

# Community Recreation & Events Department 2020 Lacrosse/Soccer Fields Rental Guide



City of Cheyenne

Programs & Facilities Division

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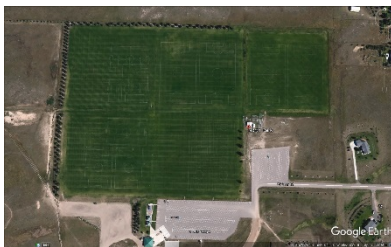
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# SOCCER & LACROSSE FIELDS MAPS/DESCRIPTIONS



## **Cahill Soccer Complex** – *Dell Range at Friendship Circle*

- For adult, boys' and girls' soccer teams and organizations
- No lights available
- Space available for lacrosse use as well



## **North Cheyenne Community Park** – *Myneer St. at Ridge Rd*

- For adult, boys' and girls' soccer teams and organizations
- No lights available
- Space available for lacrosse use as well



## **Pointe Park** – *Gardenia Dr. and Pasadena Road.*

- For adult, boys' and girls' lacrosse/soccer teams and organizations
- No lights available
- Space available for lacrosse use as well



## **Sun Valley Park** – *E. 12<sup>th</sup> Street. (Sun Valley)*

- For adult, boys' and girls' lacrosse/soccer teams and organizations
- No lights available
- Space available for lacrosse use as well

# **RESERVATION POLICIES AND PROCEDURES**

The 2020 Lacrosse/Soccer season officially starts on April 1<sup>st</sup> and runs through October 31<sup>st</sup>. During this period, fields will be available to be prepped for any reservations.

## **FIELD RESERVATIONS**

1. **Application for Organized Activities:** Any group who desires to reserve any City of Cheyenne Athletic Facilities for organized activities must complete an Athletic Facility Rental Reservation Guide/Agreement with the Programs & Facilities Division, 4603 Lions Park Dr., Cheyenne, WY 82001. Office hours are Monday-Friday from 7:30am – 4:30pm.
  - a. Applications for seasonal, game, and tournament use will be accepted for the calendar year beginning January 1 for the upcoming season. Practice reservations will be accepted the third Monday of the month for the following month (i.e. reservations for May 2020 will be accepted starting the third Monday in April 2020). Reservations will be accepted in order of walk-in arrivals, phone calls and then emails beginning at 7:30am. Field reservations will be taken in order upon arrival of an individual.
  - b. Each individual will be allowed to reserve three time slots per week [Monday-Sunday]. If additional reservations are desired, requests may be submitted following initial scheduling. Priority scheduling will be given to organizations.
2. For weekday rentals, a minimum of 24-hour advanced notice is required in order to guarantee the reserved field will be prepped. For weekend rentals, the user group must reserve the field by Friday at 8:00am of that weekend to guarantee the reserved field will be prepped.
3. We have three practice times available for user groups to select during the week. These practices are only available in 1.5-hour increments. The practice times\* are 3:30pm, 5:00pm, and 6:30pm.
  - a. \*The exception to the available practice times are with the use of synthetic fields. Synthetic fields are available to reserve after 11:00am for any practices or games unless we have inclement weather or require field maintenance. In these cases, the synthetic field availability may be postponed. All other fields follow the above-posted practice times.
4. For weekend practices, fields are available to reserve after 9:00am\* and can only be reserved in 1.5-hour increments.
5. In cases where there is a game reservation, no practices are permitted to be held at that field before the game, even if there are time slots available. The only exception with this is if the practice is within the same organization or user group.
6. The renter/user group will advertise and require that all visitors, spectators and participants refrain from smoking at all times while in attendance at the above-mentioned venues and, if necessary, alert the proper authorities should the need arise.

## **GENERAL FIELD POLICIES**

1. The City of Cheyenne is not responsible for equipment, personal belongings, or food items left in buildings, bleachers, or dugouts.
2. All trash is to be removed from grounds, bleachers, and dugouts at the conclusion of a practice/game/tournament.
3. Teams with reserved practice times take precedence. All other practice times available are open to the public on a first-come, first-served basis, and limited to one hour after the arrival of another user.
4. Games will take precedence over practices or scrimmages (i.e. re-scheduled due to weather cancellations or new game requests). If an organization is found to have reserved a field for a game, but an official not affiliated with an accredited Association is not found at the field of play, the organization may lose field reservation rights.
5. Officers, agents and employees of Community Recreation & Events and the City of Cheyenne reserve the right to have full access to all areas of the buildings and grounds at all times.
6. The sale or marketing of foods or goods will be considered commercial endeavors and will be subject to appropriate City fees, licenses and permits.

