

**FIELD USE AGREEMENT
2014**

Name of Organization: _____

1. Type of Organizations:

- Allocated Sports Organizations:** Park Board approved.
- Long-term Rental Sports Organizations:** Individual, team or organization that rent sports facilities on a long-term basis. A minimum of six (6) weeks will be considered long-term usage.
- Short-term Rental Sports Organizations:** Individual, team or organization that rent sports facilities for less than six (6) weeks. Reservations may be made through the sports coordinators office. Depending on the event, an online special event application may be applicable.
- Tulsa Public School Agreement:** TPS and the City of Tulsa have a Cooperation Agreement regarding the use of Tulsa park facilities. TPS staff should contact sports coordinator regarding scheduling and any maintenance issues with park facilities.
- Private and Public Schools** in the City of Tulsa: No fees shall be charged the school unless the department has an extraordinary cost associated with the use (i.e. electricity, custodial services, security, field prep, etc.) The Parks Director shall determine the fee to be charged to cover this cost. School representatives may schedule facilities through the sports coordinators office.
- N/A **Organizations with Lease Agreements:** Organizations and schools that have a written contract with the City of Tulsa. This Field Use Agreement will not be applicable to a leased facility.

2. Keys: Tulsa Parks will furnish locks and keys for gates and facilities. Tulsa Parks Customer Service Department will distribute keys and record agreement on a Key Form.
- a. Allocated Sports Organizations: A refundable \$100.00 deposit must be made for each set of keys. If keys are not returned, \$200.00 deposit will be charged.
 - b. Rental Sports Organizations: A refundable \$25.00 deposit must be made for each set of keys. If keys are not returned, \$100.00 deposit will be charged.

Keys should be returned within 72 hours of completed season. Duplicating keys is prohibited.

- 3. Sub-Lease: Organizations may not sub-lease to outside groups for tournaments, practices, games or any other event. All rentals are scheduled through the sports office and will be coordinated with the organization.
- 4. Signage: ONLY approved banners and/or signs are allowed on fences or in the park.
- 5. Damage: Organizations will be held responsible for any damage incurred on park facilities.
- 6. Curfew: Most parks and facilities have a curfew of 11:00 p.m. through 5:00 a.m. (City of Tulsa Policies and Regulations, Title 26, section 104.) Waiver applications are available through Customer Service and must be submitted at least 30 days prior to requested date.
- 7. Parking: Vehicles must use designated parking lots only. No person shall drive upon or park on any park grounds, turf or field.

8. Litter/Trash Receptacles: Sports organizations must pick-up trash, empty into dumpsters and clean all areas. Failure to pick-up trash in the playing field(s) will keep it from being mowed. Trash receptacles are to be placed at locations outside fenced gates, next to roadways/parking lots, which are accessible to the trash trucks.
9. Glass Containers Prohibited: City ordinance states: *No person shall bring into any park, have in his/her possession, serve, sell or give to another, or use while in a park, any glassware, including but not limited to bottles, jars, containers, drinking vessels and tableware.*
10. Insurance: Organizations that have public events are required to submit a certificate to the City of Tulsa Parks and Recreation Department, at least ten (10) working days in advance of the occupancy time of the permit. If proper insurance certificate is not on file, the Facility Permit will be cancelled.
 - a. The certificate will show there is in force a general liability insurance policy with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence.
 - b. When concession sales are approved during the season or event(s), the certificate shall include product liability insurance coverage in equal liability limits (\$175,000 per individual and \$1,000,000 per multiple individuals as the result of and single occurrence or accident).
 - c. The sports organization must be the named insured and the City of Tulsa must be named as an additional insured on the policy.
 - d. The insurance company must be a company duly licensed to do business in the State of Oklahoma.
 - e. The policy shall provide for a minimum of thirty (30) days mandatory written notice to the City of Tulsa, in the event of cancellation or material alteration of the limits of the policy.
11. Inclement Weather Policy: Sports organizations must have an inclement weather emergency policy. The emergency policy should include an action plan that identifies safe areas, a procedure for evacuation, and communication process with coaches, umpires, and public. Policy must be posted and/or distributed to participants. In the event of thunder or lightning, Tulsa Parks require immediate cease of play; the field should be cleared and participants relocated to a safe place. Sports play may resume after thirty (30) minutes of the last visible sign or sound of a storm. Sports organizations must be current on all weather conditions including weather watches and/or warnings. A NOAA Weather Alert Radio, with a tone-alert feature, can keep you informed of watches and warnings issued in your area. The tone-alert feature will automatically alert you when a watch or warning is issued. An inclement weather emergency policy should include general weather information from the National Weather Service such as:
 - a. All thunderstorms are dangerous and can change very fast. Cumulus clouds can grow into thunderclouds in 15 minutes. Cumulus clouds are often obscured by other cloud layers.
 - b. Every thunderstorm produces lightning, which kills more people each year than tornadoes. Many people take shelter from the rain, but most people struck by lightning are not in the rain! Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
 - c. You are in danger from lightning if you can hear thunder or see lightning. Lightning is attracted to metal, poles and rods. Unsafe shelter areas include all nearby outdoor metallic objects like flag poles, baseball bats, fences, gates, golf carts, high mast light

