

Clark County Parks & Recreation

Athletic Field Use & Allocation Policy



Clark County Board of Commissioners
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Clark County Parks and Recreation

2601 E. SUNSET ROAD
LAS VEGAS, NV 89120
PH. (702) 455-8241
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Purpose

To establish guidelines for the allocation and management of athletic fields permitted by Clark County Parks & Recreation.

Policy

Clark County Parks & Recreation will coordinate and allocate the use of its athletic fields for County and non-county organizations to hold league play, practice, tournaments, and other sport-related special events. Athletic Fields are allocated and permitted in two, multi-month increments. The first allocation period is January through July and the second, August through December. The Recreation Division will monitor proper use of allocations and permits. Priority will first be given to Clark County Parks & Recreation Sports Programs, Clark County Special Events and non-profit youth organizations. Due to increased demand, athletic fields will then be allocated based on priority as listed below. This does not guarantee that every organization will receive the fields they request. Clark County Parks and Recreation reserves the right to increase/decrease the number of fields assigned to an organization based upon prior usage, the need to accommodate new organizations, demographics and the unavailability of fields due to maintenance. Clark County Parks & Recreation reserves the right to make any changes regarding sports programming and facilities that are in the best interest of the department and community. Field permits will not be issued for use on Christmas Day (December 25).

Allocation Priority:

1. Clark County and School District fields will be allocated based on the following priority:

- A. Clark County Parks & Recreation Programs
- B. Youth Non-Profit Sports Organizations
- C. Youth Non-Profit Tournaments
- D. Adult Non-Profit Sports Organizations
- E. Youth Commercial Tournament
- F. Adult Commercial Tournament League

- * To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of Nevada. Non-Profit Organizations are those organizations that have evidence of Federal 501 c filing and state non-profit status
- * Returning organizations that are in good standing will have priority over new groups.
- * In order to qualify for league allocations, the organization must run a structured league which includes practices and games with a season start and end date on the allocated fields.
- * Club organizations that are not running a structured league on County fields will be considered a drop in rental. A minimum of 5 teams constitutes a structured league.

Organizations may be granted field use upon verification of Non-Profit status (defined above), proof of liability insurance of specified amount determined by CCPR, and national or state affiliation with an organization recognized for that sport. The purpose of this requirement is to verify that your organization has a governing body, which oversees the facilitation of your league(s). Organizations will also be required to provide a practice and game schedule as proof that the organization is conducting a league in order to receive the league organization rate. Organizations that do not meet all of these requirements will not receive a field allocation, but may be allowed to receive fields for use under hourly rates or For-Profit fees schedule as outlined in the Fees and Charges adopted by the Clark County Board of Commissioners, providing they meet requirements regarding liability insurance.

2. Permit/Allocation Procedures

1. All state/national organizations must submit a *Field Allocation Request Form* by April 15 for the August through December allocation period and by October 15 for the January through July allocation period.
2. All organizations must submit a *Business Licensing Form* 30 days prior to the allocation period.
3. All allocation requests must have accurate start/end dates. Fields will be allocated for time frames that coincide with season play only.
4. Game and practice schedules are required to be submitted to the allocation office no later than one week prior to the start of requested use.
5. Payment in full is required one week prior to the start of requested use. Fees not paid will result in loss of field use.

A permit will be issued to all authorized users of a CCPR sports field. The allocated organizations will receive a permit upon receipt of current season schedule for allocated field(s). Charges will be assessed by using the current Fees and Charges Schedule adopted by the Clark County Board of Commissioners. Fees and/or deposits must be paid prior to season or tournament play.

3. Drop-In Rental Permits

1. Fields/courts will be available for drop-in use based on the availability and on a first-come, first-serve basis. Drop in permits may be obtained on the last Wednesday of each month for the following month and will only be issued for 1 month at a time.
2. Same day/evening permit requests must be made by noon of that day.
3. Reservations for field/court use for an upcoming weekend (Friday evening, Saturday, and Sunday) must be made no later than Friday by 11:00 A.M. of the same week.
4. Groups will be able to secure a field/court permit on an hourly basis.

