

City of Pella - Community Services Department

Athletic Field Use Guidelines

Pella Sports Park, Soccer Complex, Tennis/Pickleball Courts & Multi-Purpose Fields

Purpose

The City of Pella Community Services Department has established the following policies for all persons, organizations and groups that use the City's athletic fields or courts. The City reserves the right to amend or add any rules as necessary to provide all users with safe and high quality facilities. These guidelines are comprised of general policies and procedures that apply to all fields and courts as well as specific guidelines and fees related to the Pella Sports Park, Soccer Complex, stand-alone fields, multi-purpose green spaces, pickleball and tennis courts.

Athletic Field Assignment Priority

The City will issue athletic field use agreements based on the following priority:

1. The City of Pella's own recreation programs and activities.
2. Resident based adult and youth sports groups with 70% of team members residing within Pella's 2 mile extraterritorial jurisdiction. [Please see Appendix A for a listing of these organizations.]
3. All other user groups.

Use Application

- Organizations, groups or individuals must submit a Facility Use Agreement. The agreement is included in this packet and can also be found on-line at www.cityofpella.com.
- Applications may be made 12 months in advance of the preferred date. All reservations are made on a first come/first serve basis.
- To ensure the best possible service for field reservations, requests and full payment must be submitted at least 4 working days in advance of the event date. Requests with less than a 4 working day lead time may be considered, but the City reserves the right to refuse field use due to time constraints. Tournaments require a minimum 30-day advance request.
- Full payment is due 4 working days prior to the reservation date. Full payment is required prior to use of any facility.
- In general, facilities are available for rent from April 1-October 31, weather and field conditions permitting.
- For Tournaments/League play - applicants must furnish the City with a copy of a Certificate of Liability Insurance listing the City of Pella as additionally insured in the amount of \$1,000,000 covering property damage and bodily injury. Insurance Certificate must be received 4 working days prior to the reservation date.
- Agreements are not final until approved by the Community Services Department. An athletic field use agreement will not be considered final until full payment of fees and proof of insurance has been received. Pre-event planning meetings between the City and tournament organizers are required for all tournaments.
- All facility rules must be strictly adhered to. The Applicant and its participants will be held financially responsible for any damage to grounds, equipment or surrounding property which occurs during the event or practices. \$30/hr. will be charged should excessive cleaning be required to bring the facility back to pre-rental condition.
- See appendix B for Rules and Regulations that apply to use of all City athletic facilities.
- Reservations may be cancelled by the City of Pella due to field conditions that are considered hazardous to participant or may result in excessive field damage. Should the City cancel the reservation, all reservation fees, less the non-refundable deposit, will be returned. If any part of the event has taken place, no refunds will be given. See appendix C for conditions that may determine play on fields.

Fees

The Pella Community Services Board and the City Council establish all rental fees. All fees are subject to periodic review.

Available Facilities

Pella Sports Park

The Pella Sports Park is a facility that includes 5 tournament (lighted) and 2 (non-lighted) baseball/softball fields with permanent fences.

Field 1 (Babe Ruth): 350' center field fence, 300' sides. 80' or 90' base lengths. Grass infield.

Fields 2 & 3: 210' center field fence, 200' sides, 50', 60', 65', 70' base lengths

Fields 4 & 5: 275' center field fence, 250' sides, 50', 60', 65', 70', 80' base lengths.

Fields 6 & 7: 210' center field fence, 200' sides, 50', 60', 65', 70' base lengths (No lights)

The facility has multi-purpose green spaces available to facilitate multiple fields for soccer, football, cricket, etc. The complex has a full service concession stand, restroom facility, PA system, scoreboards for the baseball/softball fields, a ¾ mile paved multi-purpose walking/biking trail and two playgrounds. Multi-purpose green fields are also available for use.

Pella Soccer Complex

The Pella Soccer Complex is a ten-field complex, field sizes vary but generally range from U6 – U19. Concessions may be available at the Soccer Complex for tournament or league play. Permanent restroom facilities are available at the Soccer Complex.

