



Riverdale City Corporation Facility Use Permit Policies

The following guidelines have been issued by the Riverdale City Council to govern the usage of park fields and facilities within the Riverdale City limits which are owned and/or in the care of Riverdale City and the users thereof.

DEFINITIONS

1. All City sponsored activities, programs, games, practices, leagues and tournaments. Reservations for City functions may be made at any time for any date. City functions may preempt lower priority reservations at the discretion of the Community Services Director. There will be no rental fees charged for City reservations.
2. All City co-sponsored activities, programs, games, practices, leagues and tournaments. A definition of co-sponsorship is when a department head or staff is committed to two or more of the following management functions for the activity: Planning and budgeting for the activity. Coordinating and organizing activity in terms of who will be responsible for each task. Providing leadership staff for such activities. Evaluating and measuring its impact on participants. Reservations for City co-sponsored activities may be made at any time for any date. There will be no rental fees charged for City reservations.
3. ALL other organized activities, team practice or play, and non-personal use requesting use of grass field, open space, or ball diamonds will be considered for a facility use permit. Fee and deposits are required.

GENERAL POLICY

- A. USE: The primary use of the municipal recreation areas and facilities is for the public recreational use for the residents and visitors of Riverdale City.
- B. PRIORITY USE: Activities sponsored by Riverdale City and its departments have priority use of the recreational facilities.
- C. PARK HOURS: The park is open daily from 6:00 AM to 10:00 PM. Visitors must vacate the park outside these hours unless a permit is obtained for special use.
- D. RESPECT FOR OTHERS: All visitors must be respectful of other enjoying the park. This includes keeping noise to a reasonable level particularly near playgrounds, picnic areas, splashpad, and walking paths.

E. FACILITIES AND EQUIPMENT: Use of park facilities (sport fields, playgrounds, pavilions, picnic shelters, restrooms, etc.) must be use in accordance with city rules. Facilities must be used as intended and left clean after use.

E. EVENT SET_UP AND DECORATIONS: Event organizers may decorate rented areas, but decorations must be approved in advance. The use of tape, nails, or other materials that may damage park structures is prohibited. All decorations must be removed after the event, and no confetti, glitter, or non-biodegradable materials may be used.

F. FACILITY USE PERMITS: Citizens of Riverdale City and other users of the parks and facilities are granted limited restricted use (excluding the splashpad, which is not permitted for use by private events) by a facility use permit, which is issued by the Community Services Department. Facility use permits are required for all organized activities, team practices or play, and non-personal use on grass fields, open space and ball diamonds.

G. CARE OF FACILITIES: Holders of facility use permits are required to leave the facilities and fields in the same condition in which they were found. It is unlawful for users to create any nuisance, offense, to scratch, cut, injure, deface any building, fence, structure, tree, shrubbery, sidewalk, destroy any fountain, property, facility, structure, or other improvement on Riverdale City property or property in its care. It is also unlawful to drive any vehicle over any garden, lawn, sidewalk, bench, wall, or any other portion of any public park. Holders of facility use permits will be held responsible and liable for all damage to the buildings and facilities thereto herein indicated and not indicated and shall be responsible to Riverdale City Corporation for reimbursement for damages incurred. Permit holders must also be aware that appropriate criminal actions may be brought against any person who maliciously abuses and/or destroys Riverdale City property or otherwise violates the law.

H. USER BEHAVIOR: It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks and facilities of Riverdale City. Users will be required to obey all Riverdale City Park and Trail Rules, laws and ordinances of Riverdale City, the State, and the Nation.

I ALCOHOL, SMOKING, & DRUG CONSUMPTION: No alcoholic beverage, no smoking, electronic cigarettes, vaping, and no illegal drug or substance shall be sold or consumed on any Riverdale City property, facility, park, field, parking lot, grounds or building.

