

City of Pflugerville Field Use Policy

The City of Pflugerville Field Use Policy has been established to ensure that city-owned, maintained, and managed park and athletic facilities are utilized for recreational, athletic, cultural, educational, social, and community service functions. This policy assures that permitted functions meet the needs and interests of the community and those permitted users are fully informed of the guidelines that govern the use of the parks and athletic field facilities.

Purpose:

- To provide the community with an opportunity to participate in the activity and activity provider of their choice.
- To establish policies and procedures governing the use of city parks and athletic procedures managed by the City of Pflugerville.
- To ensure the community has priority access to parks and playing fields.
- To provide for a variety of appropriate sports and activities at the most suitable facilities reflecting the athletic preferences of the community.
- To describe applicable fees for the use of fields in ongoing maintenance.

Field use permits are required for exclusive field use or for any on-going seasonal, organized use of athletic fields maintained or managed by the City of Pflugerville. The exclusive use of a field requires the making of an advance reservation and is subject to fee and security deposit requirements.

Field Use Agreement & Permitting:

To apply for an Athletic Field Use Permit, and applicant must submit a field request form. Field request forms can be found online at www.pflugervilletx.gov/fielduse.

Requests are processed in terms of eligibility priority. The priority matrix is defined in this document. Field usage requests are considered on a fiscal year basis (Oct 1 – Sept 30) and those reservations are secured by annual agreement. Field usage is awarded on a priority basis prior to the beginning of any Fall seasons and agreements shall be executed no later than the 15th of July. Field space usage will be subject to specific limits on hours per week and consistent with dates and times included in the agreement. Facility space is “officially” contracted once applicants submit the signed Terms of Use Agreement and 50% (or mutually agreed upon) deposit for the reservation.

Deadlines to submit requests:

Group	Deadline for Submittal
<i>Priority- All Seasons</i>	<i>June 1</i>
<i>Non-Priority Fall Season</i>	<i>Aug 1</i>
<i>Non-Priority Winter/Spring Season</i>	<i>Nov 1</i>

Specific Field and Practice Space Use Priority:

- Pflugerville Parks and Recreation prioritizes practice over games and games over tournaments. The primary purpose of 1849 is to provide an exemplary practice facility for our residents to enjoy. After all practice requests are considered and assigned, games and finally tournaments will be considered based on remaining allocation available.
- Youth non-profit soccer organizations have field use priority on soccer.
- Youth non-profit football organizations have field use priority on 1849 Park football fields.
- Youth non-profit baseball and softball organizations have field use priority on baseball/softball facilities.

Priority of Field Distribution:

The following groups are eligible for facility use in order of priority. In situations where more than one organization is requesting access, preference will be given to those serving Pflugerville residents.

1. City of Pflugerville Program and Events
2. Special needs or Adaptive sports organizations
3. Youth, non-profit, recreational-based organizations, or leagues
4. Youth, non-profit, competitive-based organizations, or leagues
5. Community non-profit organizations
6. For profit youth sports and events
7. For profit adult sports and events
8. Organizations who have violated the terms of the field use policy within that last two years.

Field & Practice Space Allocations:

Each field is limited to 25 hours of combined usage a week. Space will be allocated based on priority status listed above. Each requesting organization will be capped at to two fields per organization to ensure residents have the ability to choose between multiple service providers. If an organization declines the allocated space for any reason, the opportunity for reservation goes to the next organization in the priority list. After all other requests are exhausted, if there is an organization in need of more than two fields, those fields will be allocated to that organization using the above priority matrix.

Residency:

A Pflugerville resident is a person residing within the city limits of the City of Pflugerville. Any person owning and paying taxes on real property in Pflugerville, but who is not living in the City, and any person having only a Pflugerville business address, are NOT considered a resident for field use application purposes.

Residency Verification:

The City of Pflugerville requires a master league roster of addresses in a form acceptable to the City. The City reserves the right to audit the list and require additional documentation for verification if needed. Any group or organization found to be misrepresenting its members' residency status will have its agreement or permit revoked for the season and will be assigned the lowest priority for field use scheduling for the immediately following season.

Rental Fees:

Peak Hours (5pm-10pm Monday-Friday; All day Saturday & Sunday)

- \$30/hour for Soccer Field
- \$60/hour for Practice Pod (2 fields)
- \$30/hour for football field
- \$25/hour for Light usage

Non-Peak Hours

- \$20/hour for Soccer Field
- \$40/hour for Practice Pod (2 fields)
- \$20/hour for football field
- \$25/hour for Light usage

Tournaments and Special Events

- \$250/hour for Entire facility Rental
- \$150/hour for All six soccer fields
- \$75/hour for All three football fields

Pavilion and Concessions

- \$20/ hour for Pavilion
- Revenue Share that is mutually agreed upon for concessions

Damages:

1. If it is determined that damages have occurred while using the fields, a fee will be issued to the permitting organization that will reflect the staff cost, repairs and loss of revenue resulting from any closure while the damage is being repaired.

Insurance & Liability:

1. A valid insurance certificate is required for use of any City or District fields. The insurance certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per occurrence and contain the following information:
 - General liability coverage (property and bodily injury) as evidenced by an insurance certificate with an endorsement naming the City of Pflugerville as ADDITIONAL INSURED, and guaranteeing 30 days prior notice to change or cancellation of the policy. If using a facility that is owned by the Pflugerville Independent School District (District), District shall be named as an ADDITIONAL INSURED, and the permit holder may be subject to additional requirements as applicable.
2. The permit holder shall be accountable for the actions and omissions that create any damage to the City's or the District's premises, turf, equipment, and/or property. If additional maintenance in excess of normal services/time is deemed required to restore the premises, turf, equipment, and/or property to reasonable use by others, the permit holder shall be debited accordingly.
3. The City and the District disclaims responsibility for any circumstance, harm, responsibility, loss, or injury to person or property as a result of unauthorized field use.

Permits Rules & Regulations:

1. The City reserves the right to cancel any approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to a conflict with a City event. If there are no alternate facilities available, the City will provide a full refund.
2. Permits cannot be transferred or assigned to any other person, group, or organization for any reason. Allocations will not be subleased.
3. Users must pick up and remove any trash generated by their activity.
4. No person shall use an athletic field which is posted as being closed, whether the closure is for excessive rainfall, field maintenance or any other reason.
5. All motor vehicles must use designated parking areas or park legally on side streets or be subject to citation or towing at the discretion of Pflugerville Police Department. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways.
6. All dogs must be on a leash and owners must clean up after their dogs at 1849 Park. No dogs are allowed inside the gates of any 1849 sporting field areas.
7. For facility hours of operations, see Chapter 95 of the City of Pflugerville's Code of Ordinances.
8. Athletic fields may be lined on Fridays by a group or association for game use only. At times field allocations are shared by multiple groups or associations through out a week to accommodate requests, and to support multiple uses on these fields, only those with games scheduled will have permission to line fields.
9. Water soluble spray paint is the only permitted means of lining a field after permission to line is granted by the City. Chalk is allowed for lining dirt infields. No fields are permitted to be lined by means of Round Up or other herbicides, which can permanently burn lines into the field.
10. Vending or otherwise offering anything for sale at a field is permitted only if the vendor is associated with the activity **and** has received the prior approval of the City's Parks & Recreation Director.
11. Gambling is prohibited on all City properties.
12. Soccer fields at 1849 Park come with goals. These goals are set for 11v11 play and are not to be moved. Any association wanting to add goals for 5v5 or 7v7 must receive written approval from the Director of Parks and Recreation or their designee prior to use. Temporary goals, once approved, will need to be moved to the fence line and secured on a nightly basis.
13. No more than 30 kids will be able to practice or play on the fields at any one time. If the organization has a need for more than 30 kids on one field, they must rent another field or add more time to their allocation request. This will ensure safety of participants as well as equal distribution of field usage and reduced impact on field maintenance.
14. Groups wishing to make alterations to facilities must submit these improvement requests in writing to the Director of Parks and Recreation. No groups will be allowed to make any alteration to a facility without first obtaining the City's approval.
15. Permit holders shall restrict their use to only those fields specifically reserved and paid for, as designated in their permit. Other fields may be scheduled by other groups and may not be available for overflow usage even if they appear unused at the time. Permit holders must be in possession of their Field Use Permit in case there is a need to address the question of who has priority use or reservation for the field or court in question. If the permit holder cannot use a field or court due to unauthorized use by another party, the permit holder should contact the Pflugerville Parks & Recreation Department at 512-990-6350.

Cancellations by Permit holder:

Cancellations must be made in writing and submitted to, and received by, the Business Operations Supervisor at least seven (7) business days in advance of the scheduled use date in order to be entitled to receive a rental refund. If fields are closed due to rain on the date of reservation, a full refund will be provided. Any field allocations that will not be used must be released no later than the second week of the start of the permit. No refunds will be given to fields released after that time.

Inclement Weather Policy

Weather Guidelines

The following information explains various weather conditions that may impact play at all city facilities, and how staff will proceed in weather conditions. If inclement weather occurs and the fields are closed, all rentals will be notified by 4 pm via email and our website will be updated with the closure notice. If the rental is for the weekend and a decision cannot be met by 4 pm on Friday, a decision will be made by 8 am on the Saturday or Sunday requested and a notification will be sent.

Cancellation caused by weather

The City reserves the right to cancel or suspend facility usage whenever inclement weather or field conditions could result in injury to players or spectators or create the risk of damaging fields.

Lighting

When lightning is detected within 12 miles of the facility, the park will be considered closed. The National Weather Service suggests that all personnel, athletes and spectators clear the fields and take shelter in a building or vehicle. When there is lightning:

- Immediately stop all activities.
- Get everyone off the fields, instruct everybody to get to a safe place/shelter.
- Leave all equipment and related items on the fields.
- Stay away from all metal objects, bodies of water and avoid bleachers, sheds, tents, poles, fences, and other metal structures. Avoid all open areas.
- We ask everyone to seek shelter in a hard-topped metal vehicle with closed windows. Try not to touch the metal or the windows.

The Park will not re-open until all lightning has cleared the 12-mile area for a period of 30 minutes.

Pflugerville Parks & Recreation suggested guidelines for practicing/playing in extreme heat

- Encourage players to acclimate to the heat prior to first practice of the season.
- Take frequent water and rest breaks during sessions, do not prevent players from getting water if requested.
- Remind players to bring a small snack and plenty of water for the duration of being outside.

Pflugerville Parks & Recreation suggested guidelines for practicing or playing in cold weather

- Dress in layers
- Cover the head to prevent extreme heat loss of head and neck
- Stay dry by wearing a wicking fabric or something breathable with a water repellent outer layer
- Stay hydrated

On Field Emergency Plan

The following outlines the On Field Emergency Plan.

1. At the beginning of each season, each sport should review emergency procedures with their coaches in the form of a discussion at an in-person meeting and/or via email.
2. In the event of a serious injury call 911. If in doubt, call 911.
3. All coaches should be familiar with the address of the fields they are on and be able to convey the address and field location to emergency personnel. The address for the 1849 complex is:

16430 Cameron Rd, Pflugerville, TX 78660