



ATHLETIC FIELD CHECKLIST

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For more information, please contact the Reservations Office:

6207 W. Price Blvd.

North Port, FL 34291

941-429-PARK (7275)

ParkRentals@NorthPortFL.gov



BY-LAWS REQUIRED CHECKLIST

Each league shall be governed by a written set of by-laws, the provisions of which shall be executed by a Board of Directors. A copy of the most up-to-date by-laws (and constitution, if applicable) must be on file with the Reservations Office.

The below items are required to be included in your league's official by-laws. **Please place a check mark next to each item confirming that it is included in your league's official by-laws.**

The league shall have a written policy that governs the application, screening and selection of all managers, coaches, coordinators, and volunteers. The league may consider a volunteer's tenure, certification or other factors in assigning managers, coaches, coordinators and volunteers.

The league shall have written policies and procedures regarding dealing with disciplining players and coaches.

The league shall have written policies acknowledgment that the following is furnished in writing to all parents and coaches at registration.

- Written policies and procedures regarding dealing with disciplining players and coaches.
- Written policies and procedures regarding dealing with disciplining parents, spectators and other non-players or coaches.

The league shall have a written policy on their dedication to sportsmanship and sportsmanlike conduct.

By populating and signing below, I am confirming that the above items have been individually confirmed via check mark as part of your league's by-laws submitted by your league to Parks & Recreation Reservation Team.

League Name

League President Signature

Date

North Port Parks & Recreation

By-Laws Checklist

Reservation Office Use Only

Date received:

Date entered:

Initials:



PRIMARY CONTACT & BOARD MEMBERS

Please provide an updated list of board members with addresses, phone numbers, primary contact, and other contact information. Submit to the Reservation Team via ParkRentals@NorthPortFL.gov or at the Morgan Family Community Center located at 6207 W. Price Blvd. within two (2) weeks following an election and/or appointment of any new board members.

League Name (required):

League Primary Contact:

Please use the template below to provide a list of the most current board members for you league:

Name & Title	Address	Phone	Email	Term Start/End Dates

North Port Parks & Recreation

By-Laws Checklist

Reservation Office Use Only

Date received:

Date entered:

Initials:



ATHLETIC FIELD RESERVATION FACILITY USER AGREEMENT TERMS & CONDITIONS

All leagues and organizations are required to sign an Athletic Field Reservation Facility User Agreement annually acknowledging the rules and regulations as shown on the form.

1. **FACILITY RENTAL AGREEMENT:** A Facility Rental Agreement is valid upon receipt of signed document, appropriate payment and issuance of additional Agreements and licenses if required. If an organization has continuous, ongoing use, the payment is due no later than the 1st of the month for the previous month's rental fees. Please keep the Facility Rental Agreement accessible during reserved times. Proof of reservation and authorization to use space may be required. If your reserved location is occupied at the permitted time of your event and the occupants do not vacate, please call the non-emergency North Port Police Department line at (941) 429-7300 for assistance.
2. **USE:** The premises shall not be used for any illegal purposes or to create a nuisance. The premises shall be used only as authorized by the City of North Port Parks & Recreation Department (P&R), and in accordance with all local, state and federal rules, regulations and ordinances.
3. **GENERAL ATHLETIC FIELD PARK USAGE GUIDELINES:**
 - a. **INCLEMENT WEATHER:** Athletic fields will be closed immediately when threatening weather is present. It is the responsibility of the user group to ensure the safety of participants, volunteers and spectators in the event of sudden inclement or threatening weather.
 - b. **FIELD USAGE:** Athletic field users must complete a Facility Rental Use Agreement. Fields may only be utilized by the identified league/user on the agreement. Subleasing fields (reserving fields under one group and allowing another group to use it) is strictly prohibited by P&R. Failure to adhere to this requirement could result in halting of future reservations.
 - c. **LIGHT USAGE: MUSCO:** lights will come on and off in accordance with reservation times at MUSCO sites. If you need information on whether or not you need a MUSCO account to set up a MUSCO account or modify from original light use reservation contact P&R at 941-429-PARK (7275) Option 4.
 - d. **SECURITY DEPOSIT:** At the time of reservation, a refundable security deposit of \$100 or 25% of the total rental cost is due and payable per season (A violation of any rental condition, rule or organization may result in forfeiture of the deposit).
 - e. **PRIOR CONDITION:** Should the facility, grounds or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials, and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group and/or organization shall result in forfeiture of the deposit.



