

Municipal Sports Unit

Athletic Field Use Handbook -Allocations

Parks and Recreation
Effective: August 1, 2017





**City of Las Vegas
Parks and Recreation
Municipal Sports Unit**

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City of Las Vegas Parks and Recreation Municipal Sports Unit

1 INTRODUCTION

This handbook contains requirements that must be complied with by all permit holders once field use has been granted on a City of Las Vegas athletic field, and applies to anyone associated with the permit holder's activity while on the City of Las Vegas property indicated on the field use permit. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. The City of Las Vegas Department of Parks and Recreation reserves the right to unilaterally revise, supplement or discontinue any of the policies, procedures or requirements described in this handbook. Nothing in this handbook is intended, either expressly or implied to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish or impose any legal duty to a third party.

The City of Las Vegas Department of Parks and Recreation Municipal Sports Unit issues permits for the use of athletic fields and facilities to User Groups and the general public for recreational activities and programs. The purpose of this handbook is to outline the procedures, regulations and allocation priority for the permitted use of athletic fields. Due to the demand for use of City of Las Vegas athletic fields, it is imperative that all User Groups abide by the policies and guidelines set forth in this handbook.

Athletic fields are permitted for allocations in two periods, March through July (Spring Allocation) and August through February (Fall Allocation). The Municipal Sports Unit will monitor proper use of field allocation, and will charge fees to recover costs to operate, maintain and administer the use of athletic facilities.

The Manager of Municipal Sports Unit is empowered to enforce the rules, policy and procedures and will make interpretation of language in the Athletic Field Use Policies Handbook. Any exceptions or revisions to this policy will only be made with prior approval by the Parks and Recreation Director or his/her designee.

An appeal of the Manager's decision may be made to the Director of Parks and Recreation and must be submitted in writing with justification within ten (10) business days from the decision, failure to do so is an acceptance of the Managers decision.

2 DEFINITION OF TERMS

Award Letter

A form that states the granted field usage to an organization during an allocation period. The fields listed on this form have been established by historical use. Therefore, award letters are not issued to new users until historical usage has been established. Each organization will receive the opportunity to make deletions and/or changes at the beginning of each allocation period. If fields/times are removed, they cannot be added back until new historical use has been established.

Field Use

Any individual or organization that requests or uses City of Las Vegas athletic fields through a field use permit.

- **Field Allocation:** Reoccurring field use during the Fall or Spring allocation season for one or more athletic fields designated for User Groups that provide sport specific league opportunities to teams. Must have a minimum of 4 teams in the league to qualify for field allocations.

Fall Allocation Period- Allocation period from August 1st through February 28th

- **Frost Rule** – Due to the possibility of frost and the potential damage to the turf, no activities on the following natural/grass fields will occur before 10:00am November 1st – February 28th without prior approval from the MSU Manager:

Bettye Wilson Complex 1 - 10, Centennial Hills Park 1, 2, Cragin Soccer Field, Ed Fountain Park 3, 4, 5, Kellogg-Zaher Soccer Fields 8, 9, 10, 11, and Majestic Park 1 - 12.

Spring Allocation Period- Allocation period from March 1st through July 31st

Historical Use

Field usage for two corresponding consecutive allocation seasons; i.e 2 Fall Seasons or 2 Spring Seasons.

Example: Field is permitted for Tuesdays during 2017 Fall Season and then again for 2018 Fall Season. Fields will now be on 2019 Fall Award Letter. If fields are permitted in 2017 Fall and then not again until 2019 Fall, this will not be on award letter. Until fields are permitted for 2 consecutive years in the same allocation period, they will not be placed on an award letter.



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When a field has been used by the same Organization for the same dates and times for a period of 2 or more years, this usage will establish “historical use”. Once historical usage has been established, the fields will be added to the User Groups Award Letter for the appropriate season.

User Group

An individual or organization that obtains field use permits for City of Las Vegas athletic fields.

- **Individual-** a person acting for themselves only, not on behalf of an organization or team.
- **Organization-** Any licensed entity that conducts business under that licensed name instead of acting alone as an individual.

3 PROCESS FOR OBTAINING PERMITS - EFFECTIVE 08/01/17

The City of Las Vegas Department of Parks and Recreation Municipal Sports Unit make no representations whatsoever that any of its fields are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any field is safe and appropriate for any intended use. Permit holders are expected to inspect any field/facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Municipal Sports Unit in writing of any perceived unsafe or dangerous conditions.

3.1 FIELD USE PERMITS

Allocation permits are issued through a semi-annual process. Allocation permits are issued after a request has been submitted, approval has been granted, all required documents are received, fees are paid per payment guidelines on the fee schedule, and insurance requirements are met. Each organization is required to sign and submit a Municipal Sports Unit Athletic Field Use Policies - Allocations Signature Page (*see page 22*) once all policies and guidelines within the handbook have been reviewed prior to field use permits being issued. **A request does not constitute approval.** Game and practice schedule submissions are required for verification and to ensure that fields are being used as designated. Schedules must be submitted within 30 days of the permit start date of field use and records must be kept updated with the Unit. Allocation permits are issued based on historical use and on priority for groups as identified under the priority group classifications.

Non-allocated groups who wish to use an athletic field must complete the appropriate application. The City of Las Vegas Department of Parks and Recreation has exclusive discretion when scheduling City of Las Vegas athletic fields. Any person or organization not qualifying for an allocation permit, or missing the allocation scheduling deadlines will have access to any remaining fields on a first-come, first serve basis after the allocation process is finalized. **Sporting event or a Short Term permit is required** for any organized sport played by a team, league, organization, group or school wishing to utilize City of Las Vegas sport fields. Sporting event permits are issued after a request has been submitted, approval has been granted, all required documents are received, fees are paid, and insurance requirements are met. **Submission of a request does not constitute approval.** Approval is given and permits are issued according to the historical usage, prioritization guidelines, field use policy, applicable insurance requirements are met and after any associated fees have been paid. Every effort will be made to accommodate the User Group’s request for use of fields.

3.2 PERMIT PROCEDURES

Requests to permit City of Las Vegas athletic fields and facilities are made through the Municipal Sports Unit located in City Hall, Dept. of Parks and Recreation, 495 South Main Street, 5th Floor, Las Vegas, NV 89101, (702) 229-1642. Business hours are Monday through Thursday, 7:00a.m. to 5:00 p.m. Groups wishing to utilize an athletic field must complete the appropriate application forms and submit the necessary documentation. Each group must assign a Representative(s) who will be the main contact with the Municipal Sports Unit for field scheduling, light scheduling, and other aspects pertaining to the field use permit.

3.3 ALLOCATION SEASON PERMIT REQUESTS

An allocation permit application (“Municipal Sports Unit Field Allocation Request”) is required and must be submitted according to the dates listed in the table below.

Allocation Requests Due	Permits Finalized	Dates
2 nd Monday in December, COB	3 rd Wednesday of February, COB	All March through July field use allocation permits
2 nd Monday in May, COB	3 rd Wednesday of July, COB	All August through February field use allocation permits



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3.4 ATHLETIC FIELD USE FEE SCHEDULE

By submission of field use permit requests, the applicant acknowledges and represents to the City that they have read and understood the Municipal Sports Unit Athletic Field Use Fee Schedule and agrees to abide to the deposits and fees set forth, as well as the timelines for penalty fees. The Fee Schedule is available online at lasvegasnevada.gov or can be sent via email or correspondence upon request.

3.5 ALLOCATION PERMIT CHANGES, RESCHEDULES, NEW REQUESTS

If an organization needs additional hours after the initial field allocation is issued, the organization must request the additional field time through the Municipal Sports Unit. **No additional use of city fields is authorized prior to any additional hours being paid in full and before an amended Field Permit is issued to the User Group.** Any User Group found using city fields or facilities without payment in full for all field use hours (both initial allocation and additional hours) may result in disciplinary actions.

- Allocation permits not finalized and issued by the allocation start date (Spring: March 1st; Fall: August 1st) will be considered void and cancelled. Fields will be returned to inventory for new or additional allocation requests.