Tennis and Pickleball Courts

The City of Pella maintains 10 tennis courts and 12 pickleball courts. Kiwanis Parks includes two tennis courts (regular and under 10 lines) and 6 pickleball courts. These courts are not lighted. Caldwell Park North includes eight, lighted tennis courts. Caldwell Park South includes six, non-lighted pickleball courts. Courts are available on a first come/first serve basis outside of scheduled usage. Restroom facilities are available near Caldwell Courts. There are no permanent restrooms available at Kiwanis; however, a port-a-let is typically made available May through September.

Sports Associations

Baseball/Softball

Pella Little League

Pella Babe Ruth

USSSA Baseball/Softball

Soccer

Pella Soccer Club

Pella Community Schools

Pella Christian Schools

Tennis

Pella Community Schools

Pella Tennis Association

Other

Pella Cricket Team

*To be considered a local team with scheduling priority, 70% of the team members must reside within the City of Pella's Two Mile Extraterritorial Jurisdiction. Teams with less than 70% local members will be considered non-resident.

Rules and Regulations

- All refuse must be collected and placed in the proper receptacles before leaving the reserved area including dugouts, bleacher areas, parking areas and playing fields. Please leave the facility in the condition it was found or better.
- No glass bottles are permitted at any athletic facilities or courts.
- Individuals shall not use any violent, obscene or profane language while on the field grounds nor shall anyone conduct him or herself in a disorderly manner or commit any nuisance that interrupts the normal operations.
- Character Counts! All coaches, players, parents and spectators will lead by example in demonstrating fair play and sportsmanship to all teammates and competitors by watching language used, attitude, and being respectful of all players, coaches, officials, staff and spectators at every event.
- Individuals shall not solicit the sale of any merchandise or solicit contributions whether public, private profit or non-profit, without the written authorization from the Pella Community Services Department.
- Fields may not be sublet to other users/agencies/organization for practices, tournaments, clinics or any other special event without written authorization of the Pella Community Services Department.
- Any violation of park rules or regulations will be cause for revocation of the athletic field permit without warning.
- Practices and games are not to exceed time specified on the permit.
- Alcoholic beverages are prohibited on City property.
- Pella Parks and Recreational facilities are all No Smoking, No Tobacco and No Nicotine. Tobacco and nicotine use (cigarettes, cigars, chewing tobacco, snuff, pipes, snus, e-cigarettes or similar) are prohibited at all times.
- No weapons of any kind are allowed on City property.
- No shelled nuts, sunflower seeds or peanuts allowed at athletic facilities or on fields or courts.
- In public parks where allowed, pets must be leashed. No animals are allowed on the playing fields including dugout areas. No pets are allowed at the Pella Sports Complex, Pella Soccer Complex or on any athletic playing fields. Service animals are permitted.
- No grills, portable camp stoves or similar are allowed at the Pella Sports Park or Pella Soccer Complex.
- No hitting/soft tossing of any types of ball or objects into fences or structures.
- No climbing on fences, dugouts or improper use of equipment is allowed.
- Soccer Fields: warm up in goal box areas prior to games is prohibited.
- All vehicles must park in designated marked spaces. Vehicles will be ticketed and/or towed if parked in non-designation parking areas including but not limited to drop off areas, grassy areas, entrances, service roads or trails. Vehicles of any kind are not permitted on fields or grass areas.
- No banners, sandwich boards or posting of any notices without prior approval of the Pella Community Services Department.
- Failure to use fields as scheduled without notifying the Pella Community Services Department may result in loss of time slots and forfeiture of payment. The field may also be rented out to another party for use.
- Any actions that endanger or that have the potential to endanger the safety of patrons or cause damage to a facility are not permitted and will result in immediate removal from the facility.
- Failure to comply with posted rules will result in removal from the facility.
- Parks and sports complexes are open from dawn until dusk unless otherwise posted or reserved.
- The City of Pella is not responsible for lost, stolen or damaged property.
- It is the policy of the City of Pella that no activities will be held while a severe weather warning is in effect. During this warning period no one is allowed on the courts, fields or in the dugouts.
- If a tornado warning is issued, patrons should leave the athletic fields and adjacent areas. Please note, any concessions stands or other buildings on site are not certified tornado or storm shelters.