## **POLICIES**

1. **Standards of Issuance:** The City of Cheyenne rents the Athletic Fields when it is in the best interests of the community. The Programs & Facilities Manager or authorized representative will review applications based upon the following criteria:
  - a. The activity or use will not unreasonably interfere with the general public's enjoyment of the park.
  - b. The activity does not conflict with other scheduled uses in the park.
  - c. The activity will not interfere with the promotion of public health, safety, and recreation.
  - d. The activity is not reasonably anticipated to incite violence, crime, or disorderly conduct.
  - e. The activity will not entail extraordinary or burdensome expense or police presence by the City of Cheyenne.
  - f. The facility or adjacent areas have not been reserved for other uses on the day and hours required in the application that may conflict with activities.
3. **Liability of Applicant; Indemnification:** The person or persons to whom a reservation is issued shall be liable for any loss, damage, or injury sustained by any person whatsoever by reason of the use of the facility by the person or persons to whom the reservation has been issued. Further, applicants agree to defend, indemnify, hold harmless, and make whole the City of Cheyenne for any loss, damage, claims, injuries, or other causes of action related to or caused by applicant's use of the premises.

4. **Revocation:** The Programs & Facilities Manager or an authorized representative shall have the authority to revoke an approved application upon finding a violation of any rule, ordinance, or standard. The Chief of Police, or his authorized representative, shall have the authority to revoke an application upon finding of a violation of any city ordinance.
  
7. **Financial Responsibility for Debts:** The City expects those individuals and organizations that rent our facilities to conduct themselves in a professional and sportsmanlike manner. If a renter or organization contracts with a third party to provide services for the event, it is the City's expectation that the renter/organization will promptly settle all financial obligations with that third party. Failure to do so may result in your inability to rent a City facility in the future.
  
8. **Commercial General Liability Insurance:** Renter/User Group shall provide coverage against claims arising out of bodily injury, illness and death, and from damage to or destruction of property of others, including loss of use thereof, including damage or injury stemming from completed operations, with minimum limits of One Million Dollars (\$1,000,000) per claimant and Two Million Dollars (\$2,000,000) per occurrence for the entire term of the agreement.
  - a. The City of Cheyenne shall be named as additional insured on the Renter/User Group's commercial general liability insurance policy and the Renter/User Group shall provide the City with a copy of an endorsement providing this coverage and a separate certificate of insurance listing the City of Cheyenne as a certificate holder.
  
  - b. It is understood and agreed that the Renter/User Group's insurance policy is primary and not contributory. The insurance certificate shall be submitted to the City of Cheyenne prior to utilizing athletic fields under this agreement. The insurance certificate provided by the Renter/User Group *must include* a clause stating that the insurance may not be canceled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to the City of Cheyenne. The City's failure to request or review such policies, endorsements, and certificates shall not affect the City's rights or the Renter/User Group's obligation hereunder. Any insurance company providing coverage under this agreement shall have a minimum of A.M. Best rating of A – (Excellent).
  
  - c. The City of Cheyenne expressly invokes governmental immunity for any claim arising out of this agreement pursuant to the Wyoming Governmental Claims Act, Wyo. Stat. §1-39-101 et seq.
  
7. All parties or organizations renting Athletic Fields will be responsible for being aware of all applicable rules, resolutions, and laws.
  
8. All renters will complete an Athletic Facility Advertising Acknowledgment Form for every banner hung at any facility. Powers Field users and Pioneer Field users will follow the Banner Distribution Chart.
  
9. No smoking is allowed at any City Athletic Facilities. The renter/user group agrees to enforce Chapter 8.64.040 of the Cheyenne City Code. This Chapter prohibits of smoking in public places including, but not limited to:
  - a. Sports arenas and convention halls, including bowling facilities; City-Owned Youth Athletic Facilities.