Any allocation permit changes, reschedules or new requests for short term permitted use of City of Las Vegas athletic fields must be submitted in writing by the User Group's Field Representative a minimum of five (5) business days prior to the requested use date. Scheduling requests received less than five (5) business days prior to the requested use date will be processed as resources allow. Scheduling of fields will be based on availability.

4 FACILITY USE POLICY – EFFECTIVE 08/01/2017

4.1 USE OF CITY ATHLETIC FIELDS AND FACILITIES

The City will be the responsible agency for scheduling and permitting all city fields and athletic facilities.

The City of Las Vegas Department of Parks and Recreation Municipal Sports Unit will schedule fields in a manner that provides priority access to youth and protection of fields from overuse. Due to the limited number of fields available, historical use and league size will be considered in establishing priority between User Groups. Local sport needs will be reviewed before fields are permitted to a User Group outside of the community. The City of Las Vegas cannot guarantee the same field(s) each year based on User Group preference or growth from year to year.

Submission of a field use application does not constitute approval. Approval is given according to the applicable policy, field/facility availability, when all requirements have been met, and fees have been paid according to the payment guidelines on the fee schedule. The City has exclusive discretion in decisions related to the scheduling of city fields and such decisions shall be final.

4.2 PRIORITY OF USE

Returning sporting events on City of Las Vegas athletic fields will be granted field use prior to any allocated field use. New sporting event requests will be reviewed to determine the ability to accommodate the field use request.

The City of Las Vegas athletic sports fields will be granted for allocation and short term field use permits based on the following priority:

1. City of Las Vegas Programs
2. Joint Use Contracts (Clark County School District), Partnerships and Memorandum of Understandings
3. Historical Use
4. Non- Profit Youth Organizations/Leagues
5. Non-Profit Adult Organizations/Leagues
6. Commercial Youth Organizations/Leagues
7. Commercial Adult Organizations/Leagues
8. Individual Occasional Users (non-league, short term)

NOTE: The non-profit status of an organization must be verified by the City of Las Vegas at the start of the allocation process. If non-profit designation is not verified, or is found to be invalid, the organization will be treated as a commercial entity and fields will be allocated to the organization based on this commercial status. Refer to non-profit requirements set forth in section 5.1.



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4.3 RECORD MAINTENANCE AND AUDITING REQUIREMENTS

A. Each party entering into a licensing agreement for the use of the athletic fields owned by the City agrees to maintain records (including, without limitation, financial records, league/team rosters) and books for all matters related to the agreement in accordance with standard accounting principles and procedures. The party shall retain the records and books (including supporting documentation) applicable to the agreement for a period of three (3) years after completion of agreement. All records and books subject to audit findings shall be retained for three (3) years after such findings have been resolved. If the party ceases to exist as a legal entity, the party shall transfer the records and books relating to the agreement to the City, which will be retained by the City for the required retention period.

B. In addition to the requirements set forth in subsection A of this Section, the party then agrees to permit the City, or its designated representatives, to inspect and audit its books and records relative to the agreement at any time during normal business hours and under reasonable circumstances, and agrees to produce any information that the City deems related to the performance of the agreement for purposes of review and/or copying by the City. The inspection and audit conducted would be conducted after written notice has been provided by the City to the party. If the party's records and books are not located within Clark County, Nevada, the party agrees to have the records and books delivered to an address within the City of Las Vegas designated by the City. If the City, or its designated representatives, find that the delivered records and books are incomplete, the party agrees to pay for the costs to travel (including travel, lodging, meals, and other related expenses) to the party's offices in order to enable the City, or its designated representatives, to inspect, audit, retrieve, copy and/or transcribe the complete records.

C. If, at any time during the term of the agreement, or at any time after the expiration or termination of the agreement, the City, or its designated representatives, find that payments made by the party to the City for use of the athletic field has been deficient as to what is actually due and owing the City under the agreement, the party agrees to pay the deficiency to the City within 30 days after receipt of an invoice requesting payment thereof.

4.4 FIELD USE RULES AND REGULATIONS

Field use rules and regulations include but are not limited to:

- Box Fields – each city field is designed as a full sized field. Approval must be received to modify field sizes. Modifying field sizes may result in additional charges. All painting and turning of fields (small sided) MUST be approved by the Municipal Sports Unit in writing prior to such use. Failure to obtain such approval may result in disciplinary action.
- Use will begin no earlier than 7:00 a.m. Use will end at dusk on unlighted fields and no later than 11:00 p.m. on lighted fields unless otherwise authorized by the MSU Manager.
- Posted park closure hours strictly enforced unless otherwise authorized by the MSU Manager.
- Misuse and abuse of park property is prohibited.
- Use begins and ends at the times stated on the field use permit. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, free of trash and equipment, and be off the fields at the ending time indicated on the permit.
- No equipment is provided by the City of Las Vegas, which includes bases, goals, nets, field maintenance or cleaning equipment, unless otherwise agreed upon.
- Moving bases on the diamond fields is prohibited without the expressed written consent of the Parks and Recreation or Parks and Grounds Maintenance staff prior to any actions taken. For Field Allocations, any field preparation efforts must be coordinated in advance with Parks Maintenance. Permitted Field Users will be required to provide contact information for their field maintenance personnel to the Municipal Sports Unit.
- Permitted Field Users will furnish all hoses needed for cleaning, and will be responsible for cleaning out all bull-pens, dugouts, sidelines, and surrounding field areas after each practice, league game and/or sporting event.
- Permitted Field Users agree to keep restrooms adequately stocked with toilet paper and to adhere to the cleaning and maintenance procedures as defined in the Maintenance & Clean Field Policy, Section 12.
- At the conclusion of games or practice, each User Group is responsible for picking up trash and debris and depositing it into the proper trash or recycling bins. The facility (s) and any adjoining areas affected by a group's use must be picked up and cleared of all trash. New plastic liners must be placed in the trash and recycling bins before bins overflow and after emptying. Fees, fines or disciplinary actions may be applied to all groups that do not comply.
- All fields must be properly maintained before and at the conclusion of all field usage.
- Applicant's copy of field use permit or copy of the paid receipt for field usage, must be available during use and presented to any City or Deputy Marshal Representative upon request.
- Due to the possibility of frost and the potential damage to the turf, no activities on selected natural/grass fields will occur before 10:00am November 1st – through February 28th. See Section 2 on page 4 for the affected fields.
- Permitted organization shall notify the Municipal Sports Unit of any incidents that required contact of any emergency services such as calling 911, an ambulance, paramedic, Las Vegas Metropolitan Police Department, Las Vegas Fire & Rescue, City of Las



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Vegas Marshals, etc. Depending on the severity of the report, a Citizens Incident Report may need to be completed by the organization. This form will be provided by the Municipal Sports Unit if it is determined it is required.

- When an athletic event is in progress, it is prohibited to enter the area of the event. Interfering or disrupting athletic events is prohibited.
- Throwing any item or article at any official, participant or area of athletic events is prohibited.
- Any physical altercation with any participant, official or attendee of athletic events is prohibited.
- Portable goals, backstops and/or markers are allowed but must be removed daily, unless City has otherwise granted approval.
- Property boundary walls and fences are not to be used as backstops at any time.
- Balls and any other equipment thrown, batted, kicked, or that otherwise land on private property must not be retrieved without the property owner's permission.
- Users must leave school areas immediately after games and practices safely and quietly, especially after late games.
- Amplified sound is not allowed on any field without City approval. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators is not allowed.
- No fireworks, firearms, or weapons of any kind are allowed in the park.
- No alcoholic beverages allowed without a permit.
- All tents/canopies MUST be secured with weights or water barrels ABSOLUTELY NO STAKING!
- No digging; metal detector surface finds only.
- Vendors are not allowed without City approval and all proper permitting and licensing documentation on site.
- Selling food or other items is not allowed without City approval.
- NO vehicles are allowed on City of Las Vegas fields, grass or any other surface in the park other than parking lots, without City approval and only during active loading and unloading. Vehicles found in the park outside of loading and unloading times will be required to move immediately and may be cited or towed.
- Parking is allowed in designated paved areas only.
- No camping or lodging in vehicles or in the park.
- Animals are prohibited in the activity or sports areas.
- All dogs must be on a leash unless in designated dog park areas.
- Animals other than dogs are prohibited without special permit.
- Non-adherence to any of these field use rules or City Ordinances may result in additional fees, fines, disciplinary actions, strikes, and/or result in the cancellation of current and/or prohibition of future use.
- Violation of park rules as established by City of Las Vegas ordinance 13.36.040 constitutes a misdemeanor offense which may result in criminal prosecution. City Marshals reserve the right to take necessary actions to protect public health and safety.