ATHLETIC FIELD RESERVATION FACILITY USER AGREEMENT TERMS & CONDITIONS

- f. **ECONOMIC IMPACT FORMS** (Tournaments Only): All tournament, event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the post Event economic impact forms. Security deposits will be held until all such forms are submitted to Parks & Recreation. Forms must be submitted within (14) days after the conclusion of the tournament/event in order to process/refund your security deposit.
 - g. **REFUNDS**: General Reservations – Notice of cancellation of rental must be submitted in writing fourteen (14) days prior to the event in order to receive a refund of the rental fee. A refund will be processed minus a cancellation fee of either \$25 or 50% of the fee paid, whichever is less.
4. **Special Event**: Alcohol is permitted at Parks & Recreation facilities provided the renter secures an alcohol permit and complies with the permit's requirements. Staff members are to provide renters that indicate they wish to have alcohol at their event with a Facility Rental Alcohol Permit Information sheet.

A Special Event Permit may be required in these situations:

- i. The event is open and advertised to the public
- ii. The event could limit normal use and/or access to an area
- iii. The event is deemed to have an impact on City rights-of-way
- iv. The event could affect public safety

Reservations that meet any of the Special Event Permit criteria should be provided the following resources:

- v. Special Event Permit Application
- vi. Special Event Permit Handbook

\All reservations must be placed a minimum of 72 hours in advance of the event's date.

- i. Rentals that occur before or after regular operating hours and on Sundays/Holidays must be submitted for approval 14 days prior to the reservation date. Reservations will be accommodated if there is available staffing and resources. An additional fee of \$30 per hour/per staff member or \$45 on applicable holidays will be charged for the hours that fall outside of the facility's regular operating hours.
- ii. Recurring weekly rental requests must be submitted for approval and are only approved for rentals during normal business hours.
 - a. **SAFETY**: User groups are responsible for inspecting fields/spaces for playability and safety prior to use. Any perceived unsafe or dangerous conditions must be promptly reported to P&R in writing.



ATHLETIC FIELD RESERVATION FACILITY USER AGREEMENT TERMS & CONDITIONS

- b. **FIELD CLOSURES:** Field closures may result from scheduled maintenance, renovations, inclement weather, poor playing conditions or field damage which may cause hazardous and other safety circumstances for the public or excessive repair work to bring the field back to a playable condition. If the field has been rained out or closed for any reason including maintenance, please **STAY OFF THE FIELD**. Organizations are not allowed to try to prep the field, to ready for play condition, even if the field has dried out since the rainout announcement. If leagues, including coaches and/or volunteers, are found responsible for damaging playing facilities they may be assessed a fee depending on the actual cost of damages. Suspension from facility use may also result due to down time for repairs on playing fields.
 - c. **FIELD REST AND RENOVATION:** A rest and renovation program will be followed and scheduled for P&R fields. Only P&R may conduct or contract with outside contractors to perform field renovations. P&R will attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.
 - d. **LITTER CONTROL:** Trash/waste associated with use of athletic fields/spaces is to be placed in the containers provided. Entities utilizing athletic fields and common areas for games, practices, tournaments, etc. will be held responsible for excessive litter left after usage. P&R will monitor and report any abuses of this policy and a clean-up fee will be imposed when excessive maintenance time is needed to clean the area at \$30/hr. Repeat offenses may result in revocation of field use privileges.
 - e. **SOCCER GOAL SAFETY:** The User group is required to check soccer goal safety prior to and after use. User groups must ensure goals have weights/sandbags and are properly placed in order to maintain safe and effective anchorage.
 - f. **SPORTSMANSHIP:** P&R is dedicated to promoting sportsmanship within the community and a positive athletic environment among all.
 - j. **HOLIDAYS:** Always be sure to double check your reservation receipt, as holidays could interfere with your expected schedule. Staffing requests on observed holidays will be charged at approved OT/holiday rates.
4. **CITY OF NORTH PORT CODE OF ORDINANCES:** The following are applicable to City owned and/or operated Park, Recreation and Preserve areas:
- a. Excessive noise is prohibited
 - b. Soliciting or canvassing is prohibited, unless authorized in writing by the Department
 - c. Driving or parking a vehicle is permitted in designated areas only



