

# Municipal Sports Unit

Athletic Field Use Handbook - Sporting Events & Short Terms

Parks and Recreation  
Effective: August 1, 2017





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

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# City of Las Vegas Parks and Recreation Municipal Sport 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 sporting events year round. The Municipal Sports Unit will monitor proper use of sporting event permits, 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 Manager's decision.

## 2 DEFINITION OF TERMS

### Allocation Season

Fall Season – August 1<sup>st</sup> thru February 28<sup>th</sup>

Spring Season – March 1<sup>st</sup> thru July 31<sup>st</sup>

### Approved Returning Field Offer (Awarded Fields)

An offer of dates and fields for a sporting event to return the following year. Dates and fields are determined by historical usage.

### Field Use

- **Sporting Event:** A sporting event can be classified as the following type of field use, including but not limited to:
  - **Short Term User-** Short term permits are limited to recreational events which do not require participants to pay a fee to participate and span in duration for a minimum of one (1) hour. Scoreboards, concessions or vendors are not allowed for short term permits.
  - **Tournament/Clinic/Camp-** For requests that do not qualify for a Short Term permit. Field use of one or more days on one or more sport fields by an organization, in which a participant pays a fee. The permit is issued for a minimum of 4 hours in duration.
- **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 1<sup>st</sup> – February 28<sup>th</sup>

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.

### Historical Use

Field usage for 2 consecutive calendar years, on the same day of the week, during the same week number. When a field has been used by the same User Group for the same corresponding 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 approved returning field offer.



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Example:

In 2016, Friday, 1/1/16, week #1, field #3 is permitted at Kellogg Zaher.

In 2017, Friday, 1/6/17, week #1, field #3 is permitted at Kellogg Zaher.

In 2018, Friday, 1/5/18, week #1, field #3 will be added to the approved returning field offer.

### User Group

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

- **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.

### Week Numbers

For purposes of determining returning dates for Sporting Events, the Municipal Sports Unit numbers the weeks of each year. Week number 1 will be from the 1<sup>st</sup> Friday of the year thru the following Thursday. For example:

In 2016, the first Friday of the year is 1/1/16. Therefore, week number 1 is from Friday, January 1, 2016 thru Thursday, January 7, 2016.

In 2017, the first Friday of the year is 1/6/17. Therefore, week number 1 is from Friday, January 6, 2017 thru Thursday, January 12, 2017.

## 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

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 and were unable to obtain an Allocation Permit.**

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, 5<sup>th</sup> 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. Application forms are not needed when the Municipal Sports Unit offers fields to a User Group for a returning use permit. 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 SPORTING EVENT PERMIT REQUESTS

Sporting event field use application will be accepted a maximum of two years (24 months) prior to the date requested, beginning the first business day of the respective scheduled month. (i.e. sporting event request for any date in November 2015 will be accepted no earlier than the first business day of November 2013). Sporting event request forms will be accepted a minimum of 10 months prior to the date



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requested. Failure to submit request forms with at least 10 months prior to event may result in denial of request. Applications may be held for processing until 10 months prior to the date requested for processing.

### 3.4 ATHLETIC FIELD USE FEE SCHEDULE

By submission of field use permit requests or acceptance of a returning offer, 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 <https://www.lasvegasnevada.gov> or can be sent via email or correspondence upon request.

### 3.5 PERMIT CHANGES, RESCHEDULES, NEW REQUESTS

**Requests for sporting event changes, reschedules or cancellations must be made in accordance with the sporting event deadlines outlined in the Sporting Event Application, Licensing Agreement and Fee Schedule.**

## 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 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.

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 permitting 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 permitted to the organization based on this commercial status. Refer to non-profit requirements set forth in section 5.1.

