

# **Lake County Community Park Synthetic Turf Field Policies, Rules, Regulations & Rental Form**

The following policies, rules and regulations apply to all individuals, groups, organizations and guests utilizing the Lake County Community Park Synthetic Turf Field and associated facilities. Coaches, program directors, and renters 1) are responsible for reading, understanding and enforcing all of the policies, rules and regulations in this document, 2) will be held responsible for any damages (beyond normal wear and tear) incurred during usage of the field, and 3) must sign and file with the Lake County Recreation Department the “Acknowledgement” page of this document.

## **General Rental Policies**

1. Rental applications must be completed in full and signed by an adult who assumes responsibility for the group.
2. A full refund will be issued when a refund request is submitted in writing 30 days prior to the rental date. There are no refunds or credits for rain, wind or lightning-related field closures.
3. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.
4. Subletting the field or transferring the usage permit is not allowed.
5. Charging admission for the purpose of private monetary gain is forbidden unless specific permission is granted by Lake County.
6. No person shall sell, offer to sell or exchange property at any Lake County Recreation Department facility without written permission. If permission is granted, the renter must provide a full list of equipment and food vendors to Lake County with appropriate licenses listed.
7. Failure to use fields as scheduled without notifying the Lake County Recreation Department may result in loss of future time slots and forfeiture of payment.
8. Based on the sole discretion of the Lake County Recreation Department, violations of field policies may result in loss of deposit, loss of access, cancellation of future reservations, or any combination thereof.

## **Scheduling**

Scheduling of the field is at the discretion of the Lake County Recreation Department, which will endeavor to provide fair and reasonable access to all user groups, while at the same time providing large blocks of open community time. Under the terms of an Intergovernmental Agreement, Lake County School District is guaranteed a predetermined amount of field usage throughout the school year. The weekly field schedule will be posted at the park, as well as online at the Lake County Recreation Department Website ([www.lakecountyco.com/recreation](http://www.lakecountyco.com/recreation)).

Scheduling priority is given to Recreation Department programming, School District sports activities, recognized youth and adult sports associations, and open community recreation time. Field rental requests may be denied to preserve the above *priority* uses.

## **Fees**

*Private Rental* of the field is \$50 per hour for half the field, and \$100 per hour for the entire field. A damage deposit of \$500 must be on file or received at the time of lease signing.

*Community Rental* of the field is \$5 per hour for half the field, and \$10 per hour for the entire field. A damage deposit of \$500 must be on file or received at the time of lease signing. The *Community Rental* rate applies to individuals, groups or organizations hosting or organizing recreational activities that are:

1. open to all members of the Lake County public, regardless of ability
2. openly publicized through the Lake County Recreation Department and local media
3. free to all participants *or* not more expensive per team or participant than similar County-run programs
4. operated to meet all safety and quality standards of the Lake County Recreation Department
5. covered by applicable insurance
6. compliant with all County non-discrimination policies

Determination of *Community* or *Private Rental* rate is at the sole discretion of the Lake County Recreation Department. Status as a non-profit organization, religious organization, etc. does not automatically qualify an organization for the *Community Rental* rate.

Lake County will assess an additional fee of \$25 per employee per hour as required for restroom cleaning, trash pickup, field preparation, or other maintenance activities associated with the rental. For events with greater than 200 anticipated spectators and/or participants, portable toilets will be required at a ratio of 1 toilet to each additional 50 people. Documentation of portable toilet rental will be required at the time of lease signing.

Lake County cannot guarantee snow removal from the field, nor is the County obliged to attempt to clear snow for any scheduled event—whether private, school-sponsored, or County-sponsored. In the event Lake County is able to clear snow from the field for a private event, a surcharge of \$50 per employee per hour will be applied to the rental fee. In the event Lake County is unable to clear snow from the field, a refund may be issued at the discretion of the Lake County Recreation Department.

### **Alcohol**

Sale or consumption of alcohol is prohibited in conjunction with any field event or activity.

