



Athletic Facility Use Policy

I. Objective:

The Park District, along with other public institutions, desires that our communities have an adequate number of athletic facilities/fields to support Fargo Park District programs and other Fargo youth and adult programs. It is difficult, both practically and financially, to keep up with demand. The objective of the Park District's Athletic Facility Use Policy is to provide a clear understanding of the allocation of Park District resources and facilities and to further minimize wear and tear on the facilities resulting from overuse, to reduce maintenance costs and to preserve the integrity of the facilities for future use.

II. Priority Classification:

Due to the large number of organizations requesting to use Park District facilities, it is appropriate to define and classify users and establish a reservation priority policy to ensure Park District facilities are made available to best meet community needs. The Park District owned or controlled facilities will be scheduled in accordance with the following scheduling priorities.

Priority #1 – Park District sponsored activities, programs, games, practices, leagues and tournaments shall have the first priority. Reservations for Park District functions may be taken at any time for any date. Park District functions may pre-empt lower priority reservations at the discretion of the Park District.

Priority #2 – All Park District co-sponsored activities, programs, games, practices, leagues and tournaments shall have the second priority. A co-sponsored function is one in which the Park District collaborates with another entity, which could include but not limited to:

- Planning and budgeting for the activity;
- Coordinating and organizing the activity in terms of who will be responsible for each task;
- Providing leadership staff for such activity; or
- Evaluating and measuring the activity's impact on individuals who participate.

Reservations for Park District co-sponsored activities may be taken at any time for any date.

Priority #3 – Fargo school athletic department reservations of all K-12 schools located within the physical city limits of Fargo shall have the third priority. The schools include all Fargo Public Schools, schools within the Fargo Catholic Schools Network and Oak Grove. Similarly, West Fargo school athletic department reservation of K-12 schools will have a third priority regarding Park District facilities located in the West Fargo School District.

Priority #4 – Qualified non-profit youth and adult athletic organizations that serve the Fargo community and are recognized by the Park District as providing recreational services in Fargo, shall have the fourth priority.

Definition of a qualified nonprofit includes, but is not limited to the following:

- A North Dakota nonprofit organization under North Dakota law.
- A Section 501c3 organization under the Internal Revenue Code.
- The organization should have a board of directors, bylaws and other operating guidelines.
- The organization's mission should be to provide activities and programs for Fargo residents and residents of surrounding communities.

Priority #5 – Other Fargo-based organizations that are not a nonprofit for youth and adult athletic organizations that serve the Fargo community and recognized by the Park District as providing recreational services in Fargo shall have the fifth priority.

Priority #6 – Organizations, groups, businesses and individuals that are not Fargo based proposing to use the facilities for athletic events shall have sixth priority.

Priority #7- Private rentals shall have the least priority.

**** New organizations will be required to provide information reasonably requested by the Park District to show proof of nonprofit status. Current organizations using Park District facilities will be required periodically to update their information.*

**** Once a facility reservation is made and accepted by the Park District, evidenced by a written contract or confirmation, a higher priority group will not displace the accepted reservation.*

III. Request Process:

- A. Park District will assign athletic facilities to organizations following a preseason meeting with designated representatives from all organizations requesting facility usage. There are ever-changing needs with in our community, and this Policy is specifically adopted to recognize that no group or organization's use of a facility is "grandfathered" in to the future use considerations.
- B. The organization must designate a representative from their organization to manage overall scheduling of league games and tournaments for their organization. The designated representative will be responsible for submitting a master game/practice/tournament schedule for their organization to the Park District staff. Deadlines will be established annually according to the applicable activity and season.
- C. If an organization desires to schedule a tournament outside of their reserved times, it must request the additional facilities/times with the Park District. Approval will be solely within the discretion of the Park District and based on availability and/or facility condition (both before and after the event). Expected weather conditions could play a part.
- D. Following the pre-season meeting, all new or expanding programs will need to meet with the Park District to present their request for a facility reservation. New and expanding

programs will be allowed to reserve only if there is a facility availability to accommodate their requests.

IV. Scheduling Process:

- A. Park District staff will use its best efforts to assign facilities in the order of the Priority Classification Numbers listed above.
- B. To minimize field wear and maintenance, the following measures shall be instituted:
 - 1. Fields may be retired from play each season to allow rehabilitation/regrowth of the turf, as determined by the Park District.
 - 2. The Park District may close facilities for games or practices based on current or expected facility and weather conditions. The Park District will use its best efforts to consult with the organization, but the final determination shall at all times be that of the Park District.
- C. An organization may not be sublet or assign to a third party.
- D. When facilities have been assigned, scheduling of the facility for practices and games is each individual organization's responsibility.
- E. Fargo Park District has the final decision on scheduling.

V. Exceptions:

- A. Current agreements between the Park District and an organization may supersede this policy.

Approved by Board: 02/11/2014
12/08/2015