusal
- **Third infraction:** 1 year suspension
- **Fourth infraction:** permanent loss of the field

Subleasing of fields is prohibited:

- **First infraction:** 60 day suspension
- **Second infraction:** 6 months suspension and loss of first right of refusal
- **Third infraction:** 1 year suspension and loss of first right of refusal
- **Fourth infraction:** permanent field loss

Users must vacate athletic fields when the reservation period ends. The penalty for violation of this rule is:

- **First infraction:** 60 days suspension
- **Second infraction:** 6 month suspension and loss of first right of refusal
- **Third infraction:** 1 year suspension
- **Fourth infraction:** permanent loss of the field

Sports play is not permitted on park areas not designated or approved for organized sports play.

- **First infraction:** a warning will be issued
- **Second infraction:** ticketed with a trespass violation

Play is prohibited when fields are wet.

- Payment to repair the field and reimbursement to the City of Dallas Park and Recreation Department for lost revenues due to the field closure.
- At the discretion of the Park and Recreation Department, field reservations may be cancelled for up to 60 days.

Parking and Sales

- Parking is permitted in designated parking areas only. Violators will be ticketed or towed.
- Merchandise, concession sales, and charging admission to athletic events are not allowed unless approved by the Dallas Park and Recreation Department Staff.

Users are responsible for picking up and disposing of litter. The reservation holder is responsible for the cost of excessive cleanup. Organizations will pay a deposit in the amount determined by the City, to pay for excessive litter, damage, or loss of property. The penalty for excessive litter is:

- Funds will be drawn from the deposit for cleanup, damage or loss of property for league accounts. All other organizations will be required to pay for the clean-up prior to making any future reservations.
- The original amount of the deposit must be replaced before athletic field reservations are resumed.
- Repeated infractions of this rule (3 or more) may result in the user being required to place litter pick up and disposal on contract.

Refunds/Credit

- The weather condition line will be updated on bad weather days by 3P. The phone number is (214)670-0513.
- In case of rainouts, leagues will be required to contact the Reservation Office Staff within five business days after scheduled play, in order to get a credit or refund.
- Cancellations for field reservations must be made 24 hrs in advance of reservation date in order to receive credit.