

Town of Superior Parks, Recreation and Open Space Department



Sports Complex Permit Manual

www.superiorrec.com

1500 Coalton Rd.
Superior, Colorado
Phone: 303-554-9005

I. SPORTS COMPLEX PERMITS

A. General Information

- 1) All Town of Superior sports fields are open to the public for use on a first-come, first serve basis. To obtain exclusive use of a field, a Sports Complex Permit Application must be completed and paid for prior to use. Sports Complex Permit Applications can be found online at www.superiorrec.com.

B. Priority Use

Sports Complex permits will be issued in the following order:

- 1) Town of Superior Sponsored or Co-sponsored Programs, Events and Activities
- 2) Recognized Preferred Partner Groups
- 3) Residents and Organizations located in Superior (must provide proof of residency in the form of a driver's license or business license)
- 4) Non-Residents and Organizations located outside of Superior

Due to the limited number of fields available and the growing demand for use, the Town may not be able to guarantee accommodation of the exact field request as stated by the requesting user on the permit application. Regardless of the number of user group applications submitted for a particular season, in addition to the above order the Town will use a scoring criteria to help us in prioritizing user groups and their field requests. Our scoring will be based primarily on information that is provided on the permit application.

C. Allocation of Fields

The Town reserves the right to increase or decrease the number of fields or reservations due to maintenance, priority scheduling, failure to use assigned fields, failure to pay fees, failure to submit a formal request by the deadline, or the availability of new fields.

D. Reservation Dates and Deadlines

Town of Superior Multipurpose Fields are open for reservations from January 1 – December 31 each year. Town of Superior Baseball Fields (Stewart, Scanlan, Kupfner) are open for reservations from March 15 – November 15 each year. Town of Superior Commons Athletic Field is open for reservations from March 15 – October 31 each year. Completed permit applications may be submitted online by clicking on the following link Athletic Fields, or to Jeremy Hoffman (jeremyh@superiorcolorado.gov), or turned in at the Parks & Recreation office, located at the Community Center at 1500 Coalton Rd. Superior, CO, 80027.

Town of Superior Multipurpose Fields (Williams, West)

Season	Reservation Dates	Priority Use Deadline	Permits Issued
Spring	March 1 – May 31	January 15	February 1
Summer	June 1 – August 31	April 15	May 1
Fall	September 1 - November 30	July 15	August 1
Winter	December 1 – February 28	October 15	November 1

Town of Superior Commons Athletic Field

Season	Reservation Dates	Priority Use Deadline	Permits Issued
Spring/Summer	March 15 – July 31	February 1	February 15
Fall	August 1 – October 31	June 15	July 1

Town of Superior Baseball Fields (Stewart West, Scanlan East, Kupfner)

Season	Reservation Dates	Priority Use Deadline	Permits Issued
Spring/Summer	March 15 – July 31	February 1	February 15
Fall	August 1 – November 15	June 15	July 1

E. **Sports Field Rental Fees**

Please refer to the Sports Complex Application for current fees. Fees are determined by the following categories:

Resident: Any verified resident or business located in Superior qualifies under this category. Official proof of residency includes a valid drivers license or utility bill.

Non-Resident: Any individual or business whose address is located outside the Town of Superior limits.

Recognized Preferred Partner Group: Please refer to **Section II.** in the Sports Complex Permit Manual

Rates are subject to change. All fees are due within 48 hours of approval of application and prior to issuance of permit for single events. Patterned reservations will have fees due at the end of the current season.

Town of Superior Parks, Recreation and Open Space Department has the right to charge a cleaning/damage fee if there is excessive cleaning or damage deeming this necessary. The contact person, signing the Sports Complex Permit application, is responsible for any fees associated with damage to any of the fields or facilities. Any fees will be assessed by the PROS Department and billed to the contact person for the user group.

Facilities will be designated as “unusable” for 30 minutes between reservations to give Town Staff time to inspect and prepare the facility for the next user group.

F. **Hours of Operation**

Sports fields are generally open from 5 am until 10 pm seven days a week.

G. Cancellation/Refund/Transfer Policy

The Town reserves the right to cancel use of a park, facility or pool due to needed maintenance, facility conditions, or inclement weather. The Town will make every attempt to arrange maintenance operations around scheduled reservations. If unavoidable, the user group will be credited for canceled time.

- If the facility is closed by the Town, 100% of the fee will be refunded.
- Refunds will be made by check or credit card and processed within 2-4 weeks of cancellation. Refunds by cash are not available.
- If a permittee cancels their reservation at least three business days before the start of the reservation, 100% of the fee will be refunded.
- If inclement weather causes the permittee to request cancellation of the reservation, the PROS department staff must be notified within 24 hours following the reservation in order to refund 100% of the fees. Refunds may not be considered after 24 hours.
- Fees for staff to complete field prep before the notification of cancellation may not be refunded.
- A facility reservation change form must be completed and a fee of \$10 will be assessed for each occurrence of reservation changes.

H. Weather Closure Rules and Regulations

The Department of Parks, Recreation and Open Space (PROS) will determine if the fields are playable due to weather and or field conditions. Weather closures are not made before 3pm on weekdays and 8am on Saturdays and Sundays. Please visit **Town of Superior Athletic Field Website** for all weather/field closure information.