5 LICENSING AND PERMITS POLICY – EFFECTIVE 08/01/2017

5.1 NON-PROFIT DESIGNATION

Organizations claiming to have non-profit status for the purposes of using a City of Las Vegas facility for field allocations, concessions and/or for any other activity related to city property must be verified as having non-profit status according to the Internal Revenue Service, under section 501 of the internal revenue code.

User Groups wishing to qualify for the 501 designation (non-profit) status must provide their Federal Tax Identification Number (aka EIN Number) with the field use applications. Upon receipt of the entity's EIN number, Municipal Sports Unit Staff will verify 501 designation status with the Internal Revenue Service. If Municipal Sports Unit is unable to verify, additional documentation supporting the User Groups claim of 501 designation will be necessary.

5.2 CITY BUSINESS LICENSING REQUIREMENTS

Entities desiring to do business with the City of Las Vegas agree to obtain the proper licensing from the City of Las Vegas. The entity must hold a valid City of Las Vegas Business License(s) and/or permit(s) or have verified written exemption and provide proof of the license/permit/verified exemption to the City prior to field use permits being issued. The City of Las Vegas Business Licensing Division will not issue any site specific or special use licenses or permits without proper application and documentation for field use.



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For questions on City of Las Vegas licensing, exemptions, or permits, please contact the City Business Licensing Division of the Planning Department at:

Phone (702) 229-6281
Email businesslicense@lasvegasnevada.gov
Website <https://www.lasvegasnevada.gov>

Municipal Sports Unit staff is required to verify that an entity either holds the required valid City of Las Vegas Business License(s) and/or permit(s), or is otherwise verified as exempt by the City Business Licensing Division. If the entity’s business license(s), permit(s), or exemption cannot be verified by staff, the City will notify the entity of any verification issues. No approval or field permit will be issued without verified City of Las Vegas Business License(s), and/or permit(s), or a verified exemption.

Application of a city business license, exemption, or permit does not guarantee the business license, exemption, or permit will be issued.

Alcohol use or sales is not permitted for any type of Municipal Sports Unit athletic field, facility, or concession rental permit without prior approval by the City of Las Vegas Department of Parks and Recreation Municipal Sports Unit and, only after all requirements are met and proper permits have been issued.

5.3 ENTITY VERIFICATION

Field reservations must be made under the same entity name as verified on the City of Las Vegas Business License(s), permit(s), letter of exemption, insurance policy(s), as applicable.

5.4 REQUIRED VERIFICATION

Re-verification of required licenses and nonprofit status, when applicable, will be completed each time an entity requests to use city property. Applicants claiming to be a federal nonprofit organization and/or licensed by the City of Las Vegas for the purposes of using a city facility for field allocations, field use permits, concessions, adult sports and/or for any other activity related to city property must be re-verified regardless of prior use and time frame of use. The purpose of re-verification is to ensure that there has been no lapse in city business licensing requirements and/or federal nonprofit designation.

6 INSURANCE REQUIREMENTS — EFFECTIVE 08/01/2017

6.1 REQUIRED COVERAGE

Insurance is required when reserving City sports fields or space for league play. Such insurance must be commercial general liability coverage which provides protection for (1) event spectators, (2) athletic participants, (3) staff members and (4) volunteers against claims of bodily injury and property damage and names the City of Las Vegas as an additional insured by an endorsement to the policy.

The User Group shall provide and maintain for the duration of the Field Use Permit, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the use of the City of Las Vegas’s athletic sports fields. Prior to permit issuance the User Group shall furnish the City an ACORD™ 25 *Certificate of Insurance* (COI), or equivalent form, stating that the following policy of insurance is in effect for the field use permitted dates and times with the minimum limits shown below:

GENERAL LIABILITY INSURANCE (MINIMUM REQUIREMENTS);

Each Occurrence	\$ 1,000,000
Damage to Rented Premises	\$ none or any amount
Medical Expense (any one person)	\$ none or any amount
Personal/Adv Injury	\$ none or any amount
General Aggregate	\$ 2,000,000
Products – COMP/OP AGG*)	\$ 1,000,000 (see note below)
Participant <u>Legal</u> Liability	\$ 1,000,000
Host Liquor Liability**	\$ included (see note below)

*Product and Completed Operations coverage is required if the insured User Group will be selling products as part of the event (e.g. concessions, sportswear, etc.).

** Host Liquor Liability is required when alcohol is served (not sold) at the sporting event by the insured User Group. This coverage cannot be excluded from the policy.



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6.2 CERTIFICATE OF INSURANCE

Prior to issuance of field permit, a completed Certificate of Insurance demonstrating the procurement of the insurance requirements should be sent to the attention of the Municipal Sports Unit, at the address below or to the email address: municipalsportsunit@lasveasnevada.gov.

The Certificate of Insurance must demonstrate coverage for the date(s) of athletic field use for which the certificate is being issued. Coverage must be written on an “occurrence” form and maintained throughout the time of permitted field use; otherwise, field use permits may be suspended or revoked.

The City of Las Vegas must be listed as the Certificate Holder on the required insurance policy, which should read as follows:

**City of Las Vegas, its elected officials, officers, employees, agents and volunteers
C/o Municipal Sports Unit
495 South Main Street
Las Vegas, Nevada 89101**

The Description of Operations/Locations/Vehicle/Special Events section must indicate the name of the allocation users, league name covered under the policy of insurance required herein.

6.3 ENDORSEMENTS

In addition to being named as the Certificate Holder, by endorsement on form ISO CG 20 26 07 04, the policy must name the *City of Las Vegas, 495 S. Main Street, Las Vegas, NV 89101 and It's elected officials, officers, employees, agents and volunteers* as additional insured parties thereunder.

Producer must submit proof by endorsement that the insured's policy ***includes*** participant legal liability coverage.

6.4 COVERAGE MODIFICATION OR CANCELLATION

The insurance policy requirement shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or limits unless thirty (30) days prior written notice by mail has been given to the City. The User Group shall furnish the City with endorsements evidencing the coverage required by this policy. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf.

6.5 INDEMNITY

In addition to the insurance requirements listed above, and not in lieu thereof, the User Group shall protect, defend, indemnify and save the City, its officers, employees, agents and volunteers (the “Indemnified Parties”) harmless from and against any and all claims, liability, damages, demands, losses, expenses, suits, liens, judgment, attorney's fees, or court costs or any other form of liability (collectively the “Claims”), including, without limitation, Claims for injuries to or death of any person or persons or damage or loss to the City premises or any part thereof, which the Indemnified Parties, or any of them, may suffer as a result of, by reason of, or in consequence of, the action or omissions of the User Group, its employees, agents or anyone employed in performing or failing to perform the provisions of this Agreement.

As part of this obligation hereunder, the User Group shall, at their own expense, defend the Indemnified Parties against the Claims which may be brought against them, or any of them. If the User Group fails to do so, the City shall have the right, but not the obligation, to defend the same and charge all direct and incidental costs of such defense (including attorney fees and court costs) against the User Group.

7 FIXED BUILDING CONCESSIONS POLICY – EFFECTIVE 08/01/2017

This policy only covers concessions sold from a fixed building concession location at the sports complex/fields during the permitted field use time.



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7.1 NON-PROFIT STATUS REQUIRED

ONLY ORGANIZATIONS THAT CAN BE VERIFIED WITH A 501 DESIGNATION (NON-PROFIT) STATUS WITH THE INTERNAL REVENUE SERVICE CAN APPLY FOR FIXED BUILDING CONCESSION PERMITS.

Refer to the non-profit designation set forth in section 5.1. The same requirements apply for fixed building concession applications.

