



## City of Oak Park Heights - Field and Rink Reservation Policy

In an effort to maximize the use of the City's Baseball, Softball, Hockey and Soccer fields the City Parks Commission has adopted the following polices:

1. At no time shall hockey or pleasure rinks nor their adjacent warming houses be 'reserveable'. At all times these facilities remain open to the public for general use during normal operating hours as specified by the City. Any 'pick-up games' shall be all -inclusive to anyone desiring to participate and subject to the review of the City and its assigned staff. There shall be no "team-practices" held on City rinks. (Note: During summer months park shelters that also serve as skating warming houses may be reserved)
2. Baseball / Softball fields / Soccer fields are available on a "first come-first serve basis", however these fields are 'reserveable' by organizations that serve a collective and public function promoting youth team sports/activities. Those organizations must meet **ALL of the following minimum criteria** in order to reserve a field(s):
  - The organization must solely serve/act as a youth organization.
  - The organization, its teams and their members participating shall have formal non-profit status. Proof of such non-profit status and minimum general liability insurance shall be provided to the City naming the City as an additionally insured.
  - The organization nor its respective teams may hold "tryouts" as a pre-requisite to full participation, any youth who wishes to participate must be fully accommodated by such organization at no additional cost or requirements and shall be allowed to be a full participant.
  - The organization may be required to complete required field maintenance at their expense as directed by the City. Cash deposit may be required.
  - The organization shall fully indemnify and hold harmless the City from loss or injury incurred while participating in such activity. Forms shall be provided.
  - The City does not allow the reserving of fields for individual team practices or games. Any and all field reservations requests shall be communicated to the City solely by the managing organization.

All requests to reserve a field shall be made not less than 60 days in advance and in writing and copy of the organizations non-profit Federal ID number shall also be provided. No requests shall be considered without such required timeline being met. The City reserves the right to limit number of days, hours and participants a particular organization may use the field.

In the event there is a competing interest in fields by qualified organizations, the City (though City Staff) may consider a first-come first serve basis and/or the City may award the field(s) at its sole discretion and may take into account any other factors or conditions it deems reasonable. Any appeals to decisions made by the City Staff in awarding fields may be appealed to the Park Commission.

3. The City makes no commitment on the condition or quality of the available facilities. The City performs only basic grass cutting maintenance as budget and time allow. The City does not 'drag' ball fields, does not "line" soccer fields nor any other field or park.
4. Basketball courts, playgrounds, tennis courts, disc-golf courses may not be reserved and are used on a first-come-first-served basis.
5. The City does have a separate policy on renting of Park Shelters, typically applied during non-winter months. Contact City hall for this information. 651-439-4439.