

This policy has been established to assure that the park and field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, and regulations regarding such uses.

In addition to the facilities that are available for general public use, Knox parks have a wide variety of amenities that are available for reservation by the general public. These amenities include ball diamonds, general athletic fields/lawn, group picnic areas, tennis courts, sand volleyball courts, and horseshoe pits. Exclusive use requires an advance reservation and is subject to fees, and in some cases, damage deposits. Citizens are encouraged to use these facilities, when available, for their casual recreational needs, or to reserve them in advance for organized groups, parties, or league play.

#### **A. PRIORITIES OF USE OF PARKS AND RECREATION FACILITIES**

Decisions to grant facility use will be made in accordance with the following prioritized ranking of uses and user groups:

1. Knox Parks and Recreation Department programs.
2. Programs of Co-Sponsoring Organizations (any organization in partnership with Knox Parks)
3. City Resident private functions and third-party functions.
4. Non-City resident private functions and third party functions.

#### **Facilities Available:**

Fields and facilities available for reservation on an hourly basis. These are available upon completion of a use form and submission of a complete schedule.

**Wythogan Park – basketball court, tennis courts, volleyball, horseshoe pits, baseball fields.**

**Sandy Acres Park**

**Heritage Park – basketball court**

#### **B. RESERVATIONS**

##### 1. APPLICATIONS

- a. Field Reservations can be made no less than 10 calendar days prior to the desired date(s) of use beginning January 1 each year.
- b. Applications must be made in-person at Knox City Hall. Call 806-2262 to check on facility availability.
- c. All applicants must be at least 18 years of age or older.
- d. No application will be processed without deposit where required.

##### 2. DEPOSITS

- a. A refundable damage deposit of \$100 is required for all athletic field reservations of one day. Any reservation of more than 1 day requires a \$250 deposit.
- b. The Park reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to: janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use. If you arrive for your reservation and notice damage, please notify the Superintendent and Kurt Snearly at 806-2262 to retain your deposit.
- c. Refunds of damage deposits may be fully or partially withheld for any of the following reasons:
  1. Damage to facility. (Other than normal wear)
  2. Misuse of the facility.
  3. Inadequate cleanup by permittee, requiring additional custodial/staff time/services after your use.
  4. Misrepresentation of the type of event held, or group/individual actually using the facility.

#### **C. FACILITY USE RULES AND REGULATIONS**

##### 1. GENERAL RULES AND REGULATIONS

- a. Park hours are from sunrise 7 AM – 11 PM in summer. Lighted facilities are open until 10:00pm. No person shall remain in a City park during non-operating hours.
- b. All motor vehicles must park in marked parking areas, or be subject to citation by the Knox Police Department. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways. Customers must carry or “cart” their belongings to and from parking lots.
- c. For the safety of all park users, athletic uses must be limited to designated field and court areas. Volleyball, badminton, or other similar activities must be set-up a minimum of 25 feet from walking paths, picnic areas, and parking areas.
- d. Gambling is prohibited on all City property
- e. Alcoholic beverages, illegal drugs and substances are not permitted in or on Parks and Recreation Department facilities and their use will not be tolerated.
- f. Smoking is prohibited in all enclosed facilities and within 25 ft of all athletic fields.

- g. Vending of any merchandise is not allowed in Knox parks, except with the possession of a concession agreement approved by the Park Board. A business license and health department permit are required, if applicable.
- h. No fires are allowed in City Parks, except in provided barbeque grills.
- i. Fireworks are not allowed in City Parks.
- j. Any person(s) violating the established rules and regulations, or constituting a public nuisance, may be required to leave the facility and premises and may forfeit the ability to reserve future facilities. Violators will be prosecuted to the fullest extent of law.
- k. *Anyone or any group using the facility that charges fees for admissions, sells advance tickets, takes donations, or sells concessions must have approval of the Parks and Recreation Superintendent and Park Board. A commission will be paid to the Parks Department based on 15% of total gross sales. Full payment is due within five (5) days of the reservation. If payment is not received in a timely manner, Knox Parks and Recreation Department reserve the right to retain your damage deposit. Noncompliance may result in the forfeiture of future use.*