4. Liability Insurance

Facility user shall secure and maintain, throughout the period of use contemplated under this agreement, general liability insurance with policy limits of \$2,000,000 aggregate and \$1,000,000 per occurrence naming Clark County, Nevada, C/O Purchasing and Contracts Division (see sample certificate, pg. 9) as additional insured. FACILITY USER agrees to hold Clark County harmless and free from any liability of any nature arising out of the use of County recreational facilities and to include reimbursement of any legal costs and fees incurred in defense of such claims. This policy must be provided prior to receiving a permit for allocated fields.

5. Notice of Non-Use of Field

Any organization that has been allocated fields and does not intend to use them according to the permit, shall notify the Allocation Office so that the field(s) can be re-allocated to allow other organizations the opportunity to utilize the fields. Failure to comply with this non-use of a field procedure may also result in revocation of allocated field(s). Clark County Refund Policy applies to all Non-Used Fields.

6. Permit Cancellation

Clark County Parks & Recreation may cancel the use of County fields for any of the following:

- Work/renovations involving any of the facilities.
- Clark County Special Events or special tournament requests.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, severe heat warnings, pesticide spraying, and/or high winds.
- Non-adherence to *Athletic Field Use and Allocation Policy* or any County ordinance.

7. Tournaments/Athletic Special Event

Clark County Parks & Recreation may provide field space for organizations wanting to host tournaments. Tournament/Athletic Special Event requests follow the same timeline as allocations. Other tournaments may be added dependent upon field availability after each allocated organization has been given its permit.

- A. Organizations must submit a *Field Allocation Request Form* (available online).
- B. Organizations are required to pay in full no later than one week prior to tournament/event, and must provide general liability insurance naming Clark County Parks & Recreation as co-insured.
- C. Organizations are required to inform the Sports Office of cancellations no less than 10 days prior to the requested date. Failure may result in cancellation fees.
- D. Organizations must submit a *Business Licensing Form* a minimum of 30 days prior to tournament/event.
- E. To help maintain the quality of our fields, organizations must pay \$40 per field, per day, for field grooming when available.
- F. Organizations/Permit Holders are not allowed to collect admission fees into parks/facilities. The park/facility must remain open to everyone.
- G. All tournament groups will be responsible for the following at each of their permitted facilities. Failing to do so may result in loss of permit or future use of County Facilities:
 - Responsible for hiring a Clark County approved field grooming or striping company.
 - Responsible for the cleaning of bullpens, dugouts, sidelines and surrounding field area after each practice, league game, tournament and/or sporting event.
 - Responsible for emptying all trash cans and replacing can liners before bins overflow.
 - Responsible for the removal of all full trash bags and placing them in designated dumpsters. Organizations may be required to rent additional dumpster(s) based on anticipated event attendance.
 - Must provide supplies to keep restrooms adequately stocked with toilet paper and maintain cleanliness of restrooms throughout permitted tournament/event. Groups may be required to rent, at their own expense, portable toilets to accommodate large crowds.
 - Tournament/Event organizers, at the request of County Staff, may be required to attend an onsite walk through meeting with Clark County Sports staff and Clark County Facilities staff prior to their scheduled tournament/event.
 - Tournament/Event organizers are required to provide County Staff with a list of outside vendors/contractors who may be providing rental services for an event prior to the installation/delivery of services.

8. Inclement Weather Field Closures

Clark County Parks & Recreation reserves the right to close any field due to inclement weather. In case of inclement weather, the scheduled field/facilities are not to be used. Be aware that if organizations use the field/facility during inclement weather, your organization will be held responsible for any and all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group's responsibility to call the Sports Unit at (702) 455-8241 to verify field closures.

9. Field Maintenance/Renovation

To help maintain the quality and playability of our fields, field closures will be scheduled year-round to allow for field maintenance and renovation. The County does attempt to be flexible in accommodating user groups; however the health and safety of the user and the condition of the facility take priority. This could affect any number of fields that are available during the allocation period and will require organizations to use alternative locations if available.

