

Community Recreation & Events Department 2023 Lacrosse/Soccer Fields Rental Guide



City of Cheyenne

Programs & Facilities Division

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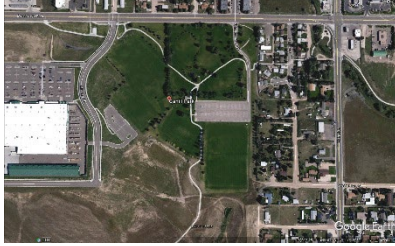
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SOCCER & LACROSSE FIELDS MAPS/DESCRIPTIONS



Cahill Soccer Complex – *Dell Range at Friendship Circle*

- For adult, boys’ and girls’ soccer teams and organizations
- No lights available



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

- For adult, boys’ and girls’ soccer teams and organizations
- No lights available



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

- For adult, boys’ and girls’ lacrosse/soccer teams and organizations
- No lights available



Sun Valley Park – *E. 12th Street. (Sun Valley)*

- For adult, boys’ and girls’ lacrosse/soccer teams and organizations
- No lights available

Community Recreation & Events Employee Contact Information

Programs & Facilities Manager/Athletic Field Scheduler – Brittany Hooper – (307) 637-6423 – bhooper@cheyennecity.org

Programs & Facilities Office Manager – Cynthia Romero – (307) 637-6423 – cromero@cheyennecity.org

Programs & Facilities Administrative Support Assistant – Tanya Anderson – (307) 637-6423 – tanderson@cheyennecity.org

Parks Manager/Athletic Field Maintenance – Brandon Peterson – (307) 274-0263 – bpeterson@cheyennecity.org

Parks On-Call (after hours/weekends ONLY; call for field conditions or emergency communication only) – **(307) 630-0224**

RESERVATION POLICIES AND PROCEDURES

These scheduling policies and procedures are intended to assist you when making facility reservations. It is the intent of the Programs & Facilities staff to see that facilities are used to their full potential while maintaining a safe, quality environment. City-owned recreation facilities are not intended to be utilized for commercial gain, but rather to provide an eminence recreational activity.

The Programs & Facilities staff will work to avoid scheduling conflicts while servicing multiple user groups. The staff can typically accommodate field needs if teams are **flexible**. Fields are reserved to the best of our ability/availability; but specific fields requested are not a guarantee.

The 2023 Lacrosse/Soccer season officially starts on April 1st and runs through October 31st. During this period, fields will be available to be prepped for any reservations. Fields will be closed during November 1st-March 31st.

FIELD RESERVATIONS

1. **Application for Organized Activities:** Any group/coach/team 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, practices, and game use will be accepted for the calendar year beginning January 3rd for the upcoming season. Tournament requests will be accepted November 7, 2022. We will allow exemptions for State, National, Regional, and World tournaments/events. Practice reservations will be accepted the third Monday of the month for the following month (i.e., reservations for April 2023 will be accepted starting the third Monday in March 2023). Reservations will be accepted in order by email beginning at 8:00am. Field reservations will be taken in order upon email. Any email before 8:00am will be put at the bottom of the list.

- b. Everyone will be allowed to reserve three time slots per week [Monday-Sunday]. If additional reservations are desired, requests may be submitted following initial scheduling. **Time slots per week could change due to the increase growing organizations/number of teams and field availability. Priority scheduling will be given to organizations.**
 - c. An individual email must be sent for each team's practice. Multiple requests attached in one email will not be accepted. Example: If one coach has three teams, three emails should be sent (one email/per team).
 - d. Emails subject line needs to have the title of the Team Name/Coach/Organization. Email must consist of date, time, base/pitching distances, if it is a practice or game, and two to three fields (first field being the most preferred).
2. For weekday rentals, a minimum of 24-hour advanced notice is required to guarantee the reserved field will be prepped (field will still be available to be reserved, but prepping is not guaranteed). For weekend rentals, the user group must reserve the field by Thursday at 3:00pm for 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 4pm, 5:30pm, and 7:00pm.
 4. For weekend practices, fields are available to reserve after 9:00am* and can only be reserved in 1.5-hour increments.
 5. The renter/user group will advertise and require that all visitors, spectators, and participants always refrain from smoking while in attendance at the above-mentioned venues and, if necessary, alert the proper authorities should the need arise.
 6. To view rental availability at athletic facilities online:
 - a. <https://cheyennerec.org>
 - b. Click on Facility Rentals (Right side of page).
 - c. Scroll down to Athletic Facilities
 - d. Click on each facility to see information and there will be a link to calendars which show rental availability for that field.
 7. **Time Slots:**
 - a. **Practice:** consists of one team using a field for no more than 1.5 hours.
 - b. **Scrimmage:** consists of two teams using the field for no more than 1.5 hours
 - c. **Game:** consists of two teams using a prepped field for approximately 1 to 2 hours depending on age group.
 - d. **Camp/Clinic/Tryout** consists of two or more teams or one team with more than 20 participants using the field for more than 1.5 hours.
 - e. **Tournament:** consists of multiple teams using prepped fields between 9:00am-9:00pm (exceptions for 24/36-hour tournaments).