7.2 INSURANCE REQUIREMENTS

All concessionaires reserving a fixed building concession facility must maintain the required insurance as identified in Section 6/Insurance Requirements of the Municipal Sports Unit Athletic Field Use Handbook - Allocations. The insurance must be valid during the concessions permitted time. A copy of this insurance policy along with the Endorsement Page must be submitted to the City prior to the fixed building concession permits being issued.

7.3 LICENSING AND PERMITS

Organizations requesting permission to serve/sample/sell food, beverages, products, and/or merchandise during permitted athletic field use must be verified as a non-profit organization and must obtain prior approval from the City of Las Vegas Department of Parks and Recreation.

The Organization agrees to obtain the proper licensing from the City of Las Vegas, Department of Business Licensing Division.

Verification of a valid license with the City of Las Vegas Business Licensing Division must be on file, if applicable, with the Municipal Sports Unit prior to field use permits being issued.

For questions on City of Las Vegas licensing, exemptions, or permits, please contact the City Business Licensing Division of the Planning Department at:

Phone: (702) 229-6281 Website: www.lasvegasnevada.gov Email: businesslicense@lasvegasnevada.gov

7.4 GENERAL REQUIREMENTS

- A Fixed Building Concession Permit provides the concessionaire the ability to sell from a fixed building adjacent to a designated athletic field within a City of Las Vegas Sports Park/Complex.
- A Fixed Building Concession Permit is valid for one allocation season. At the discretion of the City of Las Vegas, use privileges can be terminated at any time the concessionaire is in violation of any Municipal Sports Unit Athletic Field Use Policies.
- It is the responsibility of the concessionaire applicant to ensure that all persons associated with usage of their assigned fixed building facility understand this policy.
- Licenses shall be posted openly upon the fixed building concession facility at all times of operation.
- All required licenses and permits must be valid for the duration of the fixed building concession facility permit period.
- Any alcohol sales/services activity must be properly licensed or permitted by City of Las Vegas Business Licensing Division and with the express approval and permission of the Department of Parks and Recreation.

7.5 FEES AND REFUNDS

See the most current Municipal Sports Unit Athletic Field Use Fee Schedule for any associated fees for Fixed Building Concession permits.

All fees are due prior to issuance of Fixed Building Concession permits. User Groups will be issued a minimum of two keys per fixed building. Concessionaires permitting use of any fixed building facility are responsible for any damage that occurs and all post use clean up.

A walk-through with a City of Las Vegas Department of Parks and Recreation Municipal Sports Unit employee or designee will be done prior to receiving the keys for the fixed building facility. A walk-through will also be done prior to vacating the premises to determine if any damage has been done, that the facility is clean, and the keys are returned. Renter will be responsible for the repair/replacement expenses if damage of any kind is suffered by the fixed concession building or the contents therein.



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7.6 FIXED BUILDING ACCESS AND SECURITY

User Groups must meet with Municipal Sports Unit staff prior to the Fixed Building Concession permit being issued and just prior to the permit ending to perform a walk-through of the facility and to issue/return the keys for the facility. At the walk-through, staff and User Group representative will inspect the building for:

- Cleanliness
- Any damages
- Inventory equipment
- Make a punch list of repairs needed

The walk-through with Municipal Sports Unit staff prior to vacating the facility will determine if organization has performed its obligations required and to determine if any damage has occurred and if the facility was properly cleaned.

Periodic unannounced visits by Municipal Sports Unit staff will be conducted to check on building, permits displayed on site, and the facility condition. Customer is responsible for the security of all equipment in the building. All permits and business licenses must be posted at the location of the concession stand.

Subletting of the concession facilities is strictly prohibited. It is the responsibility of the Concessionaire to ensure the facility is secure.

7.7 FIXED BUILDING KEYS

During the initial walk-through, the Municipal Sports Unit staff and User Group representative will review the Fixed Building Concession permit checklist. Once all items on the checklist have been reviewed, the User Group representative will be provided with a set of two (2) keys thru the Department of Detention & Enforcement. The User Group representative will be informed of the location to pick up and sign for the receipt of the keys.

Keys may not be duplicated. User Groups may NOT substitute locks or re-key the facility without the expressed written consent of the City of Las Vegas Parks and Recreation Municipal Sports Unit prior to any actions taken.

The User will be responsible for any costs associated with lost keys, including but not limited to, the cost of re-keying and stolen and/or damaged equipment and/or goods.

User must return both keys to the City of Las Vegas after the permit period ends in a reasonable amount of time. Failure to return the building keys in a reasonable amount of time following the end of the permit period will result in replacement fines.

7.8 FIXED BUILDING EQUIPMENT

Concessionaires must supply their own equipment. The City does not normally supply or rent any equipment. Any use of city equipment is prohibited unless written authorization is obtained.

Users group must remove all of their equipment after each fixed building concession permit period ends.

- Exception: If User Group is granted the use of the concession fixed building concession facility through the next season's field allocation; the User will not need to remove their equipment.
- It is the User Group's responsibility to maintain all equipment and the concession facility in a safe manner and immediately remove any safety hazards.

Any equipment brought in by the User Group must not exceed the concession facility's power supply and must meet all Fire Codes. All lights and equipment must be turned off and unplugged (except refrigerators) when the concession building is not in use.

7.9 FIXED BUILDING FOOD PREPARATION AND STORAGE

User Groups must provide their own storage due to space limitations. Food preparation is subject to the guidelines set forth by the Southern Nevada Health District.



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7.10 FIXED BUILDING CLEANING AND SANITIZING

The User Group is responsible for purchasing all necessary cleaning supplies for sanitizing, and towels and soap for dispensers. The User Group is responsible for cleaning and sanitizing all areas of the concession building including, but not limited to, the floors, counters, freezer/cooler and dishwasher after each use. Use of proper cleaning agents is required to avoid damage to the facility (i.e. counter tops, floors, etc.) All garbage containers must be emptied and trash bag properly disposed of before leaving the facility.

7.11 GENERAL REQUIREMENTS

- Concessionaires must report any problems that may arise with the fixed building concession within 24 hours to the City of Las Vegas Municipal Sports Unit designated staff at (702) 229-1642 or via email to municipalsportsunit@lasvegasnevada.gov. This will expedite the time it takes to address any issues.
- It is the responsibility of the User Group to maintain a concessions facility and area that is neat, clean, orderly and safe.
- It is the responsibility of concessionaires to provide truthful and accurate information. Providing of false or intentionally inaccurate information may constitute disciplinary actions or revocation of fixed building concession permit.
- The concessionaire shall not subcontract its work under this agreement in whole or in part.
- The user of any concession facility shall be responsible for removing litter and maintaining the concession facility and surrounding park area in a clean and healthy manner. This shall include but is not limited to picking up and properly disposing of any trash or debris blown, carried by patrons, or otherwise distributed from such concession facility including but not limited to all trash, paper, bottles, cans, wrappers, cup and other materials. Such waste materials shall be thoroughly collected and properly disposed of in the recycling and trash dumpsters located at the park, daily at the end of each event. Liners shall be used in trash barrels and recycling bins at all times and shall be replaced with clean liners as needed, or daily at the end of each event.
- The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.
- Concessionaires shall not vend or offer glass containers at any time.
- Concessionaires shall not sell or distribute alcoholic beverages or tobacco products. (*Alcohol permits may only be requested for sporting events with the express approval and permission of the Department of Parks and Recreation and with special permitting by the Department of Business Licensing.*)
- Concessionaire agrees that operations conducted pursuant to the fixed building concession permit will not commence until after all applicable requirements have been met and the permit has been issued.

8 OPEN AIR / VENDOR POLICY – EFFECTIVE 08/01/17

This policy only applies to open air/vendor concessions during permitted field use times. Open air and/or 3rd party vendors are NOT ALLOWED at city parks during allocated use. All vending must be from a fixed building concession stand. For the policy addressing fixed building permits, see Section 7.

