

Athletic Facility Usage Information Packet



The Friends of Municipal designed the athletic facilities as amenities for the entire community to enjoy. The athletic facilities are valuable assets in which the community has invested significant resources. The Friends of Municipal athletic facilities are in high demand for community groups, school sports teams, recreation programs, general residents, and non-residents.

The Athletic Facility Usage Information Packet ensures all field users know the rules and regulations governing the use of Friends of Municipal athletic fields. It is the responsibility of every team official, player, parents of players (for youth organizations), and spectator to be aware of the following terms and conditions. Coaches and their affiliated organizations are responsible for players' and spectators' conduct and behavior on the field and in the surrounding areas. The facility usage applicant/permit holder must adhere to the rules and regulations governing city parks and athletic fields to ensure participants' safety and preserve the city facility.

The Multi-Purpose fields below are available for usage:

Municipal Park

General Permit Information

1. Athletic facility permits are valid only for the date, time, and location specified on the receipt. The Friends of Municipal does not post permit notices at park or facility locations. **Please have a copy of your permit with you at all times throughout the duration of your permitted time.** Should a conflict arise with another facility user, your permit verifies your scheduled time to the other facility user. If the dispute cannot be resolved, call the Friends of Municipal at (251) 767-6476 during regular business hours, or if after hours or on weekends, call (251)767-6476.
2. Any permits issued for the duration of thirty days or longer must include the following:
 - A completed and passed national background check by all coaches.
 - A NAYS and Alabama Coach Safely (ARPA) certification is required for each coach.
3. Athletic Field permits require a minimum of 10 business days in advance to ensure access, and a deposit is required to guarantee the date. A refundable damage deposit of \$200 is due to secure your permit request.
4. **FOM requires insurance for all permits.** A Certificate of Liability Insurance must be submitted ten business days before your rental and must name The Friends of Municipal as additionally insured, and must meet the following criteria:
 - Name The Friends of Municipal as additionally insured (The permittee must include the Additional Insured Endorsement page)
 - Have a minimum of \$1,000,000 of general liability coverage
 - Must submit ten business days before the date, or FOM will not grant the permit.
 - Until FOM's permit office receives and verifies all information, all permit requests are tentative.

5. If a group reserves an athletic facility and anticipates the attendance at the event to exceed the existing restroom facilities' capacity, then the group must provide additional portable restroom facilities at their own expense. Two portable chemical toilets are required for up to every 75 people in attendance, one of which must be accessible for persons with disabilities. The applicant must arrange for and pay all rental costs associated with the delivery, set up, and removal of the portable restrooms.
6. If groups exceed the recommended capacity for a specific area or include multiple athletic facility locations, arrangements are required to accommodate the group with special conditions. For example, FOM may require groups to submit a Special Event application and provide additional security, lighting, trash bins, special permits, etc.
7. All athletic facility users must adhere to City of Mobile ordinances applying to parks and recreation facilities and areas.
8. Individuals or organizations granted use of an athletic facility are responsible for any loss or damage caused by such use.
9. Applicants certify, on behalf of the organization, applying to permit the facility that the organization will not discriminate because of race, national origin, religion, sex, age, handicap, or sexual orientation concerning attendance at the function held in The Friends of Municipalfacilities.
10. FOM will not grant a permit under the following conditions:
 - Insufficient notice: When staff is unable to be scheduled, the park's preparation cannot occur, or other conditions hinder completion in time.
 - No Liability Insurance.
 - FOM does not invoice and receive the damage deposit.
 - When activities of a hazardous nature may endanger persons or property.
 - Prior Infractions: When applicant/permit holder has mistreated a field or park and/or violated use policies during a previous event.
 - Permitted days, dates, and times do not reflect the actual usage.
 - Grass, buildings, or other modification occur without a prior written request.
 - The permittee does not return all scoreboard controllers and/or keys to the lights, concession stands, and bathrooms from the previous season.

General Athletic Facility Conditions of Use

The Conditions of Use provide sports organizations and amateur enthusiasts with guidelines when using athletic facilities or parks scheduled and/or maintained by The Friends of Municipal. We want to encourage all patrons to consider other people and be careful to protect the recreational facilities, and we would appreciate your cooperation regarding:

- Please notify staff immediately when there is damage to the facility. FOM will note any damage to the facility, and charges to the permit holder responsible for the damage may occur.
- Be considerate of other teams or players while teams transition between practices and/or games. Groups arriving to play must remain off the field until the prior team has left the field area and removed equipment.

