

FIELD ALLOCATION GUIDELINES

City of Tucson Parks and Recreation Department - Sports Unit
Long term field use (more than 2 field requests)

These fees are in accordance with the Department's Revenue and Pricing Policy adopted by Mayor and Council on January 5, 2010. This document includes the rates and information about the field allocation process. The Tucson Parks and Recreation Director has the authority to address any issues not covered in these guidelines.

Sports Unit Contact Information:



1710 E. Silverlake Rd.
Tucson, AZ 85713



(520) 791-4870



SportsUnit@tucsonaz.gov

SCHEDULING PROCESS

Master scheduling occurs twice per year

- Spring/Summer (March - July) and Fall/Winter (August - February)
- Organization Representative must attend User Group meeting for requested season and be responsive to communications from the Sports Office
 - Failure to do so will affect the organizations allocation process

The following information is required from each organization:

- Completed Field Request Form
- Certificate of Liability Insurance (requirements attached)
- Copy of Non-Profit status - 501c3 (if applicable)

Field assignments will be prioritized accordingly:

- City of Tucson Leagues/Programs
- Tournaments/Special Events
- Youth Sports based on season
- Adult Sports

Primary season of play is recognized as the following:

- Baseball and Softball (March - July)
- Football (August - December)
- Soccer (August - February)
- Leisure Sports (September - May)

FIELD RATES

Adults/Non-Recognized Youth Organizations

- Daytime (8 a.m. - 6 p.m.): 3 hour block: \$20.01 - Resident \$25 - Non Resident
- Evening (6 p.m. - 8 p.m. or 8 p.m. - 10 p.m.): 2 hour block: \$30 - Resident \$38 - Non Resident
- Reid Park Baseball Fields: \$15 surcharge per hour in addition to rates listed above

Recognized Non-Profit Youth Organizations - Criteria is a 3 team minimum and non-profit documentation

- Daytime (8 a.m. - 6 p.m.): Free in season of play and published rates all other times
- Evening (6 p.m. - 8 p.m. or 8 p.m. - 10 p.m.): 2 hour block: \$8 during season of play. Published rates all other times.

PAYMENTS AND CANCELLATIONS

Payments:

- Half of total amount due 7 business days prior to permit start date
- Remaining balance is due 60 days later

Cancellations:

- Organizations are required to cancel fields by 2 p.m. day of reservation and 4 p.m. Friday for any weekend reservations to avoid charges. Cancellation after the times listed, charges will apply.
- Cancellations must be made in writing to SportsUnit@tucsonaz.gov or call the Sports office at (520) 791-4870. After hours cancellations, please call (520) 791-4144
- Abuse of Field Lighting, per City Code Sec. 21-18, may result in permit cancellation and be subject to fines
 - First offense - minimum \$40 fine
 - Second offense - minimum \$80 fine
 - Third offense - Revocation of the privilege of being able to reserve any athletic facilities for nighttime use for a period of one (1) year.
- Repeated failure to release fields due to non-usage, as recorded by the Sports Office, will affect future field allocations.

As a Parks and Recreation Department, we are aware that there is a limited number of facilities for the community. This is why we urge organizations to make requests based on actual usage and release fields that are not being utilized. Permits can always be updated, as needed, by contacting the Sports Office.