9 BANNER AND SIGN POLICY – EFFECTIVE 08/01/2017

The purpose of this policy is to specify guidelines for the permitted use of signs and banners (signage) on City of Las Vegas facilities on land owned by the City and City of Las Vegas facilities on land leased from the Bureau of Land Management (BLM) under the Department of the Interior regulations for the Recreation and Public Purposes Act found in Title 43 of the Code of Federal Regulations (43 CFR), [Parts 2740 \(Sales\)](#) and [2912 \(Leases\)](#). For purposes of this policy, signage is considered permanent if said signage will be displayed for an entire allocation period. For purposes of this policy, signage is considered temporary if said signage will be displayed for less than an entire allocation period.

9.1 SIGNAGE ON BLM LAND

Parks/Athletic fields developed and or constructed on BLM land under the Recreation and Public Purpose Act strictly prohibit any commercial signage and will not be allowed under any circumstances. Commercial signage is any signage other than event signage. Commercial signage includes, but is not limited to, team sponsorship signage and signage displaying any company name, logos, or other such items other than the actual event. Scoreboards can only permanently display the structure's manufacturer's information. Any signage placed on a scoreboard can only be temporary event signage. The City of Las Vegas is also prohibited from displaying commercial signage on BLM land.



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9.2 ACCESS TO BLM LAND

Events held on BLM land cannot restrict access to the facility for anyone wanting to use that facility to perform non-event activities including, but not limited to, walking, exercising, or using the children’s play area. Charging fees for facility parking or otherwise restricting access for those wishing to perform non-event activities at the facility is strictly prohibited.

The following is a list of city parks/athletic fields on BLM land.

All American Park	1551 S. Buffalo Dr.
Ansan Park	7801 Ducharme Ave.
Bettye Wilson Soccer Park	7353 Eugene Ace
Buckskin/Cliff Shadows Park	7350 Buckskin Park
Centennial Hills Park	7101 N. Buffalo Dr.
Cimarron Rose Park	5591 N. Cimarron Rd.
Doc Romeo Park	7400 Peak Dr.
Durango Hills Park	3521 N. Durango
Garehime Park	Gilmore Avenue and Campbell Drive
Gilcrease Park	Grand Teton and Hualapai Way
Kellogg Zaher Sports Complex	7901 W. Washington
Majestic Park	9955 W. Alexander Rd.
Mountain Ridge Park	7151 Oso Blanca Rd
Firefighter’s Memorial Park	2010 Redwood St.
Pioneer Park	7449 Braswell
Police Memorial Park	3250 Metro Academy Way
Rainbow Family Park	7151 W. Oakey Blvd.
Skyridge Park	Stange Road and Cliff Shadows
Teton Trails Park	7850 N. Bradley Rd
Thunderbird Park Complex	6501 N. Durango
Wayne Bunker Family Park	7351 Alexander Rd.
Winding Trails Park	7250 Fort Apache Rd.
Woofter Park	1600 Rocksprings Dr.

9.3 SIGNAGE ON CITY OF LAS VEGAS OWNED LAND

PERMANENT SIGNAGE:

Permanent signage used to raise funds or advertise for commercial entities are prohibited without the express written consent of the City of Las Vegas Department of Parks and Recreation Director or his/her designated representative.

TEMPORARY SIGNAGE:

No temporary signage will be displayed without the expressed written consent of the City of Las Vegas Department of Parks and Recreation Director or his/her designated representative. The placement of temporary signage shall be limited to only those that advertise a city-sponsored, co-sponsored, or approved event. No temporary signage used to raise funds or to advertise for a commercial entity other than for the promotion of that specific event will be allowed.

ALL SIGNAGE APPROVED BY THE CITY:

- May be placed only on a building wall, perimeter wall, and/or fence of the facility as approved by the City. The signage must not detract from the overall park or facilities experience for the general public.
- No permanent structure can be erected by the User Group to support the signage.
- On baseball and softball fields, signage may only be placed on the field’s outfield fence and shall only face the interior of the playing field.
- The signage must not project above the wall and/or fence.
- The signage must be a minimum of eight (8) inches from the ground or playing field.
- The signage must not be affixed to any pole, staff, line, framing, vehicle, or similar support.



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- The signage must not be illuminated.
- Messages and graphics must be professional.
- No inappropriate language or messages may be displayed.
- The signage copies and/or logos shall be limited to one side of the sign or banner.
- Banners must be made of durable cloth, bunting, plastic, or similar material.
- Signs must be made of a durable material.
- Individual signs or banners must not exceed 40 square feet.
- The entire surface of the sign or banner must be securely fastened to the building, wall and/or fence.
- The User Group must maintain all signage and make sure it is in good condition. The User Group will replace any signage that is torn, dirty, faded, or defaced, including graffiti.
- Specific dates for the installation and removal of the signage must be reviewed and approved of by Municipal Sports Unit staff.
- All signage that is not removed by the User Group by the approved removal date shall constitute a nuisance and may be removed by the City. The City may bill User Groups for the removal.

Any damage to city property caused by the signage is the sole responsibility of the User Group.

10 SCOREBOARD &/OR CONTROLLER POLICY— EFFECTIVE 08/01/2017

Many of the City of Las Vegas athletic fields are equipped with scoreboards. Use of the scoreboards is complimentary with the issuance of a field use permit for any organizations that have previously purchased their own scoreboard controller directly from the manufacturing company. Scoreboard controllers are available for rent for allocation User Groups based on available resources. See the MSU Athletic Fee Schedule for applicable fees.

The use of scoreboards and/or controllers is permitted by request only. All requests must be made in advance by completing and submitting the proper request forms to the City of Las Vegas Department of Parks and Recreation. Only authorized, permitted and trained personnel can use or operate a scoreboard controller.

The User Group's authorized representative and authorized and trained personnel must meet with the City of Las Vegas Department of Parks and Recreation Municipal Sports Unit staff before a scoreboard controller will be issued to the organization for any unit rental. The purpose of the meeting prior to the unit rental is to ensure the organization has authorized and trained personnel that knows how to use the controller properly and to ensure the controller is working and not damaged. In addition, the organization must meet with Municipal Sports staff at the end of the field use permit period. The purpose of the meeting at the end of the permit period is to ensure the scoreboard controller is returned working and not damaged. The User Group will be responsible for the repair/replacement expense if damage of any kind is suffered to scoreboard/scoreboard controller used in conjunction with the allocation period over the course of the rental.

Organizers are permitted to purchase their own controller from the manufacturing company; at such times the City will provide the electronic codes coinciding with the respective scoreboards.

11 FIELD USE LIGHTING POLICY — EFFECTIVE 08/01/2017

The purpose of this policy is to specify the guidelines for the permitted use of outdoor lighting at city facilities. All User Groups obtaining field use permits after dusk must request to have lights programmed according to permitted field use time. Field use is prohibited after dusk on an unlit field.

For liability and safety purposes, the Municipal Sports Unit defines the term "dusk" as thirty minutes prior to the published sunset time according to the lighting software interface.

Lights will be scheduled to turn on based on the permitted field use start time or at dusk, whichever is later.

For example: For an evening when the slated sunset time is 6:50 p.m., the dusk time would be 6:20 p.m.

If the permit start time is at 5pm, the lights will be programmed to turn on at 6:20 p.m.

If the permit start time is at 6pm, the lights will be programmed to turn on at 6:20 p.m.

If the permit start time is at 7pm, the lights will be programmed to turn on at 7:00 p.m.

Lights will be scheduled to turn off based on the requested time off submitted on the weekly light log forms or at the end of permitted field use time.

Under no circumstance will city fields/facilities be used and lights remain on past 11:00 p.m. unless express written consent is given by



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the City of Las Vegas Parks and Recreation Director or his/her designated representative.

The User Group agrees to pay any associated lighting fees as indicated on the Municipal Sports Unit Athletic Sports Field Fee Schedule for each lighted hour, or portion thereof, of athletic field use.

If a User Group leaves a city field/facility and the lights are still on, the User Group must contact the City of Las Vegas Department of Parks and Recreation Municipal Sports Unit at (702) 229-1527 to let the City know they are done with the lights. If a User Group sees the lights are on at a field/facility that is not occupied, they are asked to contact the City of Las Vegas Department of Parks and Recreation Municipal Sports Unit at (702) 229-1527 and inform them of the empty field/facility.

