

Wentzville Parks and Recreation
Heartland Park
Guidelines/Policies/Procedures/Fees

Article I. Intent

The purpose of this policy is to:

1. Create a standardized approach to fee assessment and space allocation for users.
2. Provide equitable and efficient access to facilities and services.
3. Educate the public on the value of our public parks, facilities, and services.
4. Create equitable facility distribution, aid in discipline control, promote respect, and value of the facility and services.
5. Recover taxpayer costs incurred by users who have exclusive use of public property.
6. Develop and maintain a fee structure based on a fair market value.
7. Ensure that the allocation and fee schedule outweighs any negative or detrimental impact.
8. Use the allocation process and fees to provide an equitable system to balance facility and service usage.

Article II. General Reservation Guidelines

1. Park hours are Dawn until 11PM.
 - a. Failure to vacate property on time will result in a \$50 fine every fifteen minutes after 11:00PM.
2. Renters are responsible for picking up trash at the conclusion of their event and ensuring the trash is placed in trash receptacles.
 - a. If the facility is left in an unsatisfactory condition, renter will be billed an additional \$40 per hour for cleanup.
 - b. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the group or the organization using the facility.
3. The City of Wentzville reserves the right to block field time each year as necessary to complete required maintenance.
4. The City of Wentzville reserves the right to cancel all practices and rentals without additional cost to the City when fields are deemed, in the sole discretion of the City, NOT PLAYABLE. *If this occurs the reservation fees will be refunded or credited for all time not used.*
5. The City of Wentzville reserves the right to refuse rental to individuals or organizations who, at the sole discretion of the City, do not represent the City's Mission or best interests of the City.
6. Reservation Policies and Procedures
 - a. All rental fees must be paid in full at the time a reservation is made.
 - b. Organizations/Individuals seeking to utilize City facilities to host leagues and tournaments shall:
 - i. Fully complete both a Field Rental Application and a Special Events Permit Request.
 - ii. Both the Field Rental Applications and the Special Events Permit shall be submitted to the City of Wentzville in accordance with Article III, Priority of Field Use.
 - iii. Provide the City with a certificate of insurance listing the City as additionally insured in the amount of 3 million dollars aggregate.
 - c. Fields reservations may be made over the phone by calling Wentzville Parks and Recreation (636) 332-9236 or in person at Progress Park, 968 Meyer Rd. Wentzville, MO 63385.
 - d. The organization/individual making a reservation request is solely responsible for the accuracy and completeness of any document associated with the reservation process.

- e. Incomplete request forms may result in delays for processing, reviewing, and approving a reservation request.
- f. To reserve field space after February 1st there must be 14 days' notice.
- g. Once a completed Field Rental Application and a Special Events Permit Request has been submitted and it has been determined that the request can be accommodated, the Recreation Superintendent, or their designee, will tentatively approve the issuance of a Field Use Permit and the Organization/Individual will be notified by phone or by email unless the transaction is conducted in person. Upon notification, the Organization/Individual will be instructed that they have ten (10) business days to provide complete payment and the required certificate of insurance.
- h. If the Organization/Individual does not provide complete payment and the required certificate of insurance within the required ten (10) business days, the Field Use Permit will become null and void and the field space will be available to rent by another party.
- i. A Field Use Permit must be approved and returned by the City of Wentzville in order for the reservation to be complete.
- j. Field Use Permits are not transferable under any circumstances.
- k. Any organization that violates any of these rules and regulations will be denied the future use of Park facilities.

Article III. Priority of Field Use

Athletic fields are available at a first come first serve basis and the following priorities have been established to ensure the fairest distribution of facilities.

- 1. Wentzville Parks and Recreation
- 2. Wentzville School District – A complete list of requested dates must be provided to the Parks Department by December 31st for the following year.
- 3. Returning Local Users/Organizations – These groups must be in good standing¹ and may submit their requests beginning January 1st for that year. The deadline for groups in this category to submit their requests is February 1st.
- 4. Returning Non-Local Users/Organizations – These groups must be in good standing¹ and may submit their requests beginning January 1st for that year. The deadline for groups in this category to submit their requests is February 1st.
- 5. Practice groups renting field space for at least 10 weeks at a time.
- 6. All other users can submit requests beginning February 1st for that year.