### 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) 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)



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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 SIZES

Each City Box 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. The following guidelines will be utilized, with approval, for sporting events only:

1. Bettye Wilson – no changes allowed
2. Centennial Hills – may have up to 2 fields per full sized field.
3. Ed Fountain – up to 2 fields allowed on synthetic turf only
4. Kellogg Zaher – no changes allowed on natural grass fields. Fields 1, 2 6 & 7, synthetic turf may have up to 2 fields per full sized field. Field use rules and regulations

### 4.5 FIELD USE AND REGULATIONS

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

- 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.
- Posted park closure hours strictly enforced.
- 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.
- Equipment is generally not provided by the City of Las Vegas which includes bases, goals, nets, field maintenance or cleaning equipment, unless otherwise informed. The City has limited equipment available. Contact the Municipal Sports Unit for additional information.
- Moving bases on the diamond fields is prohibited without the expressed written consent of the Parks and Recreation or Parks Maintenance staff prior to any actions taken.
- Any field preparation efforts must be coordinated in advance with Parks and Grounds Maintenance staff. Permitted Field Users will be required to provide contact information for their field maintenance personnel to the Municipal Sports Unit.
- For Sporting Events, ALL field preparation efforts and tear down clean-up efforts must be done during permitted field use hours ONLY.
- 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 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.





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- 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 1<sup>st</sup> – through February 28<sup>th</sup>. 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 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 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 must be verified 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.





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## 5.2 CITY BUSINESS LICENSING REQUIREMENTS

Entities desiring to do business with the City of Las Vegas may need to obtain the proper licensing from the City of Las Vegas. 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.

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](mailto: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 sporting events (tournaments, camps, clinics, etc.) and/or short term use permits for 5 or more days in one allocation season. 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:



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**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.

Sporting Event Vendors: Any vendor serving or selling alcohol at the event must have \$1M Liquor Liability insurance coverage. The User Group must provide proof of the Vendor’s insurance.

**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](mailto: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 Sporting Event 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. If an endorsement is not available, the insured may be requested to submit a copy of the entire policy for verification.

**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



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“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 08/01/2017**

Sporting Event Users are not allowed to obtain a fixed building concession permit. If a fixed building concession is permitted to an allocated user, the sporting event user may request the allocated user to be a 3<sup>rd</sup> Party Vendor during their event.

## **8 OPEN AIR / VENDOR POLICY – EFFECTIVE 08 08/01/2017**

**This policy only applies to sporting event concessions and/or 3<sup>rd</sup> party vendors at the sports complex/fields during the permitted field use time.**

### **8.1 INSURANCE REQUIREMENTS**

Refer to insurance requirements set forth in section 6. Product coverage will be required.

### **8.2 LICENSING AND PERMITS**

Organizations requesting permission to serve/sample/sell food, beverages, products, and/or merchandise during permitted athletic field use 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 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  
Email [businesslicense@lasvegasnevada.gov](mailto:businesslicense@lasvegasnevada.gov)  
Website <https://www.lasvegasnevada.gov>

### **8.3 FEES**

See the most current Municipal Sports Unit Athletic Field Fee Schedule for any associated fees for concessions/vendors at a sporting event.

### **8.4 GENERAL REQUIREMENTS**

- It is the responsibility of the User Group to maintain a vendor area that is neat, clean, orderly and safe.
- A plastic tarp must be placed to protect any cement areas that have a cooking apparatus located on them.
- It is the responsibility of sporting event applicant and proposed vendor(s) to provide truthful and accurate information. Providing of false or intentionally inaccurate information may constitute disciplinary actions.
- The vendor(s), as listed on the submitted list of vendors, shall not subcontract its work under this agreement in whole or in part.
- The sporting event applicant and authorized vendor(s) shall be responsible for removing litter and maintaining the concession outlet 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 stand 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 dumpster located at the park, daily at the end of each event. Liners shall be used in trash barrels 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.



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- Vendor(s) shall not vend or offer glass containers at any time.
- Vendor(s) shall not sell or distribute alcoholic beverages or tobacco products without the express approval and permission of the Department of Parks and Recreation and with special permitting by the Department of Business Licensing.
- Vendor(s) agree that operations conducted during the permitted sporting event will not commence until after all applicable requirements have been met and the field use permit is issued.

**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 temporary if said signage will be displayed for a sporting event.

**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.

Event signage is signage that contains no more than the event name and event dates/times. No symbols, logos, or anything other than the event name and event dates/times may appear on event signage. All event signage must be approved by the City of Las Vegas Parks and Recreation Director before such signage is displayed. Any approved event signage must be temporary and is authorized to be displayed only for the duration of the event. Installation of event signage must be reviewed and approved of by Municipal Sports Unit staff prior to installation. Additionally the dates and times the installation of the signage will be installed and removed must be approved of by Municipal Sports Unit staff before any signage may be placed or removed.