When allocated field user permit holders contact MSU to request that a light program be shut off, the Department grants that there will be a window minimum of 15 minutes to process the incoming request, shut off the lights and stop the associated light fees from being assessed. In the event that the amount of time required to complete the request to shut off the lights takes longer than 15 minutes to process, the minutes in addition to the 15-minute grace window will not be assessed light fees.

At the conclusion of each calendar month, allocated field use permit holders will be issued their light fee invoice for the lights used in conjunction with the organization’s permitted field use. The light invoices must be paid by the 15th of the month following the issuance of the light invoice, or the next business day if the 15th falls on a day when the MSU office is closed.

For example: A light invoice generated for light use in January will be sent via standard mail to the user groups no later than February 15th. The outstanding balance must be paid by March 15th or penalties will be assessed.

Failure to submit full payment for the outstanding light fee balance by the above indicated due date may result in suspension of field use permits for the user groups/organization until the outstanding balance has been paid in full. In addition, a deposit will be required if charges for lights are more than 30 days delinquent. The deposit amount required will be 50% of the previous year’s corresponding month light invoice. In the event the user does not have light invoices from the previous year, 50% of the past due balance will be required for the deposit amount, or \$1,000.00, whichever amount is least. The deposit will be maintained until the user has 12 months history of paying all light invoices by the required due dates.

No portable lighting will be authorized for use at city facilities unless written consent from the Department has been provided in advance of use.

12 MAINTENANCE & CLEAN FIELD POLICY – EFFECTIVE 08/01/2017

The City of Las Vegas Department of Parks and Recreation requires each User Group adhere to the City of Las Vegas Maintenance and Clean Field Policy that will be enforced at all athletic fields and facilities for both games and practices. Each User Group is required to enforce this policy to ensure that the groups using city athletic fields and facilities will have a clean and safe facility year round and act responsibly in cleaning up after themselves following games and practices. The User Group is responsible for adhering to the single-stream recycling bin program. The recycling bins are clearly marked and accept plastic bottles, papers, cans, plastics, newspaper and cardboard. Trash bins for food and glass waste items are located near the recycling bins.

CITY PROVIDED SUPPLIES FOR <u>FIELD ALLOCATIONS</u>	
BATHROOM SUPPLIES	TRASH AND RECYCLING SUPPLIES
1. Toilet Paper: used to keep bathrooms stocked throughout the day during field use by the User Group. 2. Two (2) keys - One (1) water key & One (1) toilet paper key. o A fifteen dollar (\$15) fee will be assessed for lost keys.	1. 55 Gallon Trash/Recycle Can plastic liners (36” x 60” x 1.2mil thick black or clear)



USER GROUP REQUIREMENTS FOR FIELD ALLOCATIONS

RECOMMENDED BATHROOM SUPPLIES AND REQUIREMENTS	TRASH AND RECYCLING SUPPLIES AND REQUIREMENTS
<ul style="list-style-type: none"> • “CAUTION WET FLOOR” sign • Broom, scoop, shovel or dust pan • Bowl brush • Squeegee • 50 foot water hose • Rags • Trash Picker/Grabber Stick <ol style="list-style-type: none"> 1. Restrooms will be maintained for cleanliness and safety throughout the league play, practice, or game, as necessary. 2. Following league play, practice, or game, teams are responsible for cleaning the restrooms. 	<ol style="list-style-type: none"> 1. User Groups are responsible for policing and removing trash and recycling material throughout the league play, practice or games. 2. Following play, game or practice, the User Group is responsible for picking up all trash, debris and recycling material at or around the field or practice site. This applies to circumstances when the trash or debris was at the site before the game or practice commenced. Teams are also to make sure that all equipment is picked up as well. 3. Full bags of trash or recycling material must be transported to the appropriate facility dumpster following league play, practice or game. 4. Equipment such as a wagon or dolly to assist in transporting trash and recycling bags is allowed. NO golf carts or motorized vehicles are allowed on the fields. 5. Each User Group is responsible for making sure the Clean Field policy is strictly enforced and adhered to by coaching staff and players at every league play, practice or game.

USER GROUP FIELD MAINTENANCE REQUIREMENTS

LEAGUE MAINTENANCE	LEAGUE RESPONSIBILITIES
<ul style="list-style-type: none"> • League is responsible for cleaning out all bull-pens, dugouts, sidelines, and surrounding field areas after each practice, league game or sporting event. • All fields will be properly prepared before and after play including infield dragging, lining, bases, goals, nets and cones. • Box Fields – each city field is designed as a full sized field. Approval must be received to modify field sizes. Modifying field sizes may result in additional charges. The Municipal Sports Unit MUST approve all painting and turning of fields (small sided) in writing. 	<ul style="list-style-type: none"> • League will inform teams that they must move their fields periodically to avoid wear patterns. This pertains to natural grass fields for soccer, football and lacrosse only. • Leagues will not use any stakes of any type in the securing of any equipment. • Leagues will convey to spectators and participants that staking is not permitted, including use of umbrellas/shade structures.

If the User Group fails to perform its obligations to the City of Las Vegas, including without limitation, adhering to the Field Maintenance & Clean Field policy, warnings and/or strikes and penalty fees may be assessed.

13 PERMIT CANCELLATION & REFUND POLICY – EFFECTIVE 08/01/2017

13.1 CANCELLATION BY THE CITY OF LAS VEGAS

Field use permits may be cancelled and/or rescheduled by the City of Las Vegas Department of Parks and Recreation Municipal Sports Unit. The City of Las Vegas Department of Parks and Recreation Municipal Sports Unit may cancel permits for reasons including, but not limited to the following:

- The City begins work on any of the facilities.



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- The health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, heat waves, unhealthy air alerts, and pesticide application.
- A User Group and/or its representative and/or member(s) are found to be in non-compliance with any section of the City's Athletic Field Use Policy, municipal regulations, or other signed city agreement.
- A User Group and/or its representative and/or member(s) are found to be using a city complex/facility for purposes other than its intended use.
- The City hosts a special event or sporting event not previously scheduled.
- For any other reason the City deems cancellation and/or rescheduling is necessary.

Allocation field use permits cancelled by the City due to inclement weather are not eligible for refunds for the affected field use fees paid.

The City will try to give as much notice as possible in case of a cancellation and/or schedule change initiated by the City.

13.2 CANCELLATION BY ORGANIZATION – ALLOCATION PERMITS

If an allocation User Group determines they will not need the requested or permitted field use, the User Group must notify the Municipal Sports Unit. Failure to notify the City of the non-use of a complex/facility or cancellation will result in possible disciplinary actions such as **warnings and/or strikes and penalty fees may be assessed.**

A User Group with fee waivers may be billed for fields they have permitted use of but did not use. Non-use of a field may also result in revocation of allocation field use permit. Non-use may also constitute field hoarding. Hoarding fields is prohibited and defined as obtaining permits for fields that will not be used. Warnings, strikes and/or penalties may be applied to any user found hoarding fields.

Permit holders who elect to cancel field use time which has been paid for and the permit has been issued will not be issued a refund for any of the time that is being removed from the permit.

13.3 CANCELLATION BY ORGANIZATION – CONCESSION PERMITS

A cancellation fee will be assessed to concession permits when cancellation notice is received less than 7 business days prior to the start date of the concession permit. If cancellation is made more than 7 business days prior to start date of concession permit, the City will refund any fees previously paid by the User Group to the City. Approved refunds will take approximately 2-4 weeks to process.

14 INCLEMENT WEATHER POLICY – EFFECTIVE 08/01/2017

The purpose of this policy is to prevent athletic field surface damage or injuries to field users brought about by inclement weather or unsafe playing conditions.

The City of Las Vegas reserves the right to cancel or suspend outdoor facility or field use permits for any field usage scheduled on city fields whenever field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, heat waves, unhealthy air alerts, and pesticide application.

Due to the possibility of frost and the potential damage to the turf, no activities on natural/grass fields will occur before 10:00 A.M. November – February. In the event of severe cold, before play on any city field is allowed, the Department of Parks and Recreation Municipal Sports Unit Representative and/or the City of Las Vegas Representative for Parks and Open Spaces must give approval for use of a field.