NOTE:

- 1. **To be in good standing a group must have provided payment on time, managed their previous activity to the highest standards, and cooperated with City Staff in all aspects of reserving, managing and cleaning their prior event(s). Any individual/organization that violates any of these rules and regulations should not consider themselves in good standing and may be denied future use of City Park facilities.**

Article IV. Tournament Guidelines

- 1. These rules are in addition to the General Rules and in the event that there are conflicts between the Tournament Rules and the General Rules, the Tournament Rules shall take precedence.
- 2. Individuals, groups, or organizations interested in utilizing field space for tournament use must submit their name, mailing address, and phone number to the Recreation Superintendent, or their designee. Tournament requests shall include all of the following information:
 - a. Tournament Start Date(s), and Time(s)

- b. Number of fields being requested (include make ups as well as regular games)
 - c. Anticipated number of teams to participate
 - d. Tournament Director
 - e. Complete list of proposed sponsors, co-sponsors, or other vested interest in the event
 - f. Age group(s) of teams participating
 - g. Special Accommodation (i.e. field dimensions)
3. Incomplete requests could result in the request being denied.
4. In the event that two or more Tournament Hosts request a specific date(s), time(s), or field(s) the City representative will determine the assignment based on what is in the best interest of the City. However, a preference will be given to that Tournament Hosts who have demonstrated to the City acceptable administrative practices in preparing for previous tournaments; acceptable on-site tournament management; and that Tournament Hosts who have not cancelled previous tournaments or had any negative occurrences at previous tournaments.
5. The City reserves the right to cancel tournament reservations.
6. The City reserves the right to schedule more than one (1) tournament or event at a time, subject to field availability.
7. Selected Tournament Host shall designate to the City one (1) individual as Tournament Director (21 years of age or older), who at all times shall have the authority to act on the behalf of the Tournament Host. If the Tournament Director is not at the site for any reason, he/she must appoint a Co-Tournament Director (21 years of age or older) and this information must be on file with the City. This individual shall work with the designated City representative on all activities associated with the tournament (Permits, fees, schedules, vendors, rosters, insurance etc.).
8. The Tournament Director shall meet with the City representative thirty (30) days, fourteen (14) days, and seven (7) days prior to the scheduled tournament to communicate any updates associated with the coordination of the tournament. The final schedule is due to the City seven (7) days prior to the start of the event.
9. All outside vendors and vendor locations must be approved by the City. In the event the City approves the use of outside vendors, each vendor must provide their own supplies (i.e. tables, chairs, portable pop-up tents, extensions cord, and off-site storage) to operate their booth(s).
10. Should the tournament have sponsorship agreements, such sponsorships may be acceptable unless they are directly competitive with City sponsorship agreements. In such event, the City sponsor(s) shall take precedence.
11. Tournament Host is responsible for providing a copy of all marketing/promotional materials or information regarding their activity. Use of the City's logo and/or other trademarked materials may not be used without expressed written consent of the City.
12. Tournament Host at no charge to the City, shall provide mailing information (i.e. names, addresses, zip codes etc.) for each team entered into the tournament no later than two (2) weeks prior to the scheduled tournament.
13. Tournament Host will be charged for all games/activities or portion thereof played in the Tournament(s). However, in the event that scheduled games/activities are canceled due to inclement weather (as determined by the City) the City will provide make up dates and times as outlined in the Original Tournament Schedule.

In the event that the tournament would have to be cancelled in its entirety due to inclement weather (as determined by the City), the following method would be used to refund the Tournament Host for field rental fees:

- a) 100% refund of all rental fees if the tournament is canceled by the City prior to the start of the tournament.
- b) Once the Tournament(s) have started, the Tournament Host shall pay in full for all games/activities or portions thereof played. The City shall only refund for the amount of those games/activities not played.