J. FIELD PREPARATION: No lines will be painted on the grass, no stakes, or ground anchors are allowed It is mandatory that field preparation on softball fields be completed by Riverdale City staff. Users are not allowed to bring in goals larger than 8ft in width. All equipment must be removed the same day. Exceptions to this requirement must be approved by the Community Services Director or other designated city official.

K. FIELD USAGE: Any use of Riverdale City green fields, open space, and ball diamonds for organized activities, team practice or play, and non-personal use must be approved and scheduled in advance according to the terms outlined in this policy. Riverdale green fields, open space, or ball diamonds can be used for either practices or games. Practice fields will generally not be prepped. Games will take precedence over practices. After fields are scheduled at the beginning of each season, any requests for games or practices or make-up games will be

scheduled on an as-available basis. Riverdale City reserves the right to limit the amount of play permitted in its park space both scheduled and non-scheduled play during any given season to prevent excessive damage to turf or facilities. Wear factors include:

- a) Size, age, and number of users
- b) Type of use
- c) Frequency of use
- d) Weather conditions
- e) Type of sports equipment used
- f) wear and tear

L. FIELD MAINTENANCE/RENOVATION: To help maintain the quality of Riverdale City parks, field closures may be scheduled at certain allocated sites throughout the year to allow for field maintenance and renovation. The City does attempt to be flexible in accommodating user groups, however the health and safety of the user and/or the condition of the facility takes priority. This could affect any number of fields that are available during the allocation period and may require organizations to use alternative locations.

M. INCLEMENT WEATHER FIELD CLOSURES: Riverdale City reserves the right to close any park or open space for rental due to inclement weather. In case of inclement weather, the scheduled facilities are not to be used. Be aware that if organizations use the facility during inclement weather, you and your organization will be held responsible for all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group's responsibility to verify field closures of the day of use by calling Riverdale City Community Services at 801-621-6084.

N. BICYCLES, SCOOTERS, & SKATEBOARDS: Bicycles, scooters, and skateboards are permitted in designated areas only. They are not allowed on playgrounds or inside pavilions and must be operated safely at all times.

O. MOTORIZED VEHICLES: Motorized vehicles are not allowed on walking paths, playground areas, or grass. Parking is allowed only in designated areas.

P. USE OF AMPLIFIED MUSIC OR SOUND: Personal music devices, speakers, or other amplified sound equipment may be used, but volume levels should not disturb other park visitors or violate allowed limits. Amplified sound for events or gatherings requires prior approval and a permit (see Event Permits),

Q. CLOSING TIME: Facilities must be vacated no later than 10:00 p.m. Exceptions to this requirement must be approved through a special event permit application.

R. UNAUTHORIZED USE/VIOLATION OF POLICY: Any unauthorized use of fields or violation of the policy may be subject to a \$250.00 fine and the team(s) in violation and the league or association may be suspended from further field use. First time violations of this policy will generally, but not necessarily binding, result in a fine, while subsequent policy violations will result in a minimum of a one-year suspension.

S. PRIVATE CONCESSION SALES: Granting of a facility use permit does not allow the holder/user to sell souvenirs, food or drink on the property of Riverdale City Corporation. The authority to operate all concessions thereon shall be the sole privilege of Riverdale City and/or its assigns.

T. USAGE FEES: Any group or individual issued a facility use permit will be subject to the fee schedule outlined below.

1. APPLICATIONS: Facility use permit applications for single or repeated use will be accepted annually from January 1 to February 1 for spring and summer seasons (March – July), and between May 1 and July 1 for fall season (August- October). At that time, all applications will be considered with priority given to applications from Riverdale residents. Riverdale City Corporation reserves the right to limit the number of requests per applicant. All applicants will be notified by the third Friday in February for spring schedules, and by the third Friday in July for fall schedules regarding the status of their request/application. Applications received after the application deadline will be evaluated based on field availability.