Vendors selling concessions may only display signage with their entity name, products sold and pricing. The signage can only be displayed at the concession area. Vendor signage must be temporary and may only be displayed while selling concessions at an event. The vendor signage must be removed immediately following the event.

**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.



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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**

**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.

**ANY AND 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.
- The signage must not be illuminated.
- Messages and graphics must be professional.
- No inappropriate language or messages may be displayed.
- The signage copy 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.
- .
- 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 sporting event organizers and 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 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



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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 sporting event 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 submitted pre-event 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 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.

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

Light fees paid in advance for sporting events are eligible for refunds according to the permit Cancellation and Refund Policy guidelines found in Section 13.

## **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 & Clean Field policy that will be enforced at all athletic fields and facilities for sporting events and short term permits. 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 sporting events and short term permits

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.

Short term field use permit holders will be notified if their requested field use permits will obligate them to the following requirements.





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**USER GROUP REQUIREMENTS FOR  
 SPORTING EVENTS AND SHORT TERM PERMITS WHEN NOTIFIED**

RECOMMENDED BATHROOM SUPPLIES AND REQUIREMENTS	TRASH AND RECYCLING SUPPLIES AND REQUIREMENTS
<ul style="list-style-type: none"> <li>• “CAUTION WET FLOOR” sign</li> <li>• Broom, scoop, shovel or dust pan</li> <li>• Bowl brush</li> <li>• Squeegee</li> <li>• 50 foot water hose</li> <li>• Rags</li> <li>• Trash/Picker Grabber Stick</li> <li>• 55 Gallon Trash/Recycle Can plastic liners (36” x 60” x 1.2 mil thick black or clear)</li> <li>• Toilet Paper: used to keep bathrooms stocked throughout the day during field use by the User Group.</li> <li>• Minimum of Two (2) keys – One (1) water key &amp; One (1) toilet paper key.               <ul style="list-style-type: none"> <li>○ Keys may be obtained from CLV. If not returned, a fifteen dollar (\$15) fee will be assessed for each key.</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>1. Restrooms will be maintained for cleanliness and safety throughout the sporting event/short term as necessary.</li> <li>2. Following sporting event/short term the User Group is responsible for cleaning the restrooms</li> </ol>	<ol style="list-style-type: none"> <li>1. User Groups are responsible for policing and removing trash and recycling material throughout the sporting event/short term permit as necessary.</li> <li>2. Following field usage, the User Group is responsible for picking up all trash, debris and recycling material at or around the field or practice site. <b>This applies to circumstances when the trash or debris was at the site before the game or practice commenced.</b> User Groups are also to make sure that all equipment is picked up as well.</li> <li>3. Additional Trash Dumpsters/Recycle Dumpsters may be required depending on size of sporting event. User Groups will be responsible for any fees associated with obtaining additional dumpsters for event.</li> <li>4. Full bags of trash or recycling material must be transported to the appropriate facility dumpster following a sporting event/short term.</li> <li>5. Equipment such as a wagon or dolly to assist in transporting trash and recycling bags is allowed. <b>NO</b> golf carts or motorized vehicles are allowed on the fields.</li> <li>6. Each User Group is responsible for making sure the Maintenance &amp; Clean Field policy is strictly enforced and adhered to by coaching staff and players at every sporting event/short term permit.</li> </ol>

**USER GROUP FIELD MAINTENANCE REQUIREMENTS**

USER MAINTENANCE	USER RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• User is responsible for cleaning out all bull-pens, dugouts, sidelines, and surrounding field areas after sporting event/short term.</li> <li>• All fields will be properly prepared before and after play including infield dragging, lining, bases, goals, nets and cones.</li> <li>• 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 <b>MUST</b> approve all painting and turning of fields (small sided) in writing.</li> </ul>	<ul style="list-style-type: none"> <li>• User will ensure that fields are mowed after 3 days of use to avoid wear patterns. This pertains to natural grass fields for soccer, football and lacrosse only.</li> <li>• User will not use stakes of any type in the securing of any equipment.</li> <li>• User will convey to spectators and participants that staking is not permitted, including use of umbrellas/shade structures.</li> </ul>

**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, the Complex Security Deposit may be retained by the City of Las Vegas and additional penalty fees may be assessed.**





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## 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. Permits may be cancelled for reasons including, but not limited to the following:

- The City begins work on any of the facilities.
- 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.