Field Conditions

The City of Pella is committed to providing high quality, safe playing surfaces on all of our athletic fields. We ask for the cooperation of all user groups in protecting the turf from excessive damage due to game and practice activities. The turf is the safety surface for our athletic fields. If any of the following conditions happen to occur, scheduled games and practices should be cancelled or postponed.

1. Standing water on the field of play
2. Soil saturation
3. Walking on turf causes water to surface
 - a. Walking on turf on heels causes indentations.
 - b. Steady downpour of rain on game or practice day which could cause damage to turf or injury to participants.
4. Extreme drought conditions where 50% of the playing surface has turned dormant.
5. Visible frost, snow on grass or on frozen fields.

All coaches, referees, and umpires are responsible for ensuring the safety of field playing conditions at all time during scheduled play. Safety implies the protection of the resource, as well as the participants.

FACILITY USE AGREEMENT
Pella Community Services Department
 712 Union St, Suite 104 | Pella, IA | 50219 | 641.628.4571 | bross@cityofpella.com

The name on this request is the person who will be held responsible for the terms of this permit. Requests must be received at least 4 working days in advance of the event date and are subject to availability.

Date Submitted: _____

APPLICANT INFORMATION:

Name: _____ Organization: _____

Name & Type of event: _____

Mailing Address: _____

Home Phone #: _____ Mobile #: _____

Email Address _____

Additional Contact: _____

Instructions: Complete a separate row for each field being requested. Attach additional pages as needed.

Visit www.cityofpella.com or call 641.628.4571 for specific field information.

Field	Date (s)	Start Time	End Time

**The City of Pella reserves the right to change field usage due to uncontrollable circumstances*

Will you need use of Scoreboards? Yes _____ No _____
 Will you need use of the Lights? Yes _____ No _____
 Will you require field marking? Yes _____ No _____

**scoreboards & lights may not be available on all fields*

Tournament Information:

Is this a tournament for youth or adults? Youth _____ Adult _____

Anticipated # of Teams: _____

Will a gate fee be charged? Yes _____ No _____

**Pre-event meeting required for all tournaments*

<u>To Be Completed by the City</u>	
Rental Fee:	_____
Lights:	_____
Add'l Marking:	_____
Other:	_____
Tax:	_____
Total Fee:	_____

Non-refundable application fee for tournament or complex rentals due at time of application. Full payment due 4 working days prior to the event.

The undersigned, being of legal age and in consideration of the opportunity to use the above facilities of the Pella Community Services Department, hereby agrees to assume full responsibility for any risk resulting from participating in any activity and I further agree to indemnify and hold harmless the City of Pella, its officials and officers, employees, agents and representative, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this form. Further, I agree to abide by all Park Regulations and ensure that other invited participants abide by the said regulations and assume responsibility for any theft or damage of equipment, facilities, and grounds as a result of such use and to fully reimburse the City for the expense of any theft or damage, including excessive cleanup. Cancellations fees apply.

SIGNATURE

DATE

Current Fee Schedule

All fields/courts are available for use on a first come first/serve basis in “as is” condition at no charge. If guaranteed/reserved use is desired a use application permit must be processed and appropriate fees paid. Fields/Courts that are marked reserved are not available for use.