2. SECURITY DEPOSIT: A refundable security deposit of \$100 for single use or \$250 for multiple day tournaments and large-scale events is required at the time the permit is granted. This deposit is separate and above the usage cost of the facilities. Users are responsible for cleaning up the area during and after each use. If the facility is left clean and no damage occurs, the deposit shall be returned after the permit expires. Failure to pay the security deposit will invalidate the application and the facility use request.

3. LIABILITY INSURANCE: Liability insurance with a company authorized and licensed to conduct business within the State of Utah shall be obtained and Riverdale City Corporation shall be named as co-insured with liability limits of \$1,000,000. Proof of this insurance coverage must be presented to Riverdale City before the permit is granted. Riverdale City Corporation recommends that grantees of facility use permits require their participants to have their own health and accident insurance coverage. Failure to submit the required proof of insurance will invalidate the application and the facility use request.

4. FEE PAYMENT: All fees are due in full before a permit is issued. Failure to pay the usage fees will invalidate the application and the facility use request. The usage fees shall be used to pay the charges and fees herein set forth. If Riverdale City Corporation denies a request for use and a facility use permit is not issued, all deposits and fees will be returned without penalty.

5. CANCELLATION: Fees will ONLY be waived for games that are rained out by the city, or appropriately cancelled by the league official or umpire, unless damage is done. Facility use fee WILL NOT be refunded for any other purpose. As a result, users are encouraged to consider the dates and times of requested field use. Users who have been granted a field use permit will be charged for the requested dates/times whether the fields are used when cancellation is not related to weather related field conditions.

DETERMINING FIELD PLAYABILITY:

A. Standing water occurs because the ground is saturated. Removing standing water does not eliminate saturation. It is the saturation and not standing water that causes damage and unsafe conditions.

B. Determining the playability of a grass field is crucial to the continued health of the turf and the sustainability of the field throughout the season. The Department will close its grass fields if

park staff determine that fields are too wet for play or if other issues arise that would compromise patron safety.

C. In case of inclement weather, the scheduled field/facilities are not to be used. Be aware that if organizations use the field/facility during inclement weather, you and your organization will be held responsible for all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group's responsibility to call the Riverdale City Community Center rainout line at 801-621-6084 Monday through Friday after 4:00 p.m., and Saturdays after 8:00 a.m. to verify field closures.

D. Leagues and users have the responsibility to close fields for play when safety and/or field damage is possible.

E. A grass field should be considered closed if any of the following conditions exist:

1. There is standing water present on any part of the field that cannot be removed without causing damage to the field.
2. There are muddy conditions present that will not dry naturally by the start of the use.
3. While walking on the field, water can be seen or heard with any footstep.
4. While walking on the field, any impression of your footprint is left in the surface.
5. If water gathers around the sole of a shoe or boot on any portion of the field.
6. If it is raining or lightning is present.

F. Any unauthorized use of fields or violation of the policy may be subject to a \$100.00 fine and the team in violation and the league or association may be suspended from further field use. First time violations of this policy will generally result in a fine, while subsequent policy violations will result in a minimum of a one-year suspension.

6. COMPLIANCE: Park visitors must comply with all posted signs, this policy or any other state or city law, rule, or regulation. Park staff, alone or in coordination with law enforcement, have the authority to enforce park rules and address violations. Visitors must comply with requests made by park staff or law enforcement, including the direction to cease an activity, vacate a particular area of the park or may ask visitors to leave.

7. Violations of park rules, those who engage in disruptive behavior, or who damage park property may be fined, penalized, or restricted on current or future use of park facilities. Issued permits for events or group use may also be revoked if organizers fail to comply with park rules and regulations or cause damage to city property at any time. Riverdale City reserves the right to close any and all facilities for any reason.

USAGE FEES – GAMES AND PRACTICES field use fee per field \$45 per hour, scoreboard fee \$20 per hour, layout of fields \$125 one-time fee and \$50 restriping fee.

USAGE FEES – BASEBALL/SOFTBALL GAMES Baseball/softball field use \$45 per hour, scoreboard fee \$20 per hour, baseball/softball field prep \$100 one-time prep