10. Field Use Exception

McCarran Market Place fields will be by permit use only with a 2 hour minimum. For reservation requests please contact the Sports & Allocations office for availability.

James Regional Sports Complex and Desert Diamonds Baseball Complex will be managed through their own separate operation/policy manuals. Please contact the Allocations office for more information.

11. Subletting and Assignment of Athletic Fields

At no time may an organization or individual sublease their assigned fields to other user groups. Organizations not using their fields must notify the Allocation Office to inform the department of any fields not being used. The subletting of any County fields by any user/organization will result in automatic revocation of all permits. Clark County will not allocate fields to offending organizations in the future.

12. Alcohol Use Policy

Consumption of alcoholic beverages is strictly prohibited except in designated areas and by permit only. It is prohibited to consume alcoholic beverages on roadways, parking lots, stalls, pens, arenas, and at youth events. Glass bottles are not allowed in any Clark County park.

Reserved areas must be left clean and all trash must be put in appropriate trash receptacles. If areas are not left in acceptable conditions, a cleaning/repair service charge will be assigned by Clark County and billed to the responsible party.

A letter requesting the sale or service of alcohol must be submitted a minimum of 60 days in advance of a reservation to the Director of Parks & Recreation. Persons or groups wishing to sell alcoholic beverages must have an Alcohol Caterer's License, or Business License, or temporary Liquor License and provide names of servers with current TAM cards. Under no circumstances can alcohol be served to individuals less than 21 years of age. The sale of alcoholic beverages is strictly prohibited except in designated areas. Individuals in violation of this ordinance will be subject to full prosecution, which may result in future denied usage of any and all Clark County Department of Parks & Recreation facilities.

Please submit letter of request to: Clark County Department of Parks & Recreation
Attn: Director
2601 E. Sunset Rd
Las Vegas, NV 89120

NOTE: The sale of alcoholic beverages requires a license under Clark County Code, Chapter 8.20.

The location of special equipment (i.e. concession stands, beer trucks, etc.) requires prior approval by Clark County Real Property Management Operations/Parks staff. Parking is permitted only in designated areas. All persons wishing to sell or barter goods other than alcoholic beverages in Clark County facilities must have a mandatory business license for every concession stand; and a Food Handler's Permit from the Clark County Health Department for all food concessions.

In addition to possible misdemeanor penalties under Clark County Code Section 16.04.080, any violation of a facility rule may result in cancellation of future permits and forfeiture of all service charges. If a business activity is being conducted, civil and/or criminal penalties may apply pursuant to 6.04.010 and 6.04.140.

SPORTS FEES – Baseball, Softball, Soccer, Tennis and Volleyball

SPORTS FEES – Baseball, Basketball, LaCrosse, Football, Pickleball, Soccer, Softball, Tennis and Volleyball

COUNTY SPONSORED ADULT SPORTS LEAGUE – PROGRAM FEES		
Fee shall not exceed \$40 (includes light fee)/team/game. Exact fee will be based on supplies, services, labor costs, end-of-season tournament and other related expenses.		
ATHLETIC FIELDS & COURT PERMIT FEES		
BALL FIELDS & SOCCER FIELDS – LEAGUE PERMITS (fee changes in red to begin 4/1/2019)		
	COMMUNITY RATES	COMMERCIAL RATES
Youth League Permits	\$40/team/season – no lights \$125/team/season–includes lights	\$80/team/season – no lights \$250/team/season–includes lights
Adult League Permits	\$120/team/season – no lights \$205/team/season – includes lights	\$240/team/season – no lights \$410/team/season – includes lights
League Agreement Use: Fields \$5.00/hour/field Lights \$7.00/hour/field		
CONCESSIONS: \$100/month during awarded use period		
BALL FIELDS & SOCCER FIELDS – TOURNAMENT PERMITS		
PREMIERE FIELDS – Fields designated as Premiere Fields, currently James Regional Sports Complex and Desert Diamonds, shall be managed through a separate usage format.		
Desert Diamonds Baseball Fields:	Fields \$35.00/hour/field Lights \$20.00/hour/field Grooming \$40/field/occurrence	
James Regional Sports Complex:	Fields \$70.00/hour/field Lights \$20.00/hour/field Grooming \$40/field/occurrence	
ALL OTHER FIELDS	Fields \$25/hour/field Lights \$10/hour/field Grooming \$40/field/occurrence	
GENERAL USE PERMITS		
Ball field & Soccer field	\$12/hour/field -(max of three (3) hours) \$10/hour/field – Light Fee	\$24/hour/field -(max of three (3) hours) \$10/hour/field – Light Fee
Basketball Courts, Outdoor Hockey Rinks & Sand Volleyball Courts	\$10/hour/court – (max of three (3) hours)	\$20/hour/court (max of three (3) hours)