- c) City will provide make-up date(s) and time(s) as outlined in the Original Tournament Rain Date Schedule. However, if the Renter decides not to make up all or any portion of the Tournament games on the rain dates, the Renter shall be charged in full for all scheduled games as outlined in the Original Rain Date Tournament Schedule.
1. Tournaments shall comply with all insurance requirements as specified in the General Guidelines.
 2. In the event that the Tournament Host shall cancel any scheduled date(s) or time(s), for any reason other than inclement weather (as determined by the City), the Tournament Host shall pay the City a penalty fee in addition to their tournament fees at a rate of \$2,000 per day.
 3. Rental of Soccer fields for games shall include the marking of fields, goals, and corner flags. However, teams may not use the goal areas during warm ups or in practices.
 4. Rental of Baseball/Softball fields for games shall include the initial marking of fields, bases, and pitching rubbers. However, teams may not use fence areas for soft toss.
 5. Rental of Football fields for games shall include the initial marking of fields and goal posts. It shall be the sole responsibility of the Renter to provide yard markers, chains, scoreboards, etc.
 6. In all cases, games/activities shall end no later than 11:00 PM

Article V. Use Regulations

1. **Reservations/ Field Use:** Reservations are for the designated field(s) only. Use of the field/facility is limited to the activity specified on the Field Use Permit. If the field(s) is utilized for a purpose not designated on the approved permit, additional charges will be assessed.
2. **Field Use Time:** Field use begins and ends at the times stated on the Field Use Permit, including inspections, set-up and clean-up. Groups are not allowed on the fields prior to the start time stated on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the Field Use Permit.
3. **Pre/Post Use Inspections:** Groups shall inspect the fields/facility prior to and subsequent to each use to determine whether conditions are safe and/or appropriate for any intended use. Groups shall promptly advise The City of Wentzville Parks and Recreation Department of any unsafe/dangerous condition.
4. **Admission/Gate Fees:** Unless specifically stated on the Field Use Permit, it is understood that the rental is not for fundraising purposes, and that no admission/parking/gate fee is to be charged.
5. **Vendors:** Outside vendors of any nature are not allowed to conduct business on the premises unless approved in writing, in advance, by the City of Wentzville. A Vendor Agreement must be in place.
6. **Training Equipment:** No apparatus or equipment may be located on or near the field unless the use and location of equipment has received prior written approval. The Field Use Permit must contain that approval.
7. **Shade Structures:** All tents, awnings, canopies and temporary structures must have prior written approval. The Field Use Permit must contain that approval.
8. **Responsible Party:** The Field Use Permit and the responsible party (person, 21 years of age or older, who officially rented the field) must be on-site when the field is being used. If this is not possible, prior approval from Wentzville Parks and Recreation must be granted and the name of the responsible party documented on Field Use Permit.
9. **Vehicles:** Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones.