- Equipment used or brought into the park site must be approved in advance.
- Applicable fees against the permit holder's deposit will occur if areas are unclean after use.
- Remove all team equipment from the facility area after use.
- Comply with all scheduled field closures due to inclement weather.
- FOM **STRICTLY** prohibits alcohol and drugs at all park facilities. All city policies related to alcohol and drug use are in effect.
- FOM will not guarantee lights not scheduled ten business days before the event.
- The permit holder is responsible for inspecting the playing surfaces and all other site amenities before the permit period. If deficiency or vandalism has occurred before the permit period, notify The Friends of Municipal Parks and Recreation Permits Division to relieve the renting organization of responsibility for the pre-existing conditions. A voicemail message to the Rentals Coordinator at (251) 767-6476. The permit holder may also email any concerns to friendsofmunicipal@gmail.com.
- Approved permits (if applicable) will include access to the restrooms. The Permit Holder's responsibility includes cleaning and securing the restrooms.
- All dates for potentially scheduled games require submission to FOM for approval. FOM must receive notification three business days before any rescheduled game.

Permit Fees

1. FOM must receive fees ten business days in advance of facility use.
2. Unused time is not refundable.
3. FOM will issue a check to the individual and/or organization indicated on the original application. If you permit for an organization and would like the refund check made out to an individual, please indicate to whom and where to mail it. If applicable, credit card deposits may only receive a refund to the initially charged credit card.
4. In order to receive a complete refund, the permittee must completely clean and empty the facility, press boxes, storage closets, restrooms, and/or the concession stand.

Cancellation Policy

1. Athletic Field cancellations require a ten business day's notice to receive a refund.
2. Revocation of your permit by The Friends of Municipal will occur if:
 - The application contains false or misleading information.
 - The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City athletic facility.
 - Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, or facility or violate state or local ordinance.
 - The permit holder fails to pay all permit fees and deposits by the due date.
 - The permit holder defaults on or has not completed all conditions and requirements for using the athletic facility, including obtaining the required permits and insurance.
 - The athletic facility is needed for emergency use.
 - Circumstances arise from natural disasters, power outages, or other unusual situations beyond The Friends of Municipal Parks and Recreation Department's control.
 - Permit fees are subject to change, and applicants/permit holders must pay the current cost that is in effect when the permit occurs.
 - FOM ambassadors will monitor approved permittee practices and games for compliance. If an infraction occurs, FOM will issue a written warning the first time. The second infraction will include the loss of remaining permitted time AND damage deposit.

Permits

1. Considerations for noise, parking, electrical use, and impacts on other users, among other things, are required.
2. Permits for tournaments and large non-athletic events require an event summary detailing the planned activities (amplified sound, electrical needs, etc.) at the time of the request. This event detailing is subject to approval.
3. **Each organization is allowed two hours of practice time three times a week. (*Note: organizations submitting requests under multiple names are subject to forfeiture of permit and damage deposit.)**
4. The applicant/permit holder is responsible for obtaining any required permits.
5. Permittees may only park in designated parking areas.
6. No obstruction/blocking of the parking lot with vehicles, barricades, or any other objects without prior written approval from FOM.
7. Damage deposits and concession deposits are two separate entities. They require individual debit and/or credit card payments, money orders, or business check payments. FOM requires a damage deposit for **EACH** permitted facility.
8. If damages to the facility exceed the damage deposit amount, FOM reserves the right to file an insurance claim on the permit holder's liability insurance policy.
9. Lights are push-button or automatically activated at some facilities. Other facilities will require the permit holder to obtain a key to access the lighting.
10. It is the permit holder's responsibility to check in/check out any bases, goals, and other equipment for the duration of their designated permitted season.
11. FOM will strictly enforce the facility key policy.
 - Only the permit holder may sign for and pick up the keys. FOM requires proper identification for pickup.
 - Upon completion of the permit, the permit holder must return all facility keys within three business days.
 - No duplication or sharing of keys may occur. If this happens, FOM will assess the cost of changing each lock to the permit holder.
 - If FOM confirms the duplication or sharing of any keys has occurred, FOM will void the permit holder's permit.
12. The Friends of Municipal requires a permit holder to provide one police officer for every 50 people at a permitted event.
13. Insurance is required to receive a permit. The organization shall acquire and maintain in full force and affect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama. The permit holder shall name The Friends of Municipal as an additional insured and attach a copy of the policy to the permit application as proof of insurance issued by an agent licensed and qualified to do business in Alabama. Proof of coach's liability insurance through NYSCA, or another organization, is required during application submission. The following amounts are the MINIMUM coverage amounts a permit holder can have.
 - A. General Liability Insurance – Public liability Including premises, products, and complete operations.
 - 1) Bodily injury liability:
 - \$250,000 for each person
 - \$500,000 for each occurrence
 - Property damage liability - \$100,000 each Occurrence.
 - 3) Or, (in lieu of (1) and (2) above
 - Bodily injury and property damage combined –
 - \$500,000 per occurrence
 - B. Comprehensive – Automobile Liability Insurance Including owned, no-owned, and hired vehicles.
 - 1) Bodily injury liability:
 - \$250,000 each person
 - \$500,000 for each occurrence
 - 2) Property damage liability - \$100,000 each occurrence.
 - 3) Or, (in lieu of (1) and (2) above)
 - Bodily injury and property damage combined –