- No motorized vehicles are allowed on the fields at any time, and vehicles are not permitted to clear off snow.
- Permittees are not allowed on to the fields once they have been closed due to weather and/or field conditions.
- Any violation of these rules and regulations will result in a fine of \$500, and additional fines will be charged for damages. Continued violation will result in additional fees of the following: 2nd violation \$550 fine, 3rd violation \$600 fine. Three violations in a year will result in the revocation of the user's privileges.
- Snow policies specific to Williams Multipurpose Field:
 - A. Williams field will be closed for all use with 4 inches or more of snow accumulation.
 - B. No snow shovels and or blades of any type are allowed to clear off snow.

I. Field Maintenance Guidelines

Reservations do not include any field preparation or bases. Ball diamonds are dragged twice per week, weather permitting. Field preparation shall be requested on the Sports Complex Application for an additional fee.

J. **Lights**

Field lights are required for any program or activity running past sunset and must stay on 15 minutes past the end of the last program. Light usage shall be requested on the Sports Complex Application for an additional fee. Light usage will be invoiced at the time of reservation or after current season for Recognized Preferred Partner Groups.

K. **Scoreboard**

Requested use of the Town's scoreboard and scoreboard operating module shall be stated in a written request along with the permit application. The request is to include the exact day(s) and time(s) the operating module will be used. The operating module can be checked out at the Parks and Rec office and must be returned within 2 business days of the conclusion of the event. A refundable damage deposit may be requested upon check-out of the operating module. The contact person, by signing the Facility Use Permit, is responsible for any costs associated with damage to the operating module. Any costs for damage to the operating module will be assessed by the PROS Department and billed to the contact person for the user group.

II. RECOGNIZED PREFERRED PARTNER GROUP (RPPG)

A. Definition

Recognized Preferred Partner Groups meet the requirements set forth by the Town of Superior to achieve a priority status to operate programs and activities held within the Town. Organizations obtaining RPPG status with the Town are charged a per player fee, per reservation period or operating season, as opposed to the hourly field fees outlined on the Sports Complex Application. Light fees and field prep fees apply to RPPGs and are not discounted.

B. Guidelines for Obtaining RPPG Status

Any organization interested in obtaining RPPG status with the Town of Superior must fill out a "Recognized Preferred Partner" form and submit this form to jeremh@superiorcolorado.gov on an annual basis. Evaluations shall be conducted by Town staff in the Fall/Winter of the year before status is granted. The following documentation must be included with the application:

- The organization's philosophy, goals, age range, skill level, and activity. This must align with the Parks, Recreation and Open Space Department's goals and values and show that this organization is meeting a Town need.
- A schedule of events & programs showing intention to utilize Town of Superior athletic facilities for practices & programming. Games should have preference for Superior facilities but may be held elsewhere. A recreational component for the program is required.
- How the organization plans to integrate with Superior's community, what benefits it plans to bring to the community, and how they will utilize residents looking to be more involved with this recreational outlet. This can also include the assistance in upkeep of athletic facilities the RPPG is utilizing.
- Completed concussion and sexual abuse awareness and prevention training for all coaches.
- Completed background checks for all volunteers at the organization's expense.
- A copy of non-profit status of the organization.

C. Insurance

The RPPG agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the RPPG pursuant to this Agreement. At a minimum, the RPPG shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.
2. Commercial General Liability insurance with minimum combined single

limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket

contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

D. Guidelines for Retaining RPPG Status

Annual submission of the required items to obtain RPPG status must be submitted the Fall/Winter before a new year for evaluation.

III. POLICIES AND PROCEDURES – CODE OF CONDUCT

A. Policies and Procedures for Use

- The renter will designate a primary contact person that will be responsible for communicating with the Town representative.
- The renter and/or its representative is responsible for having a copy of the permit on-site during all designated dates/times issued to the renter.
- The renter must notify and release back to the Town any unused dates at least one week in advance.
- The Town of Superior and its employees/representatives are not responsible for loss or damage to any items or personal property brought by the renter and/or its representative.
- The renter is responsible for the conduct of all coaches, participants, and constituents. All parties associated with the renter must abide by the code of conduct and Town ordinances, laws, and rules applicable for public park use and must be sensitive to other park users.
- The renter is expected to leave the permitted facility in the same condition as before use, normal wear and tear acceptable.
- Subletting fields is prohibited.
- All trash must be collected and properly disposed of.
- Vehicles of any kind are prohibited on fields.
- Snow removal of any kind is prohibited.
- Written permission from the Town is required to place portable toilets or sell any concessions.

B. Process for Non-Compliance of Policies and Procedures for Use

First Violation: Written notification of the violation

Second Violation: Written notification, removal of RPPG status (if applicable), and revocation of all field permits

Third Violation: Written notification, revocation of all field permits, and ban on permitting fields in the future.

C. Code of Conduct

The Town of Superior expects reasonable and appropriate behavior from those who visit and use the facilities and participate in activities. The Parks & Recreation Department has established a code of conduct to ensure safety and enjoyment and reserves the right to deny admission and/or take disciplinary action against any individual violating the code of conduct. A violation includes, but is not limited to, the use of obscene language or gestures, disorderly conduct, theft, public intoxication, use of drugs, sexual misconduct, indecency, harassment, failure to cooperate with staff, possession of

weapons of any kind, non-compliance with established policies and rules, an unlawful activity and any other behavior deemed offensive or unacceptable. Staff will enforce this code of conduct.