**USER GROUP COMMITMENT**

1. All individuals or organizations renting athletic fields or facilities will promise to adhere, and have players, coaches and league administrators adhere, to the following tenants of stewardship on City of Cheyenne athletic fields.

- I will obey the law.
- I will treat the fields as if they were my own property.
- I will stop others from misuse of the fields.
- I will leave the field in better condition than how I found it.
- I will not execute procedures on the field that I have not been cleared to perform.
- I will do my best to provide a positive role model for players, coaches, and league administrators.
- I will report any field safety concerns to the City of Cheyenne Community Recreation and Events Department.
- I will not allow use or consumption of sunflower seeds at any field with synthetic turf.

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Signature

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Date

# CANCELLATION POLICY

## CANCELLATIONS DUE TO WEATHER

The decision on cancellation due to inclement weather conditions or poor field conditions rests with the following:

### Weekday Cancellations

1. Cancellations due to weather will be made by the City of Cheyenne Parks Division. Decisions will be made **by 3:30pm on weekdays**. In the event games are canceled, the Programs & Facilities Manager will send notice via email to the organization representative.
  - a. It is the responsibility of the organization representative to notify the team(s) affected. This includes, but is not limited to, any traveling teams that may be traveling to Cheyenne. If the City of Cheyenne Parks Division cancels play due to weather or declares a safety closure, user groups will either be refunded or not billed.
2. After 3:30pm, cancellation decisions will be made by the organizations or officials at each specific complex. The decision itself should be made based on good judgment. We ask each organization not to allow use of facilities if use might tear up the infield or turf area being used, resulting in loss of facility use for several days. **If an organization or official determines a field is unplayable after 3:30pm, the user group must advise the Programs & Facilities Manager by noon the following business day and have the cancellation approved by the Programs & Facilities Manager in order to receive a refund or to not be billed.**
3. Note- Makeup of cancellations will be scheduled by the affected organization during their normal use times and dates. If extra times or dates outside of normal use are needed, each organization must contact the Programs & Facilities Manager to approve those times or dates.

### Weekend Games/Tournaments

1. For all reserved weekend play (start time 9:00am or later) the Parks Division will provide one initial prep of the field. User groups are responsible for calling the “on-call” phone number, **(307) 630-0224**, for cancellation updates on weekends and holidays. At this time the “on-call” staff member will make the determination of fields that are playable.
  - a. **Should inclement weather occur after 9:00 am, cancellation decisions will be made by the organization or umpires at each field.** If a coach or umpire determines a field is unplayable, the user group must advise the Programs & Facilities Manager by noon the following business day in order to not be billed or receive a refund pending approval of the Programs & Facilities Manager.

## OTHER CANCELLATIONS

1. For any cancellations that are not pertaining to inclement weather, 5-day notice is required. This notice can be sent via email or verbally discussed over the phone to someone in the Programs and Facilities Division. If the coach or organization does not provide 5-day notice of their reservation cancellation, the account where the reservation was made will be charged and it will be the responsibility of the user group to pay the balance.



# PRICING POLICIES AND PROCEDURES

## PRICING POLICIES

1. If 24-hour notice is not given when reserving a field, an additional \$5.00 will be charged per field for that day if the Parks Division is able to prep the field. Note, due to the lack of advanced notice given, we are unable to guarantee the field(s) will be prepped in time for the user group's practice.
2. It is the responsibility of the user group to notify the Programs & Facilities Manager of how many players are on a team/organization for the appropriate amount of Player Fees to be charged. Player Fees are based per organization from Resolution #4930. If the Programs & Facilities Manager is not notified of the number of players by **July 15, 2020**, a default number of 30 players per team will be charged to the account. After the deadline has passed, the Player Fees will be due upon reservation of a field for practice/game use.
3. If you have an outstanding balance older than two months, you will not be permitted to reserve fields until the past due balance is paid. For example, if you have an account balance of \$30 from field reservations in May that has not yet been paid, you cannot reserve any fields in July until the May balance is paid off.
4. If you have ever been sent to collections with the City of Cheyenne because of unpaid field reservations, you will be required to pay for the fields upon reservation.
5. Keys are available to be checked out for some fields and require a \$50.00 refundable key deposit. If you have not returned keys from previous rentals, you will be unable to pick up the new keys.