### **Damage**

In the event of damage to the field or surrounding areas (including restrooms, playground, rodeo grounds, parking lots, etc.), or if post-usage cleanup is necessary, the cost of the clean-up and repair shall be deducted from the damage deposit and the balance thereof returned to the Lessee no later than sixty days after termination of the lease. If the cost of clean-up and repair exceeds the deposit, this additional amount shall be paid within thirty days after the same is billed. The charge for cleaning shall be \$25 per employee per hour, with a minimum charge of one hour.

### **Indemnity**

Field renters agree to indemnify and hold harmless the County, its agents, officers and employees from all fines, suits, claims, demands and actions arising from or in any way connected with the renter's occupancy of the premises. Lake County shall assume no responsibility for any accident, theft or loss of property. Renters shall be solely responsible and answerable in damages for any and all accidents or injuries to persons or property. Renters are strongly encouraged to consider obtaining their own appropriate insurance.

### **General Field Expectations**

- Please use the provided trash cans. Failure to clean up following your activity may result in a \$25/hour cleanup charge and/or loss of use of the field.
- It is forbidden to climb on or hang from any structure—including the perimeter fence, soccer goals, football goal posts, backstop netting, or any other equipment on the field.

- If the field is being used, do not step onto the green playing surface until your time period has begun. At the end of your time period, please vacate the field area promptly.
- Please monitor young children so that they do not pull on or otherwise damage the synthetic turf surface.
- At the conclusion of your activity, please return all goals, fences, equipment, etc. to their previous locations, unless instructed otherwise by the Lake County Recreation Department.
- Individuals shall NOT use any violent, obscene or profane language. Such language may result in removal from the field and loss of future privileges.

### **Prohibited Items**

The following items are expressly prohibited:

- All vehicles (unless County-approved)
- All drinks (except clear water)
- All food, gum, candy, nuts, seeds, alcohol and tobacco
- All glass containers
- All animals
- All canopies, tents and other structures
- All chairs and tables *unless* confined to the rock surface that surrounds the green turf
- Any equipment requiring stakes, spikes, nails, etc.
- Metal snow shovels
- Metal cleats

### **Prohibited Activities**

The following activities are expressly prohibited:

- Bicycling, golfing, skiing, camping or other activities that could damage the surface
- Baseball or softball (unless County-approved)
- Climbing on fences, nets, or sports equipment
- Spitting on the field

### **Movement and Use of Soccer Goals**

Soccer goals must be moved with extreme care to avoid damaging the turf surface. Adult supervision must be provided. Sand bags (provided at the field) must be used to weigh down the soccer goals to prevent tipping and potential injury. Coaches and teams are encouraged to move the goals away from the end line during practice, in order to extend the life of the turf in front of the goal area.

### **Use of Backstop Netting**

Users must have County approval to raise or lower the backstop netting. In most instances, the backstop netting will remain permanently raised during field operation. If your activity requires the netting and it is *down*, please call the Recreation Department at 719-486-7484.

### **Cleaning Body Fluids and Other Spills**

Blood, vomit and other body fluids must promptly be cleaned off the field surface. Using whatever practical and sanitary means available, remove as much of the material as possible and dispose of properly. If the maintenance building is open, use the water hose and sterilizing chemicals to rinse and clean the area. If the

maintenance building is closed, rinse the area with any available water, and report the incident to the Lake County Recreation Department at 719-486-7484 so that proper cleaning may occur. Water should be available at the restrooms and drinking fountain hose bib.

### **No Vehicles**

With the exception of emergency ambulance service, only pre-approved vehicles driven by County-approved operators may be inside the gated field area. Cars, pickups, plows, ATVs, motorcycles, bicycles, tricycles and all other vehicles are expressly prohibited. If your event requires a vehicle within the gated area, you must have prior written approval by the Lake County Recreation Department.

### **Snow Removal**

Improper and unauthorized removal of snow could significantly damage the field surface. Only County-approved plows, with rounded blade coverings, operated by County-approved and trained operators, are allowed on the field. Standard pickups or jeeps with plows are not allowed on the field. For manual snow removal, metal shovels are prohibited. Snowblowing machines may be utilized only under County supervision.