poles or metal bleachers. Avoid trees, water and open fields, and avoid using the telephone. If you're inside a building, stay away from windows, pipes and electrical outlets.

12. NYSCA Certification/Coaches Background Screening:
 - a. Allocated Sports Organizations: Must ensure all youth league coaches have current NYSCA certification. Youth soccer coaches must have an Oklahoma Soccer Association license.
 - b. Tulsa Parks will assist youth organizations and screen all coaches at a cost of \$20/coach. Otherwise, organizations **must** submit proof of their background screening program. All background checks must be completed and on file before the first practice and/or game.

13. Storage and Concession Buildings: Allocated sports organizations may provide their own storage and/or concession building.
 - a. Contact sports coordinator regarding placement of building.
 - b. Concession building must comply with all health department regulations, OSHA requirements and City of Tulsa utility services.
 - c. Tulsa Parks is not responsible for lost or stolen items and/or equipment.

14. Special Tournament Requests: Sports organizations may host tournaments.
 - a. For an additional rental fee, the following equipment may be available: Mobile theatre, canopy stage, extra bleachers, concession trailer, tents, risers, trash barrels/bins/dumpsters, tables and chairs. Also, additional mowing outside the regular mowing schedule may be arranged. Regardless of fault, organizations will be responsible for any damage that occurs to the equipment. Failure to make restitution of damage occurred will result in forfeiture of future use.
 - b. For national tournaments only, Tulsa Parks may consider fee waivers for equipment rentals. Organization representative should submit a written request to the Park Director and include the following information: Tournament name and dates; number of teams anticipated, including number of teams expected from outside Oklahoma; a description of the economic impact to Tulsa and a list of your advertised team accommodations for hotels/motels.

Any alterations, construction, or improvements to park property must be pre-approved by the City of Tulsa. Each organization will inform sports coordinator or the appropriate City of Tulsa maintenance staff of electrical, plumbing, mechanical or field condition problems as they arise.

15. Fences: Soft hitting is not allowed against any fence. Soft hitting is defined as batting practice that is directed into fences. This damages and weakens chain link fences.
 - a. Tulsa Parks will repair the fence, including backstop and baseline fences.
 - b. Sports organizations will be charged for damage to fences caused by soft hitting.

16. Pest Control: To report a mosquito problem and request spraying you can contact the City County Health Department at (918) 595-4219. Please note the volume of complaints is considered before they spray.
 - a. Allocated Sports Organizations: Organizations are responsible for providing pest control service for buildings or storage rooms and at their expense.
 - b. Rental Sports Organizations: Report infestations to sports coordinator.

17. Electrical Service: Sports Organizations may not alter or rig additional extension cords, or circuits, to existing electrical service. Organizations must comply with OSHA Standards.
- a. Tulsa Parks will re-lamp and perform any necessary electrical repairs including bulb replacement for outfield lights.
 - b. Allocated Sports Organizations must supply and change light bulbs inside storage, restrooms, and/or concession buildings.
 - c. Rental Sports Organizations should contact sports coordinator regarding light bulb replacement.

OSHA Requirement

There must be 36 inches of clearance around all electrical breaker panels. Please do not stack boxes or any materials near breaker panels. This is a fire hazard!