GENERAL FIELD POLICIES

1. The City of Cheyenne is not responsible for equipment, personal belongings, or food items left in buildings, bleachers, or fields.
2. All trash is to be removed from grounds, bleachers, and dugouts at the conclusion of a practice/game/tournament.
 - a. A **\$300.00 damage/cleaning deposit** will be fined to each organization/user group if field is damaged or not cleaned during/after use.
 - b. If the User Commitment/Code of Conduct is not followed, organizations/individuals may lose field privileges.
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).
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 always.
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.
7. Tournaments must provide proper permits one week before their tournament is secured. Permits apply where applicable: Alcohol/Consumption Permits, Camping Permits (24/36-hour), Noise Permits, etc.
 - a. Alcohol/Consumption Permits and Noise Permits (PA System used past 9pm) can be obtained at the City Clerk's office at 2101 O'Neil Avenue, (307) 637-6329.
 - b. Camping Permits for a 24/36 Hour Tournament can be obtained at the Laramie County Health Department – Environmental Health at 100 Central Avenue, Suite 261, (307) 633-4090.
 - c. If Health Orders are in place, an approved plan from the Laramie County Health Department must be attached to the Tournament Request Form.

*****Depending on the number of teams/people coming to a location, tournament directors are also responsible to provide/pay for extra toilet facilities and will need to rent porta potties. Tournament directors will need to contact the Sanitation Department at (307) 637-6440 and have extra trash cans/dumpsters delivered for their tournament and/or extra pick-ups. Extra costs are the responsibility of the Organization/User Group. Maps will need to be included to the Programs & Facilities Manager and Parks Manager showing the location of where the porta potties, dumpsters, and campers will be.**

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.
8. **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.
9. **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. 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. City-Owned Youth Athletic Facilities.

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 damage the 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. Temperature/Wind – practices/games will be allowed to cancel if the ambient temperature is **38 degrees or if the windchill factor is** lower than said temperature. If the wind is blowing (not gusts) 32 mph; the group will be allowed to cancel. The organization will be responsible to inform the Programs & Facilities Manager that it was canceled the next business day by noon, or they will still be charged for their reservation. The Programs & Facilities Manager does check the weather to see if the temperature/wind was accurate.
4. 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. Prior to 9:00am, 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 referees at each field.** If a coach or referee determines a field is unplayable, the user group must advise the Programs & Facilities Manager by noon the following business day 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

CHANGES

1. Any adjustment to a date, time, location will be considered a change and a **\$10.00 administration fee** will be assessed (does not apply to inclement weather changes).
2. All changes will need to be sent in an email to the Programs & Facilities Manager.

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.
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 \$30.00 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 an outstanding balance older than two months, a late fee of \$50.00 will be added to your account. Example, if you have an account balance of \$30.00 from field reservations in May that has not been paid yet and it is July 1st, a late fee of \$50.00 will be added to your account.
5. 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.
6. 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 field and impacted areas are damaged/not cleaned during and after reservation, a **\$300.00** damage/cleaning fine will be placed on the organizations account.
2. \$50.00 fine will be imposed if the emergency number is called for something that is the responsibility of the organization. It is important for each group to be prepared for their games and coordinate accordingly. Example: If lights are being used; key must be checked-out during office hours.

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 2023

FIELD USE:

	LAST FEE UPDATE	PUBLIC	PRIVATE	PROFIT	SPECIAL EVENTS*
PRACTICE	2010	\$7.00	\$10.00	\$20.00	N/A
GAME		\$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
OTHER [Tryouts, Camps, One-off Events, etc.]		\$20.00/hr. Per Field \$100/Field per day	\$20.00/hr. Per Field Field \$100/Field per day	\$20.00/hr. Per Field Field \$100/Field per day	\$20.00/hr. Per Field \$100/Field per day
TOURNAMENTS		\$100/Field per day (Based on 9a-9p) \$300 Damage Deposit			N/A

PLAYER FEES:

<u>YOUTH FEES</u> (YOUTH UNDER 19 YEARS OF AGE)
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
<u>ADULT FEES</u> (19 YEARS OLD & UP)
\$12.50/player/season

RESERVATION/RENTAL AGREEMENT

ORGANIZATION:	
Primary Contact Name:	
Home Phone:	Cell Phone:
E-Mail Address:	
Mailing Address:	City: State: Zip:
# of teams in organization:	# of players in organization:

Secondary Contact Name:	
Home Phone:	Cell Phone:
E-Mail Address:	
Mailing Address:	City: State: Zip:

<p>USER TYPE [SELECT ONE]:</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Private User- Any organized group or individual that provides athletic programs and permits participation based on skill level or ‘try-outs.’</p> <p><input type="checkbox"/> Profit User- Any organized group or individual that provides athletic programs based on a profit-making endeavor such as a charging for admittance.</p> <p><input type="checkbox"/> Special Events User – Any unofficial or informal group or individual that uses a field in an informal setting or that provides and informal athletic program/event. This includes, but is not limited to, church games, class reunions, picnics, etc.</p>

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

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.

Signature

Date