### **Shoes**

Shoes and cleats must be cleaned before entering the field area. Only turf shoes, sneakers, rubber cleats, sandals and flip-flops are allowed for sports activities. Work boots, hiking boots, golf shoes, spiked cleats, high-heeled shoes, cowboy boots or any other metal or hard-soled shoe are not permitted for sports activities.

### **Noise**

This field is close to residential areas, and as such, users are asked to respect nearby neighbors. Excessively loud music from car stereos or portable stereos may result in loss of field privileges and a citation from the Lake County Sheriff. Any use of loudspeakers or public address instruments is strictly prohibited except by special written permission of the Lake County Recreation Department.

### **Parking**

Throughout the year, particularly during rodeo-related events, some or all of the parking areas may be closed to field and playground users. On such occasions, please follow the parking directions posted at the main entry points.

### **“Open Park” Hours**

This field serves as a community park. As such, there are many “Open Park” hours throughout the week when no organized activities will be scheduled or allowed. The intention is to encourage children, adults, seniors, families and friends to gather for spontaneous small group activities that do not monopolize the entire field. Groups or organizations attempting to utilize the entire field will be asked to play in a smaller area, or may be asked to leave. Please share both the field area and the time on the field during “Open Park” hours.

### **Hours of Operation**

With the exception of special events, the park will close and stadium lights will be turned off at 11pm nightly. Low-level security lighting will remain illuminated for the nighttime hours. During the hours of 11pm-5am, or at any time that only the security lights are illuminated, no person should be anywhere within the park area—including the field, restrooms, playground, and parking lots. The Lake County Sheriff will drive by the park after closure, and those remaining on the field area may be subject to arrest.

## **Contact Information**

For any questions or concerns, or to report field violations, please contact the Lake County Recreation Department at 719-486-7484. Lake County reserves the right to change or modify any policy contained in this manual without notice.

Lake County Recreation Department  
505 Harrison Avenue  
PO Box 862  
Leadville, CO 80461  
719-486-7484 (Director)  
719-486-4142 (Program Hotline)  
[www.lakecountyco.com/recreation](http://www.lakecountyco.com/recreation)

## **Lake County Community Park Synthetic Turf Field Acknowledgement of Policies, Rules & Regulations**

By signing, I certify that I have read and understood all policies, rules and regulations pertaining to the Lake County Community Park Synthetic Turf Field and associated facilities. I understand that violation of these policies may result in loss of deposit and/or field privileges—for myself, my team, my organization, or my group.

Name (printed): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Lake County Recreation Department Synthetic Turf Field Rental Request

Organization: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Desired Rental Date/Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Day/Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Hours: From: \_\_\_\_\_ am pm To: \_\_\_\_\_ am pm

Purpose of Rental: \_\_\_\_\_

Do you plan to use a PA system? \_\_\_\_\_

How many participants and/or spectators do you expect? \_\_\_\_\_

## To Be Completed by Lake County Recreation Department

### Insurance:

Required?  Yes  No Certificate # and Received Date: \_\_\_\_\_ Init: \_\_\_\_\_

**PA System:** Approved?  Yes  No Init: \_\_\_\_\_

**Portable Toilets:** Required?  Yes  No Number of Toilets: \_\_\_\_\_  
Rental documentation provided?  Yes  No Init: \_\_\_\_\_

### Damage Deposit:

\$ \_\_\_\_\_ Due: \_\_\_\_\_ Received: \_\_\_\_\_ Init: \_\_\_\_\_

### Rental Fees:

Hourly Fee \$ \_\_\_\_\_

Service Fees \$ \_\_\_\_\_ (For: \_\_\_\_\_)

Total Due \$ \_\_\_\_\_ Received: \_\_\_\_\_ Init: \_\_\_\_\_

### Permit Approved?

Yes  No Number: \_\_\_\_\_