\$500,000 per occurrence

7. The insurance certificate shall require that coverage will not be altered or terminated unless The Friends of Municipal receives written notice of such alteration or termination delivered to the City no less than thirty (30) days before the effective date of such alteration or termination, The Friends of Municipal reserves the right to verify coverage of insurance policies during the permit duration.

Required Insurance/Permit	Secure From	Fee	Days Needed to Secure Permit prior to the event date
Insurance	Outside source	Varies by provider	Ten business days before the permit begins
Damage Deposit Required for Each Permitted Field	Outside source	\$200.00	Ten business days before the permit begins
Concessions Deposit	Outside source	\$200.00	Ten business days before the permit begins

User Group Classifications

FOM will issue permits as follows: City of Mobile Parks and Recreation programs and events, Mobile County Public School System games (in-season), and then to the public, based on availability.

FOM permit approval includes the following User Group Classifications:

- A. Residents** – People who live within the Mobile city limits who pay Mobile property taxes.
- B. Community Groups** – Groups and Organizations (charitable or service) in one of the following categories.
 - Community Group Category 1:**
 - a.** Non-profit 501c(3) or Local affiliate of a national/regional non-profit organization will benefit the Mobile Community. Permit requestor must show proof of 501c(3) status from the Internal Revenue Service and
 - b.** Membership and event is open to the public and
 - c.** At least 50% of the membership must be comprised of Mobile residents.
- C. On-going and League Users** - Individuals or groups who reserve parks for (3) months or more may reserve a field by paying the appropriate deposit. They will have the option to transfer the deposit from one permit to another. Regional groups utilize the park for a season that lasts more than four weeks.
- D. Non-Residents** – People who live outside the Mobile city limits and do not pay Mobile property tax.

Inclement Weather

If inclement weather prevents a reserved event, deposit fees are refundable or applied toward another date.

Please email FOMP at friendsofmunicipal@gmail.com three business days before the event to discuss a rainout refund. If the area is not usable, the Rentals coordinators responsible for field permits would determine if a refund is applicable.

Violation of Rules and Regulations For the Use of Athletic Facilities

FOM will strictly enforce all rules and regulations as outlined in this Athletic Facility Usage Information Packet. Failure of an organization, its members and/or general athletic field or park users to abide by the athletic facility rules shall violate this policy.

Parking is **NOT** allowed on any grass areas. Violations include but are not limited to forfeiture of deposit, possible towing of the vehicle, and permit revocation. **The permit holder is responsible for ensuring all participants follow The Friends of Municipal policies during their permitted time.**

First Infraction – FOM will send a letter outlining our concerns to the organization/permit holder. Potential forfeiture of the rental deposit and/or additional damage fees are assessable if any rules, regulations, or conditions of use are not adhered to or result in any athletic field damage.

Additional Infractions – This May result in the loss of scheduling privileges based on severity and number of occurrences, including the cancellation of remaining dates for both games and practices at the discretion of The Friends of Municipal. There will be no refunds issued for any cancellations due to use violations.

Investigation – FOMP will review and investigate reports of violations and reserve the right to inquire of the organization, its members, or general athletic facility and park users concerning any events alleged to have occurred during the permitted period. By accepting a permit to Municipal Park athletic facilities, valid for up to six months, the organization, its members, or any athletic facility user agrees to cooperate fully in any investigation deemed necessary by The Friends of Municipal or other authorities.

Sanctions – Based upon its investigation, The Friends of Municipal will determine a sanction to/against an organization or athletic field/ park user appropriate to the violation, including, but not limited to:

- Revocating the permit or permits issued.
- FOM will prohibit the use of the athletic field(s) or facility for a specific or indefinite time.
- Conditioning future uses of facilities on other reasonable terms and conditions such as participation in maintenance and repair of the athletic field or park facility.

*FOM ambassadors will monitor approved permitted practices and games for compliance. If an infraction occurs, FOM will issue a written warning the first time. The second infraction will include the loss of remaining permitted time **AND** damage deposit.