Short term field use permits cancelled by the City due to inclement weather may be refunded for the affected field use fees paid.

Sporting event permits cancelled by the City due to inclement weather may be rescheduled as availability allows or may be refunded 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 – SHORT TERM FIELD PERMITS

A 50% cancellation fee will be assessed to the reserved field use time for short term permits when cancellation notice is received 7 business days or less prior to the date of the permitted field use. If cancellation is made more than 7 business days prior to date of permitted field use, the City will refund any field use fees previously paid by the User Group to the City. Approved refunds will take approximately 2-4 weeks to be processed.

### 13.3 CANCELLATION BY ORGANIZATION – SPORTING EVENTS

Field use reservations cancelled with more than 30 calendar days prior to the start date of the Sporting Event will receive full refunds of fees paid to the Municipal Sports Unit. Approved refunds will take approximately 2-4 weeks to be processed.

A **30% Cancellation Fee** of the applicable field use rate will apply to field use reservations if cancellation notice is received with 30 calendar days or less but more than 15 calendar days prior to the start date of the Sporting Event. A **50% Cancellation Fee** of the applicable field rate will apply to field use reservations if cancellation notice is received with 15 calendar days or less prior to the date of the Sporting Event. Updating a field use reservation to include less than the reserved number of fields or individual field use hours will be considered a cancellation.

Prior to final payment for the field use permit, the User Group must submit to the Municipal Sports Unit all documentation, licenses, permits and fulfill any other requirements and deadlines set forth in the Municipal Sports Unit Athletic Field Use Policies or the field use permit reservation will be cancelled and any fees or deposits paid by the User Group to the City will be forfeited, based on the cancellation policy.

If the Organization fails to perform its obligations to the City of Las Vegas, including without limitation, submission of all required post event documents no later than 30 days following the date of the Sporting Event, the Complex Security Deposit will be forfeited and additional fees may apply.

### 13.4 CANCELLATION BY ORGANIZATION – CONCESSION PERMITS

When a User Group cancels concessions on a sporting event permit prior to the start date of the concession permit a fee will not be assessed. If the fee has already been paid, it will be refunded in full. After the start date of an event, no refunds will be issued for a concessions permit. 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,



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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 Ground Maintenance 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 Ground Maintenance 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 for games or practices. A phone call 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 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.

In cases of inclement weather or impending health and safety conditions affecting a sporting event, the City will make every attempt to make facilities available for the full permitted event, but cannot assure that fields will be available for the full event. In such cases, the sporting event organizer understands that other permit holders for subsequent hours and days will not be asked to forfeit their permits to accommodate the completion of an event that may be cancelled.

Refunds will only be given for permitted use on fields that are deemed unplayable by the City for sporting event permits or short term permits, or Organizations that have reported unplayable conditions that have been confirmed by the City, as outlined above. Refunds will be issued at 100% of the field fees paid to the City for said cancelled use of fields permitted for the sporting event. Any refunds given may take 2-4 weeks to process.

**NOTE: It is the User Group's responsibility to call the City's After hour's 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 sporting events may be implemented based on the size of the sporting event, recommendations from the Deputy City Marshals and if applicable, 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. 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

User Groups desiring to use City of Las Vegas athletic sports fields for the purpose of sporting events with use of seven (7) or more fields at any one sports complex in the same day on a single field use permit will be required to develop and submit a Security Logistics Plan. The Security Logistics Plan addresses concerns such as emergency access to the event, first aid stations, and overall public safety. The Security Logistics Plan must be submitted to the Municipal Sports Unit no less than thirty (30) days prior to start date of the scheduled event. The City of Las Vegas Deputy City Marshals will determine if the Security Logistics Plan is acceptable and make necessary recommendations for required contracted unarmed security patrols or Deputy City Marshal personnel during the course of the permitted sporting event.

Once the Security Logistics Plan is approved and/or finalized by the Deputy City Marshals, 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



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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](mailto: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 Municipal Sports Unit staff. If the security service provider does not include a statement from the security service company that the patrols are unarmed and that the service provider is licensed and insured, documentation from the security service provider stating these conditions must be provided to 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.**

## 15.2 DISTRIBUTION OF ALCOHOLIC BEVERAGES

Contracted security will be required if alcoholic beverages will be distributed. The entity will need to complete all required applications, and submit all required documents for approval from the Deputy Director of Parks and Recreation.