CONCESSIONS FEES

Concessions may be sold through an organized event only and must be processed through the County by an event organizer. Individual vendor or concession solicitation is prohibited. Rates are as followed:

Tournament	Non-profit vendor	\$50/unit/day
Tournament	For profit vendor	\$100/unit/day

Payments/Refund Policy

League Allocation Payment Schedule –

Field use fees:

Organizations will be billed for the total field usage hours awarded for the allocation period. 50% of balance due for awarded fields must be paid prior to permit start date. The remaining 50% due must be paid no later than 30 days after the first date of the permit issuance. All requests for additional fields must be paid in full. Users with past due balances may be subject to permit suspension and/or revocation.

Light use fees:

Organizations must submit their light schedule on the Monday prior to the following weeks use (ex. submit light schedule Monday March 25th for the week of April 1 – April 7). If no light schedule is submitted, you will be billed for initial request. Organizations will be billed based on the total hours of light usage represented in the lighting system for that billing period. Organizations will be billed monthly. Payment must be made within fifteen (15) days from the billing date on the issued invoice. Same day cancellations must be made by 11am via email. No exceptions will be made.

Refunds will be issued only after an effort is made to accommodate a user by transfer to a similar program or facility. Refunds will be available based on the criteria within this policy, specifically listed below. If a customer receives a service or takes part in a program/activity and is unhappy with the outcome, a full refund will be given based on the Department's 100% satisfaction guarantee policy.

GENERAL REFUND CRITERIA	
TYPE OF REFUNDS (Unless otherwise noted)	REFUND
Class, program or rental cancelled by Department	100% refund
Reservation of picnic area, facility, room or equipment cancelled by individual or group.	Refund to be issued: 30 days or more prior to first day of use –100% 14 days prior to first day of use – 75% Less than 14 days prior to first day of use – 50% No refunds after reservation date for no-show
Class registration cancelled by individual.	Refund to be issued: Prior to the close of business first day of the class– 100% No refunds after the first day of class
Special Event or Field Trip registration cancelled by individual.	Refunds shall not be issued for any ticketed events or activities, which require County pre-purchased/pre-arranged costs, i.e.: tickets, vendor with a quantity-based contract, or supplies and materials.

CLARK COUNTY DEPARTMENT OF PARKS AND RECREATION
Concession Stand Rules and Regulations

The following rules, regulations, and conditions apply to the usage of Clark County Concession Stands. Please read and review the following rules and regulations. Initial next to each line indicating that you understand and will comply with the rules and regulations on this form. The establishment of any concession shall be approved by the Manager of Recreation or designated representative before the commencement of such concession. **This is a request form only.** *Final approval will be given after applicant has all applicable licenses and permits.*

- () 1. Reservations must be made 30 days in advance of use through the Department of Parks and Recreation Sports office. A reservation may be cancelled without penalty no later than 15 days prior to usage. No refunds will be issued for cancellations occurring less than 14 days prior to the reservation date.

- () 2. The Clark County *Business License Form* must be submitted and approved prior to renting any concession stand. Concessionaires shall possess a current Clark County Business License obtained from the office of the Clark County Business License, 455-3566.