18. Turf and Field Prep: Tulsa Parks is responsible for the initial pre-season field preparation for diamond layout and football field goals. Tulsa Parks will construct and remove pitching mounds. Sports organizations must maintain field prep; and, supply the necessary equipment to properly maintain in-fields such as: rakes, shovels, hoses, sprinklers and motorized field prep equipment.
- a. Sports organizations must provide bases, yard markers, soccer goals/nets or any other field amenity. Soccer goal posts must be anchored securely to the ground to prevent tip-over. When a safety hazard exists, contact City staff immediately. Bases, portable soccer goals or any unsafe equipment must be removed or replaced immediately.
 - b. Sports organizations will water all non-turf areas as necessary. Tulsa Parks controls the water settings for the irrigation system; organizations are prohibited from altering the settings or turning the sprinkler heads to water different locations of the field.
 - c. Sports organizations are prohibited from using cars or trucks to drag the field.
 - d. Field prepping after curfew is prohibited.
 - e. Sports organizations are responsible for cutting lines, marking and chalking fields. The use of lime as a marking material or the use of any herbicide is prohibited.
 - f. Over seeding grass areas is prohibited. Notify sports coordinator of turf problems.
 - g. Sports organizations must provide field-drying materials and it must be approved, in advance, by Tulsa Parks. Burning any type of substance to promote quick drying of the field is prohibited.
 - h. Tulsa Parks will provide dirt and/or sand and will spray for poison ivy and other invasive plants.
 - i. During the sports season: 1) Tulsa Parks will mow infield and outfield on a weekly schedule. Mowing may be delayed due to rain or trash on the field. 2) It is the sports organizations' responsibility to remove trash from the fields. 3) Turf will be maintained between 1.0 and 3.0 inches.
19. Restrooms: Tulsa Parks is responsible for the initial pre-season restroom cleaning with the exception of Savage and Carl Smith Sports Complexes. Sports organizations must continue with regular cleanings including one at the end of the day after games are finished.
- a. All sports field restrooms will have water available from March 15 to November 15.
 - b. Sports organizations must provide cleaning products and paper products.
 - c. If restroom facilities do not exist, sports organizations must provide and pay for porta-potties for patrons.

20. Plumbing & Irrigation Winterization: During the winter months all plumbing will be winterized and not available for use.

- a. All sports field restrooms will have water available from March 15 to November 15.
- b. All outdoor drinking fountains will be operational March 25 to November 1.
- c. All sports field irrigation systems will be operational from April 30 to November 15 unless the system has a heated back flow preventer. Fields with heated back flow units have year-round irrigation capability.

We, _____, in consideration of our use
NAME OF ORGANIZATION

of the City of Tulsa Parks' sports fields and facilities for the 2014 season, hereby agrees to the stated above items knowing that non-compliance to the requirements could discontinue allocation of facilities for the season and for the future.

Print Name of Representative

Signature of Representative

Date

Guidelines for Concessions

The designated sports group for each facility will be the sole provider of concessions for that site. All revenues from food/drink concession sales will go to the designated sports group.

Glass containers are prohibited.

No beer sales during youth events will be permitted. Tulsa Parks permits beer sales for adult programs upon application and approval by the Tulsa Parks Director.

Your organization has three (3) options relative to operating concessions.

- A. Provide no concessions.
- B. Provide concessions that sell only prepackaged "Non-potentially Hazardous Foods," plus several items mentioned below.
- C. Provide concessions that include "Potentially Hazardous Foods."

Option A:

Do not offer concessions.

Option B (Prepackaged, Non-potentially Hazardous Foods): To help you understand Option B, quoted from the Oklahoma State Department of Health, "Rules and Regulations Pertaining to Food Service Establishments," prepackaged items must originate from "a licensed, commercial establishment in which food is processed, manufactured or prepackaged (bottled, canned, carton, bagged, or securely wrapped) for human consumption." You can sell candy bars, chips, prepackaged snacks, etc. In addition, coffee, snow cones, and dispensed soft drinks can be served. If you choose to sell popcorn, it must be prepackaged and purchased from an approved processor or distributor. You cannot sell hot dogs, hamburgers or nachos.

Option C (Potentially Hazardous Food): Potentially Hazardous Food: means any food that consists in whole or in part of milk or milk products, eggs, meats, poultry, fish, shellfish, edible crustacean or other ingredients. If you choose option C, you must provide a certificate of insurance with product liability coverage of \$1,000,000 naming the City of Tulsa as co-insured. Option C includes items in Option B. Certificate of insurance is due two weeks before usage of our facilities. The selling of concessions on city facilities will not be allowed until the proper certificate of insurance is at the park office.

SELECT OPTION

A

B

C

Sports Group _____

Sports Group Representative _____

PLEASE PRINT