If alcoholic beverages will be distributed, the User Group will need to provide contracted security AND either obtain the proper license(s) from the City of Las Vegas Business Licensing Unit OR hire a caterer that is a City of Las Vegas licensed liquor caterer. A Security Logistics Plan must be submitted and approved by the City a minimum of thirty (30) days prior to scheduled activity.

If hiring a caterer that is a City of Las Vegas licensed liquor caterer, their licensing will be verified by the Municipal Sports Unit staff.

## 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.
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.



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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 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 City of Las Vegas reserves the right to warn, penalize, fine, deny service, cancel or suspend field use permits for Sporting Event and Short Term Users, based upon a User Group's violation(s) of city Municipal Code or the established Athletic Field Use 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 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(s).

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.

## 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



## City of Las Vegas Parks and Recreation Municipal Sport Unit

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.

### 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. 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 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, 5<sup>th</sup> Floor  
Las Vegas, NV 89101

OR

[municipalsportsunit@lasvegasnevada.gov](mailto:municipalsportsunit@lasvegasnevada.gov)

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

### 20 EVENT REQUIRED INFORMATION POLICY — EFFECTIVE 08/01/2017

Prior to final payment for the field use permit, the following information must be submitted to the Municipal Sports Unit **in addition** to any other required documentation as a requirement for sporting event field use permits.

- ✓ Completed, signed and dated Pre Event Information Form and Field Use Schedule.
- ✓ List of all Stay and Play Hotels that are a condition of participation.
- ✓ Activity/Game Schedule
- ✓ Proof of Organization Licenses, Permits, and Proof of Insurance must be on file with the Municipal Sports Unit
  - If Applicable:
    - Copies of Required Alcohol Licenses/permits must be on file with the Municipal Sports Unit

**Sporting Event field use permits will not be issued without the submission of the above listed documents.**

The following information must be submitted to the Municipal Sports Unit after the conclusion of the event in order to request a refund of the Complex Security deposit:

- ✓ Completed, signed and dated Post Event Information Form must be submitted
  - A final list of team names/individuals participating in the sporting event must be submitted if requested.
  - A final activity/game schedule including the published scores must be attached, or if available online, the link to the online listing must be provided.
- ✓ The security deposit may be retained by the City of Las Vegas until the Organization has performed its obligations to the City of Las Vegas, including without limitation, submission of all required documents, the City has determined that there is no damage of any kind suffered by the sports complex or athletic fields used in conjunction with the sporting event and all outstanding fees have been paid in full. If these requirements have not been fulfilled no later than 30 days after the conclusion of the sporting event, the City may retain the Security Deposit in addition to collecting any past due fees.



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

**21 MSU ATHLETIC FIELD USE – SPORTING EVENTS & SHORT TERM  
POLICIES SIGNATURE PAGE**

I, \_\_\_\_\_ (print name) the authorized representative for  
 \_\_\_\_\_ (Organization), conducting the  
 \_\_\_\_\_ (Sporting Event Name) 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.

Initials	Applicable Municipal Sports Unit Athletic Field Use Fee Schedule
Initials	Facility Use Policy – Effective 08/01/2017
Initials	Licensing and Permits Policy— Effective 08/01/2017
Initials	Insurance Requirements— Effective 08/01/2017
Initials	Fixed Building Concessions Policy— Effective 08/01/2017
Initials	Open Air / Vendor Policy— Effective 08/01/2017
Initials	Banner and Sign Policy— Effective 08/01/2017
Initials	Scoreboard and Controller Rental Policy— Effective 08/01/2017
Initials	Field Use Lighting Policy— Effective 08/01/2017
Initials	Maintenance & Clean Field Policy— Effective 08/01/2017
Initials	Permit Cancellation and Refund Policy— Effective 08/01/2017
Initials	Inclement Weather Policy— Effective 08/01/2017
Initials	Security Policy— Effective 08/01/2017
Initials	Code of Conduct Policy— Effective 08/01/2017
Initials	Field Exchange (Subletting) Policy — Effective 08/01/2017
Initials	Appeals Process— Effective 08/01/2017
Initials	Event Required Information Policy— 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 signature page is retained for the organization's file.  
 A copy will be given to the Authorized Representative.*