- () 3. If the concessionaire is serving non-packaged food, they must obtain a *Food Handler's Permit* from the Southern Nevada Health District, 759-1000. Concessionaires shall possess all food handlers' licenses, which shall be posted at the food concession facility during all times of operation.

- () 4. Concessionaires must supply their own equipment if not already provided by Clark County. Clark County does not generally supply or rent equipment.

- () 5. Concessionaires renting any concession stand are responsible for any damage and all post use cleanup that occurs.

- () 6. Users may not substitute locks or re-key the facility without the expressed consent of Clark County Parks and Recreation.

- () 7. All concessionaires reserving a Clark County Concession Stand must provide an insurance binder in the amount of \$1,000,000 liability and \$2,000,000 aggregate listing Clark County as additional insured.

- () 8. When the reserving period concludes or when use privileges are terminated due to improper operation of the concession stand, all food, beverages, cleaning supplies, and any other items must be removed within 5 days.

() 9. Concessionaires must report any problems that may arise with the concession stand within 24 hours to the Clark County Parks & Recreation designated staff. It is the responsibility of the user to maintain a concessions area that is neat, clean, orderly, and safe. Unscheduled inspections by County staff may be conducted during the time frame it is being operated.

() 10. This agreement is valid for the duration of an awarded permit only. At the discretion of Clark County Parks and Recreation, user privileges may be terminated at any time the concessionaire is in violation of this agreement.

() 11. No vehicles are allowed on Clark County or Clark County School District fields or property, other than parking lots, without written permission noted on the use permit issued by Clark County Parks and Recreation.

() 12. It is the responsibility of concessionaires to provide truthful and accurate information to the Department. Provision of false or intentionally inaccurate information may be considered an infraction and is subject to termination of use permit.

() 13. It is the responsibility of the concessionaire to ensure that all persons associated with their use of Clark County fields understand these policies and procedures.

CLARK COUNTY CERTIFICATE OF INSURANCE

ISSUED DAY (MM/DD/YY)

PRODUCER

1. **INSURANCE BROKER'S NAME
ADDRESS
CONTACT NAME
PHONE & FAX NUMBERS**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

3. BEST'S RATING

COMPANY A
LETTER

COMPANY'S

COMPANY B
LETTER

BEST KEY

COMPANY C
LETTER

RATING

COMPANY D
LETTER

COMPANY E
LETTER

INSURED

2. **INSURED'S NAME
ADDRESS
PHONE & FAX NUMBERS**

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
4.	GENERAL LIABILITY	(A)	(B)	(C)	GENERAL AGGREGATE	\$(D) 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$(E) 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$(F) 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$(G) 1,000,000
	<input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE				FIRE DAMAGE (Any one fire)	\$(H)
	<input type="checkbox"/> INDEPENDENT CONTRACTOR				MED. EXPENSE (Any one person)	\$(I)
						\$
5.	AUTOMOBILE LIABILITY	(J)	(K)	(L)	COMBINED SINGLE LIMIT	\$(M) 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS						
<input type="checkbox"/> GARAGE LIABILITY						
EXCESS LIABILITY	<input type="checkbox"/> UMBRELLA FORM				EACH OCCURRENCE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE	\$
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASE/POLICY LIMIT	\$
					DISEASE/EACH EMPLOYEE	\$
OTHER					AGGREGATE	\$

7. DESCRIPTION OF PROJECT: PROJECT NUMBER; PROJECT DESCRIPTION; CLARK COUNTY, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER OTHER ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.

8. CERTIFICATE HOLDER

**CLARK COUNTY, NEVADA
C/O PURCHASING AND CONTRACTS DIVISION
500 S. GRAND CENTRAL PKY 4TH FL
BOX 551217
LAS VEGAS, NV 89155-1217**

The Certificate Holder is named as an additional insured.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

9. NEVADA RESIDENT AGENT SIGNATURE (NRS 680A.300)