## 2. FACILITY RESERVER'S RULES AND REGULATIONS

- a. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
- b. All litter must be deposited into trash receptacles or removed from the premises at conclusion of reservation. The contact person and his/her organization will be held responsible for returning areas used to the condition of cleanliness in which it was obtained. Trashcans are provided at all facilities. Failure to leave areas in satisfactory condition could lead to the forfeiture of your rights to future use or forfeiture of damage deposit. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash.
- c. The misuse of Park facilities or failure to conform to facility regulations, established policies and procedures or any other Federal, State, or local law, rule, regulation or ordinance shall be sufficient reason for immediate termination of permit and denial of future applications. No refund will be granted. **Also prohibited is any type of behavior that is considered detrimental to the normal operation of the facility or the safety, health and welfare of the public and employees.**
- d. Picnic tables in shelters may not be moved from one shelter to another. Park staff will prep areas of use for organizations upon request. (See Use Form)
- e. Individual minors or groups of minors must be properly supervised by adults when using park facilities.
- f. Permittees are to restrict their use to only use those playfields or courts specifically reserved, as designated on their Facility Use Form. Other playfields or courts may be scheduled by other groups and may not be available.
- g. Permittees are advised to always carry their Facility Use Form in case there is a question as to who has priority/reservation for the use of the field or court area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Knox Park Superintendent and board member Kurt Snearly at 806-2262.
- h. In the event of an emergency the Park reserves the right to cancel a previously approved reservation.
- i. Failure to return any key in a timely manner (within 5 days) may mean the forfeiture of deposit, as locks will be replaced.
- j. Facilities are NOT available for overnight use.
- k. Notify the Park immediately if a field or fields reserved by your group are no longer needed or if there is a change in your playing schedule.

## 3. LIABILITY/INSURANCE (for long term reservations)

- a. The applicant shall be responsible for any and all damage to the City's premises, equipment, and property. If after an activity, additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly.
- b. The City of Knox is not responsible for accidents, injuries or loss of or damage to individual property.
- c. The applicant will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.
- d. All applicants requesting use of the athletic fields will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:
  - 1. General liability insurance.
  - 2. The City of Knox must be named as additional insured.
  - 3. The coverage shall not be canceled or reduced without at least ten (10) days written notice to the City of Knox.
  - 4. The certificate must be submitted to the City Hall at least ten (10) days prior to the event.

## 4. MODIFICATIONS TO RULES & POLICY

- a. The City of Knox Parks and Recreation shall have the authority to waive or modify these rules, for uses on their property, at their discretion, upon written request and approval. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature by the same or another group. Requests for fee waivers or waiver of any rule shall be directed, in writing, to the Park Superintendent and Park Board at least 30 days prior to the intended date of use/event.
- b. This Park and Field Use Policy supersedes any policy now in effect and will take effect on January 1, 2008.

Company or Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person Responsible: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**1. Facility / Field Requested:**

**2. Date Requested:** (please list multiple dates and times in case of potential conflict)(please attach schedule for long term reservation)

Option #1: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Option #2: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Option #3: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

**3. Schedule Attached**  Yes  No

**4. Reservation Damage Deposit:** Athletic field requests require a \$100 deposit. (Long term reservations require a \$250 deposit)  
Check # \_\_\_\_\_ Cash \_\_\_\_\_

**5. Is your organization a nonprofit?**  Yes  No Federal Tax ID if applicable: \_\_\_\_\_

**6. Approx. # of People Attending** \_\_\_\_\_

**7. Will there be a fee charged for this function?**  Yes  No

**8. Will your function be promoted to the public to attend?**  Yes  No

**9. Vending Concession Agreement**  Yes  No

**10. Insurance Certificate**  Yes  No

**11. Additional Items Needed (Park staff will prepare):**

Lights  Picnic Tables # Needed \_\_\_\_\_  Trash Cans # Needed \_\_\_\_\_

**12. Type of Activity / Reason for Request:**

\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.*

*The undersigned applicant hereby agrees to indemnify and save harmless the City of Knox from and against any and all loss, costs, damages, expense and liability causes by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees or invitees. I understand that a 24-hour notice is required for cancellation.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Office Use Only	
Approved ___	Not Approved ___
Rc'd Date _____	
Rc'd By _____	
Deposit _____	Check # _____