



# FIELD ALLOCATION GUIDELINES

City of Tucson Parks and Recreation Department – Sports Unit

These fees are in accordance with the Department’s Revenue and Pricing Policy adopted by Mayor and Council on January 5, 2010. Below is information about the rates as well as general information about the Field Allocation Guidelines. The Tucson Parks and Recreation Director has the authority to address any issues that are not covered in these guidelines.

## RATES

### Adult and other Non-Recognized Youth Groups

- **Daytime (8am-6pm)**
  - 3 hour block                      \$20 Resident     \$25 Regular
- **Evening (6-8pm or 8-10pm)**
  - 2 hour block                      \$30 Resident     \$38 Regular
- **Reid Park Baseball Fields**
  - **Daytime (8am-6pm)**
    - 3 hour block                      \$35 Resident     \$40 Regular
  - **Evening (6-8pm or 8-10pm)**
    - 2 hour block                      \$45 Resident     \$53 Regular

### CONTACT INFORMATION

Sports Office (520) 791-4870  
920 S. Randolph Way  
Tucson, AZ 85716

### Recognized Youth Non-Profit Sports Organizations

- **Youth Daytime (8am-6pm)**
  - Free in season
  - Published rates out of season or outside of organization permit.
- **Youth Evening (6-8pm or 8-10pm)**
  - 2 hour block                      \$8 Resident     \$8 Regular
  - Published rates out of season or outside of organization permit.

### Tournament Rates: See the Tournament Application Request

## **RECOGNIZED YOUTH SPORTS ORGANIZATION CRITERIA**

*To be included in Master Scheduling process for long-term reservations and qualify for youth evening rates during designated sport season.*

- Must be non-profit 501(c) tax designation. Copy to be given to the Sports Unit.
- Must be a youth organization with multiple teams (3 or more).
- All teams must be covered under the organization/association insurance policy, listed on Certificate of Insurance.
- Organization representative should attend twice-yearly User Group meeting to receive field request forms and information regarding facilities for upcoming season.
- Leagues must provide their current enrollment numbers to be considered for field assignments.
- Youth age is defined as 18 years and under.

## PRIORITIZATION

1. City Programs
2. Tournaments/Special Events
  - Requests must be turned in during the master scheduling process.
  - Once the master schedule is complete, these requests are not guaranteed.
3. Youth Sports in season
4. Youth Sports out of season
5. Leisure Recreation Programs
6. Adult Sports

## SCHEDULING

- **Fields are scheduled twice per year during the master schedule process.**
  - The spring/summer: March-July scheduled in January.
  - The fall/winter: August-February scheduled in June.
- **Only recognized sports organizations will be allocated fields.**
- **Reservations will be made with the parent organization, not individual teams.**
- **Teams requesting fields separate from their parent organization will be charged published rates.**
- **The following information is required from each organization requesting fields:**
  - A completed Sports Unit Request Form
  - Certificate of Liability Insurance
  - Copy of non-profit status (501c) if applicable
  - Current enrollment numbers
- **Some dates may not be available due to scheduled maintenance of fields.**
- **Field assignments will reflect participant registration and field availability.**
- **Youth sports organizations requesting fields out of season will be charged published rates.**
- **Season of play is recognized as the following months:**

	<u>Primary Season</u>	<u>Secondary Season</u>
○ <b>Baseball</b>	March-July	August-November
○ <b>Softball</b>	March-July	August-November
○ <b>Football</b>	August-December	None
○ <b>Soccer</b>	August-February	March-April
○ <b>Lacrosse</b>	September-May	None
○ <b>Leisure Recreation</b>	September-May	None

## PAYMENT

- All reservation fees are due in full seven (7) days prior to the first date listed on the permit.
- All reservations that are not paid in full seven days prior to the first date on the permit will be subject to cancellation.
- Exceptions to this policy will be made for Recognized Youth Non-Profit Sports Organizations that have a payment plan with the Sports Office.
- Payment Plan:
  - First half of total amount due seven days prior to the first date on the permit.
  - Remaining balance due 60 days later.

## CANCELLATIONS

- Youth sport organizations will be required to cancel fields 24 hours in advance to avoid being charged for that day.
- Cancellation must be made in writing to [sportsunit@tucsonaz.gov](mailto:sportsunit@tucsonaz.gov) or call the Sports Office at 791-4870.
- Failure to cancel fields in advance will subject the youth sport organization to forfeiture of payment.
- Repeated failure to cancel in advance or any other abuse of field lighting may result in permit cancellation and be subject to fines. (Per City Code Sec. 21-18)
  - \$40 – First Offense
  - \$80 – Second Offense
  - Forfeiture of reservation privileges for 1 year – Third Offense

## INSURANCE

- Policy should be annual coverage for the organization, not special event (limited dates) coverage
- Limits of Liability (General Liability):
  - Each Occurrence \$2,000,000
  - Damage to Rented Premises \$ 200,000
  - Medical Expenses \$ 10,000
  - Personal & Advertising Injury \$2,000,000
  - General Aggregate \$3,000,000
  - Products-Completed / Operations Aggregate \$2,000,000