## PRICING FINES

1. If a game/tournament is cancelled where Concessions was scheduled to be opened, and Concessions is not notified at least twenty-four hours in advance, the user group that scheduled the game/tournament will be fined in the amount of \$100.00.
2. If a user group uses the field lights and fails to shut off the lights at the end of their game or practice, a fine in the amount of \$100.00 will be charged per field and date occurrence to the applicable account.

Rental fees are based on user group types and are detailed below.

## USER GROUPS:

- a. **Public User-** Any organized group or individual that provides athletic programs and has open registration and does not deny participation based on skill or ability.
- b. **Private User-** Any organized group or individual that provides athletic programs and permits participation based on skill level or 'try-outs.'
- c. **Profit User-** Any organized group or individual that provides athletic programs based on a profit-making endeavor such as charging for admittance.
- d. **Special Events User-** Any unofficial or informal group or individual that uses a field in an informal setting or that provides an informal athletic program/event. This includes, but is not limited to, church scrimmages, class reunions, picnics, etc.

**PRICING FEES FOR 2020**

**FIELD USE:**

	<b>LAST FEE UPDATE</b>	<b>PUBLIC</b>	<b>PRIVATE</b>	<b>PROFIT</b>	<b>SPECIAL EVENTS*</b>
<b>PRACTICE</b>	2010	\$7.00	\$10.00	\$20.00	N/A
<b>GAME</b>		\$5.00 (U6&U8); \$7.00 (U10); \$15.00 (U12); \$20.00 (U14+)	\$7.00 (U6&U8); \$10.00 (U10); \$20.00 (U12); \$30.00 (U14)	\$15.00 (U6&U8); \$21.00 (U10); \$45.00 (U12); \$60.00 (U14)	N/A
<b>OTHER [Tryouts, Camps, One-off Events, etc.]</b>		\$20.00/hr Per Field	\$20.00/hr Per Field	\$20.00/hr Per Field	\$20.00/hr Per Field
		\$100/Field per day	\$100/Field per day	\$100/Field per day	\$100/Field per day
<b>TOURNAMENTS</b>		\$100/Field per day \$300 Damage Deposit			N/A

\*Special Events include, but are not limited to, picnics, festivals, church games, class reunions, etc.

**PLAYER FEES:**

<b><u>YOUTH FEES</u></b> <b>(YOUTH UNDER 19 YEARS OF AGE)</b>
0 to 100 players: \$20/player/season
101 to 250 players: \$15/player/season
251 to 750 players: \$10/player/season
751 to 1250 players: \$5/player/season
1251 or more players: \$2.50/player/season
<b><u>ADULT FEES</u></b> <b>(19 YEARS OLD &amp; UP)</b>
\$12.50/player/season



**REGISTERED PLAYERS [SELECT ONE]:**

**YOUTH FEES**

- 0 to 100 players: \$20/player/season
- 101 to 250 players: \$15/player/season
- 251 to 750 players: \$10/player/season
- 751 to 1250 players: \$5/player/season
- 1251 or more players: \$2.50/player/season
  - o \_\_\_\_\_ NUMBER OF PLAYERS

**ADULT FEES:**

- \$12.50/player/season
  - o \_\_\_\_\_ NUMBER OF PLAYERS

The undersigned hereby agrees to abide by the Athletic Facility Rental Guide set forth by the City of Cheyenne Community Recreation & Events Department. By signing this Rental Agreement, the undersigned agree to defend, hold harmless, and indemnify the City of Cheyenne, its officials, employees, authorized agents and volunteers against any and all claims and costs, including attorney's fees, arising during or resulting from this rental. I certify that I/my organization carries insurance as set forth in the Athletic Facility Reservation Policy. I/we acknowledge an understanding of this paragraph and realize I/we may have financial responsibility to the City. Furthermore, I/we acknowledge that the City expects us to conduct ourselves in a professional and sportsmanlike manner. I/we promise to promptly settle all financial obligations with any third parties I/we contract with to provide services for our events. I/we further understand that failure to do so may result in my/our inability to rent a City facility in the future.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party Printed Name

\_\_\_\_\_  
Group/Organization/Team