ATHLETIC FIELD RESERVATION FACILITY USER AGREEMENT TERMS & CONDITIONS

- d. Littering is prohibited
- e. Fires are prohibited except in grills, fireplaces and barbecue pits provided by the City
- f. Vending of any saleable item(s) is prohibited, unless authorized.
- g. Overnight camping is prohibited except in designated areas
- h. Glass containers are prohibited
- i. Sports and games are limited to designated areas
- j. Pets are prohibited (except guide animals,) unless area is designated for such use (e.g., dog park or dog-friendly park). www.NorthPortFL.gov/MyLocalParks for more information on dog parks and dog-friendly parks.

5. **POLICIES:** In the event of an emergency, natural disaster, maintenance issue or priority use, City of North Port has the right to reassign the use of rooms and/or facilities to meet community needs.

ATHLETIC FIELD RESERVATION REQUEST TERMS AND CONDITIONS

- a. All users must be 18 years of age or older.
- b. Reservations are accepted no more than 12 months in advance.
- c. Groups are expected to leave facilities neat and clean, putting all trash and recycling in appropriate receptacles and placing equipment, tables and chairs back in place. Alcoholic beverages are not permitted in any recreation building or on the grounds of any athletic field without prior authorization from the Department.
- d. Appropriate forms and insurance must be obtained and completed if any alcoholic beverages will be served and/or sold.
- e. Portable play structures and inflatables require the proper insurance and approvals.
- f. Staff members may be required to be on duty during certain rentals. If required, Personnel Fees (as described in the Parks & Recreation Fee Schedule) will be charged accordingly.

6. **INSURANCE/INDEMNIFICATION:** If insurance is required, proof of insurance naming the City of North Port additionally insured must be provided no later than seven (7) days prior to the event. Failure to obtain and provide insurance will result in canceled reservation and forfeiture or reservation fees paid, not including security or personnel fees.

Typically, General Liability Insurance with minimum coverage of \$1,000,000 will be required when an individual, group, organization, or business conducts an event using facilities and one or more of the following applies:

- a. The general public is invited to attend, observe and/or participate.
- b. Sales of merchandise and/or food will take place.
- c. Sales and/or free distribution of alcoholic beverages will take place.



ATHLETIC FIELD RESERVATION FACILITY USER AGREEMENT TERMS & CONDITIONS

- d. Commercial or business use of a facility with participants being charged a fee for entry or participation.
 - e. Organized sports with formal coaching and/or adult direction being given to a group.
 - f. Any event where animals will be allowed or involved.
 - g. User shall indemnify and hold harmless City of North Port, its Commissioners, officers, agents, employees, and volunteers from liability, damages, losses and costs, including, but not limited to, attorney fees, to the extent such liabilities, damages, losses or costs were caused by the negligence, recklessness or intentional wrongful conduct of User, its invitees, contractors, employees and other persons engaged by User.
7. **DEFAULT:** It is understood that the user has agreed to carefully supervise the permitted activity. Should any damage occur, the User will be held financially responsible. If the user fails to pay any charges or fee when due, or if the user fails to comply with the provisions of this Agreement, then the Department may terminate this Agreement and pursue any remedies available under Florida Law.

Signature

Date

By signing above, I acknowledge that I am 18 years of age or older and agree to the Reservation Request Terms.

User

Household Number

Please make all checks payable to 'The City of North Port Parks and Recreation.'

Please return your signed request by email to ParkRentals@NorthPortFL.gov or mail to 6207 W. Price Blvd., North Port, FL 34291.

North Port Parks & Recreation

Athletic Field Reservation Facility User Agreement Form

Reservation Office Use Only

Date received:

Date entered:

Initials:



LIGHTING ACKNOWLEDGMENT

MUSCO LIGHTING SYSTEM

Parks & Recreation must create an account for you and provide you with your account information in order for you to use the MUSCO Lighting System. Call Parks & Recreation at 941-429-PARK (7275) to create an account.

If you are within one (1) day of your reservation and need to make changes to your start time or to extend your time, you must call 941-429-PARK (7275) and Reservations will update the schedule accordingly.

It is your responsibility to call if you do not need lights and you have a reservation otherwise you will be charged for light usage.

Your lights will come on automatically 15 minutes prior to sunset.