Pella Sports Park

- \$15/hour rental fee Babe Ruth field (Field 1) “as is” (no lights)
- \$10/hour rental fee per field (Fields 2-7) “as is” (no lights)
- \$25.00 per field for each drag and chalk/paint
- \$15 per hour per field for lights (Fields 1-5 only)
- \$10.00 per bag of diamond drying agent
- \$5.00 for additional bag of chalk – regardless of amount used
- \$10.00 per hour for single batting cage rental, no pitching machine

Tennis Courts

- \$3.00 hour single court rental (no lights)

Soccer Complex & Multipurpose Fields

- \$15/hour rental fee Gene Van Wyk field (no lights)
- \$10/hour rental fee per field (no lights)
- \$15.00 for lights on game field

Cancellations

Cancellations made less than 24 hours prior to the rental will result in forfeit of entire rental fee.
Cancellations made less than 48 hours prior to the rental will result in forfeit of 50% of the rental fee
Cancellations made less than 72 hours prior to the rental will result in forfeit of 25% of the rental fee.
Cancellations made more than 4 days prior to the rental will receive a full refund of rental fees.

***Applicable sales tax charged on all associated field/court rental fees.*

Current Tournament and Complex Rental Fee Schedule

Pella Sports Park

State, Non-Local, or Non-User Group Tournaments

- \$1,300 per day for the 4-plex (fields 2-5), regardless of the number of fields used. These fields are lighted.
- \$300 per day for the Babe Ruth Field (field 1). This field is lighted.
- \$125 per day/per field to add Field 6 or Field 7. These are non-lighted fields.
- \$250 non-refundable deposit due at time of booking. Full payment due 4 working days prior to the event.
- Fee includes field drag and mark at the start and throughout the day (every two games).
- Fee includes batting cages, concessions and field lights.

Local/User Group, Events/Tournaments

- \$650 per day for the 4-plex (fields 2-5), regardless of the number of fields used. All fields are lighted.
- \$250 per day for the Babe Ruth Field (field 1). This field is lighted.
- \$100 per day/per field to add Field 6 or Field 7. These are non-lighted fields.
- \$150 non-refundable deposit due at time of booking. Full payment due 4 working days prior to the event.
- Fee includes field drag and mark at the start and throughout the day (every two games).
- The fees include batting cages, concessions and field lights.

Additional Fees for Pella Sports Park Use

- \$15.00 per hour per field for lights.
- \$5.00 for additional bag of chalk – regardless of amount used
- \$10.00 per bag of diamond drying agent
- Full prep (drag, mark, rake) after every game, additional \$200/day
- \$60 for 3 hours of concession stand services

Soccer Complex & Multipurpose Fields

State, Non-Local or Non-User Group Tournaments

- \$1,300 per day for the complex, \$250 non-refundable deposit due at time of booking. Full payment due 4 working days prior to the event.

Local/User Group, Events/Tournaments

- \$650 per day for the complex, for events/tournaments regardless of the number of fields used, \$150 non-refundable deposit due at time of booking. Full payment due 4 days prior to the event.

Additional Fees

- \$15.00 hour for lights on game field.
- \$60 for 3 hours of concession stand services

Tennis Courts

State, Non-Local or Non-User Group Tournaments

\$250 per day for the Caldwell Courts. \$50 non-refundable deposit due at time of booking. Full payment due 4 days prior to the event. Lights available at \$15/hr. per 4 courts, \$30/hr. per 8 courts.

Local/User Group

\$175 per day for the Caldwell Courts regardless of the number of courts used, \$25 non-refundable deposit due at time of booking. Full payment due 4 days prior to the event. Lights available at \$15/hr. per 4 courts, \$30/hr. per 8 courts.

Cancellations

- Cancellations made less than 24 hours prior to the rental will result in forfeit of entire rental fee.
- Cancellations made less than 48 hours prior to the rental will result in forfeit of 50% of the rental fee
- Cancellations made less than 72 hours prior to the rental will result in forfeit of 25% of the rental fee.
- Cancellations made more than 4 days prior to the rental will receive a full refund of rental fees less the non-refundable deposit.

**A tournament is an event consisting of consecutive days. When not consecutive, a non-refundable deposit is required for each separate booking.*

***Applicable sales tax charged on all associated field/court rental fees.*