The Department of Parks and Recreation Municipal Sports Unit Representative and/or the City of Las Vegas Representative for Parks and Open Spaces shall have the authority to close any or all city athletic fields whenever weather or field conditions dictate. During inclement weather, the City representative(s) will assess the playability of all city owned athletic fields. Field use or playability will be determined by safety conditions and/or hazards that could be detrimental to the welfare of users/players, existing and forecasted weather conditions for the day, and/or potential damage to the field if they were to be used. A phone call and/or an email will be sent to all User Groups notifying them of any closures. City fields, once closed for inclement weather or poor field conditions, will be closed for the remainder of the day.

Organizations using City of Las Vegas athletic fields are responsible for assessing field conditions during inclement weather or for poor or impending conditions. They will be responsible for cancelling or suspending field use for all activities on sites permitted to them by the City when they deem field conditions could result in damage to the field or injury to players. If play is cancelled or suspended, the organization is responsible for reporting the field condition to the City of Las Vegas Department of Parks and Recreation Municipal Sports Unit at (702) 229-1642 during business hours or the after hour's line at (702) 229-1527 at the time the decision is made by the User Group to cancel or suspend activity. Any damage or costs associated with failure to cancel or suspend activities at city fields as a result of inclement weather, poor or impending conditions, or conditions that threaten the integrity and condition of the field will result in the responsible User Group



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being billed for any costs/damages and suspension of permits until payment has been received and fields have been repaired. Any monies due the City for assessed damages not paid by the due date may incur additional fees or penalties.

Field allocation use permits are not eligible for refunds due to cancellations caused by inclement weather, or technical/maintenance issues that cause an interruption in permitted allocated field use.

NOTE: It is the User Group's responsibility to call the City's Afterhours Line at (702) 229-1527 after 5:00 p.m. Monday-Thursday or after 8:00 a.m. Friday, Saturday and Sunday to verify field closures and to notify their players/participants in the event of a closure. Groups cannot play on fields that have been closed.

15 SECURITY POLICY – EFFECTIVE 08/01/2017

Security requirements for field allocations may be implemented based on previous infractions or issues by the User Group as documented in City files as well as the level of cooperation and understanding by the User Group's representative in resolving the infractions/issues and taking steps to prevent future concerns. Additional security requirements may apply depending upon the nature of the activity and/or during periods of high security alert.

15.1 SECURITY STAFFING GUIDELINES

If security personnel are deemed necessary, the User Group will be required to show proof that unarmed security which is licensed, insured and identifiable by wearing uniforms has been secured for the applicable date(s) and time(s) city property will be in use by the User Group. If the presence of Deputy City Marshals is deemed necessary, the User Group will be required to coordinate security through the Deputy City Marshal's office. The contact email for their office is sergeants@lasvegasnevada.gov.

If a User Group is not required to provide contracted security but volunteers to provide security at their own discretion, they must follow the City of Las Vegas guidelines of unarmed security that is licensed and insured and patrols are identified by wearing uniforms. Proof of contracted services and/or payment for service with the date(s) and time(s) security will be present during event will be required.

Before final payment for the field use reservation is made, proof of contracted services or a copy of the receipt from the security service provider showing payment in full, the type of event, the security coverage date(s), the begin and end times for each date of the security coverage, and the number of security guards for each coverage period must be provided to Parks and Recreation Municipal Sports Unit staff. If the security service provider receipt does not include a statement from the security service company that the patrols are unarmed and that the service provider is licensed and insured, a document from the security service provider stating these conditions must be provided to Parks and Recreation Municipal Sports Unit staff in addition to the receipt copy. **No permits will be issued until this requirement is met and finalized and all related required documentation and fees have been received.**

16 CODE OF CONDUCT POLICY – EFFECTIVE 08/01/2017

The City expects that all individuals and User Groups conduct themselves in a positive, respectful and responsible manner. The Code of Conduct applies to all participants, including players, coaches, managers, and spectators. Penalties can be applied to any individual or an entire team. The City reserves the right to remove any participant due to abusive conduct or a non-cooperative attitude and to hold the team and/or User Group responsible for the participant's behavior, especially if the safety of any group or individual is threatened. The penalty for violation of the Code of Conduct or Municipal Code by any participant is at the sole discretion of the City and may result in an immediate and indefinite individual and/or team suspension and loss of field use fees. This Code of Conduct becomes effective as soon as the participants arrive at the sports complex/park facility of play and remains in effect until the participants leave the facility.

Individuals permitted to use the City of Las Vegas athletic fields are expected to conduct themselves within the boundaries of sportsmanship and fair play as well as follow the Code of Conduct rules, policies and agreements set forth by the City. The City expects that all leagues, teams, and individuals follow proper behavior including, but not limited to:

1. Players, coaches, and team supporters must be courteous and respectful to the adjacent residents, park users, caretakers, city staff and other agencies at all times.
2. All participants must abide by an official's decision.
3. No participant shall objectionably demonstrate dissent at an official's decision by throwing equipment or any other forceful physical or verbal action.
4. No participant shall endanger the safety of any player, official or spectator.
5. No participant shall physically attack, as an aggressor, any player, official or spectator.
6. No participant shall use unnecessary rough tactics in the play of the game against an opposing player.
7. No participant shall at any time lay hand upon, push, shove, strike or threaten to strike an official, player or spectator.



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8. No participant shall direct personal, verbal abuse upon any official for any real or imaginary wrong decision or judgment.
9. No participant shall discuss publicly with players, coaches, managers, or spectators in a derogatory manner any play, decision, or personal opinion of other players during the game. (No trash talk!)
10. No participant shall engage in boisterous, threatening, abusive, insulting, indecent or profane language or engage in any disorderly conduct or behavior leading to a breach of the public peace and enjoyment of the facility.
11. No participant shall smoke while going on or coming off the field, or while on the field of play.
12. Change clothing in public washrooms and change rooms only.
13. Pickup and remove all litter/refuse/recycling material generated while using the park and deposit in receptacles provided for such purpose.
14. Respect and protect public and private property.
15. Obey every state, local, and federal law and regulations.
16. Obey all traffic signage, regulations, by-laws and conditions.
17. Field access is limited to the User Group assigned as noted on the field use permit. User Groups are allowed onto their assigned area at their permitted start time. All User groups must leave the area by the permitted end time.
18. No field shall be used for any purpose other than as designated on the field use permit, or as directed by the Parks and Recreation or Parks Maintenance staff.
19. The User Group will not allow any person, group or organization not named on the field use permit to use or occupy the field.
20. The User Group will ensure that approval is obtained from the City before erecting any signs, banners or pennants.
21. The User Group will use good judgment when assessing field conditions and not use any fields when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface. User Groups must notify the City of Las Vegas Municipal Sports Unit at (702) 229-1642 or the after hour's line at (702) 229-1527 if a field's condition is unsuitable for use.
22. No permit means no play, and no practice.

The following will be considered in determining disciplinary actions when poor behavior or infractions to the Code of Conduct, Municipal Code and/or Athletic Field Use and Allocation Policies occur:

- The circumstances and severity of the infraction(s), the damage to the Field and the effect to other users of the field.
- The general previous conduct and cooperation of the User Group at city facilities as documented in city files.
- Previous infractions by the User Group or its representatives as documented in city files.
- The level of cooperation and understanding by the User Groups in resolving the issues regarding the infraction(s).

16.1 ZERO TOLERANCE STANDARDS FOR VIOLENCE

The City of Las Vegas has a long standing commitment to reducing the number of situations that may lead to threats or acts of violence and intimidation on sports fields during permitted use.

Acts of aggression or violence will initiate disciplinary actions by the Municipal Sports Unit including indefinite suspensions of players, teams or Organizations.

17 DISCIPLINARY POLICY— EFFECTIVE 08/01/17

The purpose of the Disciplinary Policy is to implement a systematic method of enforcing the Municipal Sports Unit Athletic Field Use Policies and City Municipal Code 13.36.040. The policy is only applicable for field allocation User Groups.