You must call 877-347-3319 when you have day of reservation changes or if you:

- Are not going to need lights for your reservation
- Need to turn off lights early
- Are rained out and cannot play

Name of Organization:

Name of Organization Representative:

Signature

Date

Staff Name

Date

Confirmed with

Date

North Port Parks & Recreation

MUSCO Lighting Acknowledgment

Reservation Office Use Only

Date received:

Date entered:

Initials:



BACKGROUND CHECK AND SCREENING ACKNOWLEDGMENT

By populating and signing below, I hereby acknowledge that the below noted league/organization has performed screening and background checks on all employees and volunteers.

League

League President Signature

Date



SEASONAL CHECK IN/OUT OF SCOREBOARD CONTROLLERS

By signing below, I am confirming that the included items have been individually confirmed as part of your Seasonal Check In/Out of Scoreboard Controller submitted by our League to Parks & Recreation Reservations. If any changes are needed to the scoreboard controller, I will contact Parks & Recreation Reservations via phone at 941-429-PARK (7275) or by email at ParkRentals@NorthPortFL.gov

League Representative Signature

Date

North Port Parks & Recreation

Check In/Out Scoreboard Controllers

Reservation Office Use Only

Date received:

Date entered:

Initials:



LEAGUE REQUEST FOR SIGN PLACEMENT

This form is to help Parks & Recreation be aware that signage is needed to be properly hung in a specific location requested. Signs must adhere to the City of North Port rules and regulations defined under Chapter 29-9C.

- a. **SIGN:** All signs are limited to an area of 16 square ft for each sign or 48”x48” in an area and shall not be no greater than 3’ above existing grade. No sign shall be placed in such a manner as to create any traffic or pedestrian hazard.
- b. **MOUNTING OF SIGNS:** No sign attached to a building shall project horizontally beyond the end of the wall or vertically above its roof or, in the case of a parapet wall, vertically above the top of the parapet wall or have any protrusions horizontally from the sign.
- c. **INGRESS AND EGRESS:** Any sign preventing free ingress or egress from any door, window, fire escape or other entrance or exit to any building, sidewalk or roadway or any sign attached to a standpipe or fire escape. No sign shall be attached to a standpipe or fire escape or tree except as required by the City
- d. **OBSCENE SIGNS:** Signs containing language or images that are obscene as defined in section 847.001(a0), Florida Statutes are prohibited.
- e. **ADVERTISING AND SIGNAGE:** Any signage or screening placed on fences for promotional and advertising purposes will be the responsibility of the respective youth league organization for installation, care and maintenance. All signs must be made of vinyl or mesh and have vents for air flow. Organizations may be required to remove signage during the off-season or during extreme weather conditions. P&R reserves the right to remove signage or windscreens if deemed necessary and is not liable for any damage to the sign or banner, or in the case either destroyed or lost during transfer. P&R also reserves the right to remove signage (or require the removal of signage) that is deemed inappropriate or in conflict with the best interest of park patrons.
 - i. Advertising signs or banners sold by the leagues must be placed on the inside of the field fences, so they are visible to spectators. Advertising signs may not face outward toward a street or parking area. No alcohol, tobacco, drugs or sexually explicit advertisements on signs. P&R must approve all signs commemorating the name of a field in advance and in writing. P&R must approve placement of all other signs at the facility.

Example:

Park/Field	Location	Start Date	End Date	Start Time	End Time
Morgan Center Basketball Court A&B	Center sign to the back wall as you are facing in	1-1-24	1-1-24	5 p.m.	8 p.m.



LEAGUE REQUEST FOR SIGN PLACEMENT

Please provide the following:

Park/Field	Location	Start Date	End Date	Start Time	End Time

Description of Sign (Example - 4x4, Blue Flag with "Achieve Anything" written in white):

Any additional requests regarding the placement of the sign, please advise below:

Please be advised that the sign may come down due to:

- Not in line with vision/mission
- Weather
- Damage
- Etc.



LEAGUE REQUEST FOR SIGN PLACEMENT

I acknowledge that the above information is true and that if there are any changes to be made 14 days prior and that I will notify Parks & Recreation at 941-429-PARK (7275).

Signature

Date

North Port Parks & Recreation

Leagues Request for Sign Placement Form

Reservation Office Use Only

Date received:

Date entered:

Initials:
