

Commerce City Parks & Recreation Athletic Field Rental - Rules & Regulations

2016 (1/13/16)

Permit – General Rules/Security Deposit Required

1. Applications should be submitted at least two (2) weeks prior to the desired rental date. Application forms may be picked up and must be returned to the Recreation Center, 6060 Parkway Drive, Commerce City, CO 80022. For more information call 303-289-3763.
2. A \$100/Field non-refundable rental deposit must be paid at the time the athletic field usage application is submitted. The deposit will be forfeited if the event is cancelled.
3. All rentals will be charged a fee as set forth on the last page of these Rules and Regulations.
4. Rental hours are 8am to 10pm. All events must cease, and the facility vacated, no later than 11pm.
5. Applicants are responsible for the condition of the areas used. Should any damage occur as a result of a rental, the applicant will be charged for the actual cost of repair or replacement related to the damage.
6. Vehicles are prohibited from driving or parking on turf areas or walkways. Applicants will forfeit the security deposit if this policy is violated. (Exceptions may be allowed by advanced written approval and under direction of the Parks & Recreation Department.)
7. Glass containers are prohibited in City parks
8. Noise Regulation: It is UNLAWFUL for any person to make, continue, or cause to be made or continued any noise, as defined in Sec. 6-2011(a) of the Commerce City Revised Municipal Code, and no person shall knowingly permit such noise on any premises.
9. All persons making use of any public park shall at all times conduct themselves in an orderly manner and shall not conduct themselves in a loud, boisterous or unseemly manner or in such fashion to disturb, be offensive or annoy other users of the park or residents adjacent thereto.
10. Pets, tobacco products, bikes, skateboards, roller blades, etc. are prohibited from the plaza areas and athletic fields.
11. Effective April 1, 2011, in accordance with the Commerce City Revised Municipal Code, Section 7-1014, smoking is prohibited in city parks, trails, open spaces and recreation facilities, with the exception of any areas of park property that are designed and intended for the parking of automobiles.
12. Drought Conditions – Due to drought conditions, the Parks & Recreation Department reserves right to cancel any reservation or enforce regulations as mandated by the State of Colorado, Adams County, and the City of Commerce City. An applicant whose reservation is cancelled due to drought conditions shall be entitled to a full refund of any deposit and fees paid.
13. Please note that the sprinkler systems may be on at the park, but will not be on at the rental facility.
14. If the Parks & Recreation Department determines that a Field Supervisor is required for the event, the applicant will be required to pay a fee of \$15 per hour for such Field Supervisor's time.

Tournaments and Games – Applicant/Host Responsibilities

1. At the completion of the event, unless a Parks & Recreation Field Supervisor is assigned, the applicant or host must turn off all lights and lock all gates and score booths used for the event. Failure to do so may result in additional charges.
2. The applicant or host must have a responsible person on site to oversee the tournament or game(s) and ensure all rules and regulations are followed. The applicant/host must provide a copy of these rules and regulations to all participants. .

3. If the Parks & Recreation Department determines that the applicant or tournament host is not enforcing the rules and regulations, such applicant or host may be barred from renting or hosting future events at Commerce City athletic facilities.
4. Teams should be made aware that the on-site batting cages are open to the public.

Warm-Up Areas

Pioneer Park – Teams who want to warm-up prior to their game must only use the warm-up areas next to their dugouts. Teams are prohibited from warming up anywhere else in the Park. Areas such as the shelters, grass areas, parking lot and Skate Park are strictly off-limits. Teams who violate this policy may be banned from the tournament/game.

Ball Field Prep

1. The cost of ball field preparation is included in the facility rental at Pioneer Park unless the facility is rented for less than 9 hours, in which case a prep fee will be required. MSC and Fairfax Park do not have a daily fee and will require a prep fee with any rental.
2. Users shall not at any time drive a motorized vehicle on any ball field.
3. User may bring a rake to groom the dirt areas as needed throughout play. Use of shovels is prohibited.
4. Users are not allowed to bring any dirt or field drying substance onto the field at any time. Violators will be responsible for restoration to department standards and will be barred from using any Commerce City athletic facilities in the future.
5. The fields at Pioneer Park have holly wood bases at the following distances: 50', 60', 70', 75', 80', and 90'. Pitching rubbers are at 46' and 54', or a portable mound for baseball can be used at any distance. All other distances requested outside of 46' and 54' must use a portable pitching rubber with spikes. (This type of mound must be pounded into the ground.)
6. Fields #1 & #2 at Fairfax Park have holly wood bases at the following distance: 50', 60', 70', & 75'. Pitching rubbers at 46' and 54'. Field #3 at Fairfax has a dirt mound at 60' 6" and 90' holly wood inserts. All other distances requested will use a portable pitching rubber with spikes.

Portable Mounds

The Parks & Recreation Department uses portable pitching mounds only at Pioneer Park. These mounds may be requested for any tournament free of charge. Steel cleats are prohibited on the mound; a tennis/turf shoe is recommended.

Score Boards/Controllers – Pioneer Park

1. Use of score boards/controllers is allowed for tournaments/games; provided, however, that the user must furnish an individual (adult) that we will train to operate the score board controllers – Parks & Recreation Department staff will not be made available to operate score board controllers and each controller comes with a \$600 damage deposit.
2. The user is liable for any damage to the controller either by paying Nevco Scoreboard Company for repairs or by replacing the controller at a cost of \$600 to \$700.
3. The user is responsible for cleaning the score booth at the completion of the event; all office/score booth trash containers must be emptied.

Ball Field Lights

1. Ball field lights are available at most fields on a per-hour fee basis. Please contact Parks & Recreation staff if the event will require use of ball field lights.
2. Pioneer Park - all 4 fields have lights. Fairfax Park - fields 1 & 2 have lights, field 3 does not. MSC has no lights.

Trash

1. Athletic facilities, park shelters, score booths and restrooms facilities must be left in a clean and orderly condition.
2. Throughout the tournament or games, applicants/hosts will be responsible for cleaning dugouts and the plaza/bleacher area of each ball field. Users are also responsible for cleaning any major trash areas in the parking lot. Failure to comply could result in forfeiture of the security deposit.
3. The Parks department will leave trash bags on site for use the applicant/host.
4. Please help keep the parks clean.

Concessions

1. The Parks & Recreation Department has an authorized concessionaire that will provide concessions for ALL tournaments or games held at Pioneer Park. Additional concessions are prohibited.
2. Concessions at all other athletic fields or park facilities are prohibited unless a special one-day permit is issued by the Parks & Recreation Department Director.

Alarm/Keys

1. Alarms – Most buildings at Pioneer Park are on an alarm system. Users must make sure they have permission before they enter any buildings at Pioneer Park.
2. Keys – if keys are checked out, the user will be responsible for returning such keys the following Monday. Any lost key will result in a fee of \$250 per key or the actual cost to re-key all impacted locks and replace all keys, whichever amount is greater.

Inclement Weather Policy

1. The Parks & Recreation Department reserves the right to cancel or delay any event due to weather conditions.
2. In the event of inclement weather, reservations may be rescheduled at no extra fee. Cancellations due to inclement weather will be refunded, less a \$25 administrative fee, by check or by crediting a charge account. Any fee for field prep that took place 24 hours or less prior to event start will be forfeited. No cash refunds will be made. In the event of a weather-related cancellation or rescheduling, the Registration desk must be notified no later than the first business day after the rental date by phone at 303.289.3789 (leave complete message with return phone #) or email at dkaza@c3gov.com.

Restrooms

1. Restrooms at Pioneer Park are on a timer system and will automatically open at 6am and lock at 10pm.
2. We ask all users to help keep the restrooms clean/neat.
3. Toiletries will be restocked every morning. During tournaments, parks staff will help replenish toiletries as needed throughout the day.
4. Due to occasional restroom vandalism, the Parks & Recreation Department cannot guarantee that the restrooms will always be open, but will do our best to maintain these facilities that are owned by the city. Portable restrooms are available in most parks and are maintained by a contractor.

Alcohol Permits

1. If the applicant desires to allow consumption of alcohol at the event, a permit to consume 3.2% alcohol in public parks must be obtained from the Commerce City Recreation Center at least two weeks prior to the desired date of park/athletic field use. Full-strength alcohol is not permitted in City Parks.

2. Glass containers are not allowed in City Parks.
3. Alcohol permit minimum fee is \$25 resident; \$35 non-resident.

Insurance

Depending on the nature of the rental:

User must provide: (1) general liability insurance (including damage to premises rented) on a primary basis in the amount of \$1,000,000/occurrence; and (2) a certificate of insurance naming the City of Commerce City as an additional insured.

General

THE PARKS & RECREATION DEPARTMENT RESERVES THE RIGHT TO REVOKE ANY PERMIT SHOULD THESE RULES AND REGULATIONS NOT BE COMPLIED WITH.

Non-profit and youth organizations may apply for reduced fees, which will be reviewed on an individual basis. Such groups must submit a detailed letter of request. Recognized youth groups shall follow the “Operations Manual for Field Assignments, Permits and Youth Sport Providers”.

For ball field rental information please call 303.289.3763 or 303.289.3789 or go to www.c3gov.com/pages/recreation/index.html

Athletic Field Fees – Jan 2016

Notes

Fees below don't include sales tax or damage deposit.

All fields/courts are 2-hour minimum rental

<u>Park/Field/Court</u>	<u>Hourly Fee (Min 2 hr)</u>	<u>Daily Fee (9+hours)</u>
<u>Pioneer Park - 5950 Holly St.</u>		
<u>Softball/Baseball</u>		
Capra Field	\$30 Res \$40 Non Res	\$270 Res \$360 Non Res
Moore Field	\$25 Res \$30 Non Res	\$225 Res \$270 Non Res
Rolla Field	\$25 Res \$30 Non Res	\$225 Res \$270 Non Res
Ingram Field	\$25 Res \$30 Non Res	\$225 Res \$270 Non Res
Complex 3 Fields (Moore/Capra/Rolla)	\$76 Res \$95 Non Res	\$684 Res \$855 Non Res
Complex 4 Fields (Moore/Capra/Rolla/Ingram)	\$97 Res \$120 Non Res	\$873 Res \$1080 Non Res
Basketball Court #1	\$20 Res \$30 Non Res	\$180 Res \$270 Non Res
Basketball Court #2	\$20 Res \$30 Non Res	\$180 Res \$270 Non Res
Skate Park	TBD per usage	TBD per usage
<u>Fairfax Park– 6850 Fairfax Dr.</u>		
<u>Softball/Baseball</u>		
Field #1	\$15 Res \$25 Non Res	
Field #2	\$15 Res \$25 Non Res	
Field #3	\$15 Res \$25 Non Res	field for adult baseball
Basketball	\$20 Res \$30 Non Res	
Futsal Court #1	\$20 Res \$30 Non Res	(Soccer Court)
Futsal Court #2	\$20 Res \$30 Non Res	(Soccer Court)

MSC Fields – 8602 Rosemary St.

Football/soccer – Games Only/Limited Use

West Field	\$20 Res \$30 Non Res	(Regulation field)
East Field	\$20 Res \$30 Non Res	(60 yard field)

Monaco Park – 5790 Monaco St.

Volleyball Court #1	\$15 Res \$25 Non Res	(Sand Court)
Volleyball Court #2	\$15 Res \$25 Non Res	(Sand Court)
Basketball Court	\$15 Res \$25 Non Res	

River Run Park – 11515 Oswego St.

West Field	\$20 Res \$30 Non Res	(Football/Soccer)
East Field	\$20 Res \$30 Non Res	(Football/Soccer)
Baseball Field	\$15 Res \$25 Non Res	
Volleyball Court	\$15 Res \$25 Non Res	(Sand Court)
Open Space Field	\$20 Res \$30 Non Res	(Football/Soccer)

Second Creek – 9950 Laredo Dr.

Baseball Field	\$15 Res \$25 Non Res	
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Turnberry - 13069 East 106th Place.

Baseball Field	\$15 Res \$25 Non Res	
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Fronterra Park – 10020 Joplin St.

Football/Soccer– (Limited use)

North Field #1	\$20 Res \$30 Non Res	
South Field #2	\$20 Res \$30 Non Res	
East Field #3	\$20 Res \$30 Non Res	

Stampede Park – 11755 Fairplay St.

Football/Soccer– (Limited use)

Grass area	\$20 Res \$30 Non Res	
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Additional fees will apply

Ball Field Lights \$20 Res, \$25 Non Res, per hour
Field Supervisor \$15 Res, \$15 Non Res, per hour (Need determined by Parks & Recreation)
Field Prep \$30 Res, \$35 Non Res (Baseball/Softball - Drag and line field)
Field Prep \$60 Res, \$70 Non Res (Football/Soccer – line field)
Minimum damage deposit - \$100+ per field/court