The City of Las Vegas reserves the right to warn, penalize, fine, deny service, cancel or suspend field use permits for league play, practices and games, based upon a User Group's violation(s) of city Municipal Code or the established Athletic Field Use and/or Allocation Policy. Individuals using the athletic fields are expected to conduct themselves within the boundaries of sportsmanship and fair play as well as follow the Code of Conduct rules, policies and agreements set forth by the City.

In cases where conduct violates the policies and/or codes, such actions will cause disciplinary measures ranging from written warning(s), documented strike violations, suspension or revocation of field use permits or permit reservations, reimbursement to the City for the cost of repairs to field or facilities, refusal of future applications and/or financial penalties if violation(s) are deemed excessive, extreme and/or in willful violation of City policies. It is understood a number of disciplinary measures can be used in combination and discipline measures will generally be progressive in nature. The City reserves the right to move directly to revocation of permit(s), revoke field time and/or assess financial penalties if violation (s) are deemed egregious and/or in willful violation of city policies. The Parks and Recreation Director or his /her designee will determine egregious violation.

Following an incident in the field or a potential violation of policy, User Groups are expected to cooperate to the fullest extent possible and upon request from the City of Las Vegas, to provide any and all relevant information on individuals or teams possibly involved or knowledgeable in the incident including full names, team names and contact information.



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Warning and strikes will accumulate for each calendar year. Violations will be counted beginning with the first disciplinary action. On occasions where disciplinary actions are necessary, the following are the types and severity of actions that can be taken:

- Violation Warning – The Municipal Sports Unit may issue a written violation warning to a User Group at any time to alert the user of acts that could constitute a strike if continued.
- First Strike – The first strike is a progression of the disciplinary process.
 - Documentation – Written notice will be provided to the User Group’s representative documenting the violation; when available, a City of Las Vegas representatives’ report detailing the violation will be included for reference; the letter will be placed in the User Group’s file.
 - Penalty – A twenty-five dollar (\$25) penalty will be assessed to the organization; existing field use permits may be suspended until the assessed penalty fee has been paid in full.
- Second and Third Strike – Continued progression of the disciplinary process.
 - Documentation – Written notice will be provided to the User Group’s representative documenting the violation; when available, a City of Las Vegas representatives’ report detailing the violation will be included for reference; the letter will be placed in the User Group’s file
 - Penalty – A seventy- five dollar (\$75) penalty will be assessed to the organization for the second strike issued in the same calendar year. A one hundred dollar (\$100) penalty will be assessed to the organization for the third strike issued in the same calendar year. Existing field use permits may be suspended until the assessed penalty fee has been paid in full.
 - Mandatory Meeting after 3rd Strike – When an organization has received a third strike, a meeting with the User Group Representatives and Municipal Sports Unit Representatives will be required. Future awarded fields and/or permitted fields may be affected at this point.
- Fourth & Subsequent Strikes –
 - On the fourth strike the organization will be required to deposit a three hundred dollar (\$300) Disciplinary Deposit prior to the next scheduled activity. Failure to submit the Disciplinary Deposit will result in the suspension of the field allocation permit until remittance; this succession of penalties will continue until the next calendar year.
 - Each subsequent strike occurring during the same calendar year will result in a penalty of one hundred dollars (\$100); existing field use permits may be suspended until the assessed penalty fee has been paid in full.

Remaining Deposit Balance – Any Disciplinary Deposit must remain on the User Group’s account for three months of permitted field usage without any disciplinary actions. If the disciplinary process is utilized within this three-month period, the deposit will be forfeited. If the User Group has remained warning and strike free for this time (three months of disciplinary free permitted field usage), the User Group may submit a request for a refund of the deposit. Refunds will not be processed without a request from the User Group.

Organizations operating under a Joint Use Agreement with the City of Las Vegas will be governed by these terms.

18 FIELD EXCHANGE (SUBLETTING) POLICY — EFFECTIVE 08/01/2017

The purpose for this policy is to make clear there is **NO** field exchanging or subletting of city facilities without the express written consent of the City of Las Vegas Department of Parks and Recreation Director or his/her designee. **“Facility” and “facilities” in this policy includes concession facilities.**

Athletic fields and facilities may not be sublet, assigned, occupied, or used by another organization for league play, practices, games, clinics or any other sporting event without written authorization of the City of Las Vegas Department of Parks and Recreation Director. The City will investigate any reported instances of subletting. Any sublet, assignment, occupation, or use without the City’s consent shall be void and the City may immediately impose disciplinary actions, including termination of field use permits or a portion thereof.

If the City does give consent to a User Group for an assignment, subletting, occupation, or use by another organization, that consent will not be consent for any subsequent assignment, subletting, occupation, or use by another organization. No legal title or interest in the fields and facilities is created or vested in any User Group by any allocation.

No User group or individual may use city fields and facilities without written permission from the City Las Vegas Department of Parks and Recreation. Written permission will be given for specified fields/facilities, dates, and times only after the proper documentation is completed and verified by staff and payment in full is made.

New permits reflecting any changes or updates authorized by the City must be issued to reflect the permitted field use for both the original and additional User Group. Any additional fees, if applicable, must be paid before the new permits are issued.



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19 APPEALS PROCESS – EFFECTIVE 08/01/2017

The Manager of Municipal Sports Unit will make interpretation of language in the Athletic Field Use Policies Handbook. Field users or potential field users may appeal an allocation made during the City of Las Vegas field allocation process or any penalties, denials of service, and/or fines/fees assessed against a User Group and/or its representative and/or member(s) by the City of Las Vegas Department of Parks and Recreation for violation of the City's Athletic Field Use Policies. An appeal request may be submitted to the Director of the City of Las Vegas Parks and Recreation outlining the basis of the complaint within ten (10) business days from the notice of any allocation of field use, denial of service, penalty and/or fines/fees assessed.

City of Las Vegas
Parks and Recreation - Municipal Sports Unit
495 S. Main Street, City Hall, 5th Floor
Las Vegas, NV 89101

OR

municipalsportsunit@lasvegasnevada.gov

The City's Department of Parks and Recreation Director's decision or his/her designee will be final.



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20 MSU ATHLETIC FIELD USE - ALLOCATIONS POLICIES SIGNATURE PAGE

I, _____ (print name) the authorized representative for
_____ (Organization), conducting the

_____ Allocation Season, have received, reviewed and understand the contents of the policies and fee schedules listed below. I understand that failure to abide by any of these policies or the current fee schedule may result in corrective or disciplinary action, or in some cases, permit refusal or revocation. My initials indicate I have read the policies and current fee schedule and had my questions answered. I understand the organization must comply with the requirements of the policies and the current fee schedule.

<i>Initials</i>	Applicable Municipal Sports Unit Athletic Field Use Fee Schedule
<i>Initials</i>	Facility Use Policy – Effective 08/01/2017
<i>Initials</i>	Licensing and Permits Policy– Effective 08/01/2017
<i>Initials</i>	Insurance Requirements– Effective 08/01/2017
<i>Initials</i>	Fixed Building Concessions Policy– Effective 08/01/2017
<i>Initials</i>	Open Air / Vendor Policy– Effective 08/01/2017
<i>Initials</i>	Banner and Sign Policy– Effective 08/01/2017
<i>Initials</i>	Scoreboard and/or Controller Rental Policy– Effective 08/01/2017
<i>Initials</i>	Field Use Lighting Policy– Effective 08/01/2017
<i>Initials</i>	Maintenance & Clean Field Policy– Effective 08/01/2017
<i>Initials</i>	Permit Cancellation & Refund Policy– Effective 08/01/2017
<i>Initials</i>	Inclement Weather Policy– Effective 08/01/2017
<i>Initials</i>	Security Policy– Effective 08/01/2017
<i>Initials</i>	Code of Conduct Policy– Effective 08/01/2017
<i>Initials</i>	Disciplinary Policy– Effective 08/01/2017
<i>Initials</i>	Field Exchange (Subletting) Policy – Effective 08/01/2017
<i>Initials</i>	Appeals Process– Effective 08/01/2017

Organization Authorized Representative

Date

City of Las Vegas Representative

Date

A copy of the Municipal Sports Unit Athletic Field Use Policies Handbook signature page is retained for the organization's file. A copy will be given to the Authorized Representative.