



West Branch Parks and Recreation

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Recreation Facility, Sport Field Use & Fee Policy

It is the policy of the West Branch Parks Department and Recreation Department to control the use of recreation facilities, parks, and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

Purpose

This policy is intended to enhance the recreation opportunities and events available to the citizens of West Branch; to facilitate City and non-City use and scheduling of recreational venues; to offer recreation programming for participants and spectators and to adequately reimburse the City for expenses related to providing this use.

User Groups

The City recognizes the following categories of users and user groups:

- City of West Branch Programs
- West Branch School District
- Community-based (organizations organized in and operated from West Branch), volunteer-operated recreation organizations
- Organizations providing competitive, accelerated, or super league programming
- Adult recreation leagues or programs
- Privately owned and operated program providers
- Corporate, commercial, business, church, or family groups

Prioritization of Users

The West Branch Parks and Recreation Departments reserve the right to schedule activities and events on facilities, parks, and sport fields on an "as available" basis. The following priority applies to all scheduling for use of facilities:

1. West Branch Parks and Recreation programs
2. West Branch Community School District
3. West Branch community-based recreation organizations

4. West Branch competitive, accelerated, or super league youth programs
5. West Branch adult recreation leagues or programs
6. All others

Guidelines

1. West Branch Parks and Recreation reserves the right to schedule activities and events on facilities and parks on an "as available" basis. West Branch Parks and Recreation reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies.
2. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited, without prior approval by the Park and Recreation Director.
3. The recreation facilities, parks and sport field use fees will be paid in advance of use and before the event for a single event such as a tournament. Regular weekly practices, games, or events will be billed at the end of the month based on the reservation calendar. Teams, team members, or individuals that do not pay the fee by the deadline will have all future reservations deleted until the previous bill is up to date.
4. Cancellation of an event due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible, or refunded. Playability of fields will be determined by West Branch Parks and Recreation Director.
5. Cancellation of an event due to user failing to comply with this policy or City Code and policies, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the user from future use of or scheduling of the facilities.
6. No fireworks, weapons or other dangerous devices are permitted in park or facility areas. Camping, archery or amplified sound equipment must be approved through the City's special event policy.
7. Alcohol is not allowed at Heritage Square, Lions Field or Wapsi Park without West Branch City Council authorization.
8. User shall release, indemnify, and hold harmless the City of West Branch, its elected and appointed officials, officers, employees, and volunteers from any and all claims, damages, lawsuits, losses, and expenses (including attorney fees) arising out of or resulting from User's performance or failure to perform this agreement and all of User's activities conducted on City's facilities/property.
9. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The User is responsible for any maintenance or cleanup cost incurred through the negligence of the User of any area or facility.
10. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, has administered its programs in such a way to cause discredit to the City or has not paid all fees due or past due.
11. The City assumes no financial responsibility for the user's group, programs, or any of their constituents.

12. Users shall abide by sport or event-specific rules and field usage rules. All tournaments, games and practice games need to be scheduled through West Branch Parks and Recreation. A game is defined by any one of the following criteria:

- a. If there is more than one team present.
- b. If there are officials present, certified or not, or coaches acting as officials.
- c. If players are in uniform.
- d. If one of the teams travels to game site from another city or location.

13. All games and programs must end by 9:45 p.m., unless approved by the Parks and Recreation Director at least 48 hours in advance. All lights must be turned off by 10:00 p.m.

14. No painting or altering of fields is allowed. Moving of bleachers, tables or other equipment owned, maintained, or managed by the City is not allowed.

15. Concessions will be maintained and operated by the City of West Branch unless specifically directed otherwise by the Parks and Recreation Director.

16. Users are allowed to charge a gate fee to spectators of the event; however, the park patrons will not be charged the fee.

Fees

Non-Parks and Rec Practice and game fee for WB resident and team (at least 1 team player must reside in West Branch City Limits) at Cubby Park.

1.5-hour practice (not lined only dragged)-\$5

2-hour game (not lined only dragged)-\$10

Non-Parks and Rec Practice and game fee for non-WB resident at Cubby Park and Summer League Field:

1.5-hour practice per diamond (not lined only dragged)-\$10

2-hour game per diamond (not lined only dragged)-\$20

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for WB Resident and team:

1 diamond or soccer field - \$75 per day

\$50 for 2nd day of 2-day tournament

2 diamonds - \$100 per day

\$75 for 2nd day of 2-day tournament

3 diamonds - \$125 per day

\$100 for 2nd day of a 2-day tournament

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for non-WB Resident and team:

1 diamond, soccer field or 2 volleyball courts - \$150 per day

\$100 for 2nd day of 2-day tournament

2 diamonds or 4 volleyball courts - \$200 per day

\$150 for 2nd day of 2-day tournament

3 diamonds - \$250 per day

\$175 for 2nd day of 2-day tournament

Event and Tournament Fee at Summer League Fields

Events / tournaments requiring (4) hours or less of facilities time will be charged \$20 dollars for post maintenance fee.

Events / tournaments requiring (4) hours or more of facilities time will be charged \$30 dollars per facility (field) for facilities use, in addition to a \$30 fee for post-maintenance.