10. **Lights:** Field Use Permit holders whose permits allow for the use of the lights are responsible for turning sports field lights on and off. Permit holders are subject to penalty charge of \$200 per field for failing to turn off lights.
11. **PA System/Scoreboard:** Only City staff will be allowed to set up the sound system/scoreboard. The Field Use Permit holder shall provide an operator, over the age of 16, to receive instruction on the use of this equipment. Permit holders are subject to penalty charge of \$200 per field for failing to turn off PA system or Scoreboard.
12. **Noise/Sound Systems:** Amplified sounds of any sort are not allowed on any field without City of Wentzville approval.
13. **Goals & Goal Placement:** No climbing on or moving of goals is allowed. Goal placement will be indicated on the Field Use Permit. Portable goals and/or markers are allowed, but must be removed daily.
14. **Animals:** Animals of any sort are NOT ALLOWED on any field/turf area. The only exception is certified service animals.
15. **Cooking Equipment:** Grills or other open cooking equipment are prohibited from all athletic fields.
16. **Glass Containers:** Glass containers of any kind are prohibited on all park properties.
17. **REGULATIONS RELATED, SPECIFICALLY, TO FIELDS WITH SYNTHETIC TURF**
 - A. Tables, chairs tents, or other shade structures will not be allowed on the synthetic turf surfaces.
 - B. Golfing of other non-authorized use is prohibited on the synthetic turf surfaces.
 - C. Wheeled devices, including but not limited to motorized vehicles, bikes, wagons, inline skates, scooters and skateboards are not allowed on the synthetic turf. Exceptions, emergency personnel and ADA accommodations.
 - D. Animals are NOT ALLOWED on the synthetic turf area.
 - E. **Paint/Marking:** No painting or marking of any sort is permitted on the synthetic turf. This includes powders and tape of any kind.
 - F. **Field Markers:** Only free standing field markers and sports equipment may be used on the synthetic turf surfaces. NO stakes, posts, poles, or markers of any kind may be driven into the synthetic turf surfaces.
 - G. **Food:** No food (including sunflower seeds), gum, or chewing tobacco is allowed on the synthetic turf surfaces.
 - H. **Beverages:** No alcoholic, carbonated, energy or juices are allowed on the synthetic turf surfaces.
 - I. **Water:** No flavored waters of any sort will be allowed on the synthetic turf surfaces. Plain water bottles and water coolers are permitted.
 - J. **Shoes:** Clean athletic shoes (free of mud) and plastic (soft) spikes are permissible, metal spikes are not allowed.
 - K. **Spectators:** During athletic competitions, all spectators shall remain off the synthetic turf areas.

Article VI. Inclement Weather

During game play, it is the responsibility of the Field Use Permit Holder to determine if threatening weather warrants postponing or canceling play in the best interest of safety for the players and spectators. When City staff are present at an event, they will work with the Permit Holder and Officials to determine the appropriate course of action when inclement weather is encountered. However, the City of Wentzville reserves the right to postpone, cancel or delay any activity within the Parks due to inclement weather. If an activity becomes disrupted by weather, the following policies will be enforced:

1. If the activity is halted before it begins (you never get to the field or start setup), the reservation fee will be refunded or credited in full.

2. If the activity commences (set up and/or play begins) before being halted by weather conditions, the Field Use Permit Holder will receive a prorated refund/credit.

Article VII. Field Rental Rates

1. All field rental rates are listed below.
2. During non-prime hours, fields are available for reservation and use for a minimum of one (1) hour. During Prime hours, fields may only be reserved in two (2) hour increments. Prime hours are defined as 3:00PM to 11:00PM, Monday through Friday and 8:00AM to 11:00PM on Saturdays, Sundays and Holidays.

Article VIII. Other Charges

1. **Concessions:** The City shall retain sole and exclusive right to sell concessions at all athletic fields and facilities. Should the City choose to not provide concessions for an event, sponsors may be permitted to sell concessions with the understanding the City shall receive 15% of gross receipts.
2. **Gate Admission:** Charging an admission to any event or activity conducted on athletic fields or other recreational facilities is strictly prohibited unless prior approval has been granted in writing by the Director of Parks and Recreation. If granted a negotiated percentage shall be established in the Field Use Permit.
3. **Novelty Sales:** Sale of T-shirts, hats, and other novelties shall have the prior approval of the Director of Parks and Recreation. The City shall receive 15% of gross receipts from all such sales.

Article IX. Refunds

The Field Use Permit Holder must cancel reservations no less than 10 days prior to reserved date in order to receive a refund (in the case of Tournaments it shall be 30 days in advance of the event). Standard departmental processing fees of 25% shall apply in any cancellation situation. (Non-use due to inclement weather conditions will be taken into consideration and permit holder may be credited for all time not used.)

Article X. Maintenance Activities

Athletic fields will be closed periodically throughout the year for maintenance. While these dates are subject to change due to uncontrollable variables such as weather, the City of Wentzville will be blocking the fields for maintenance and provided a schedule of thus dates. Should the fields become available during these dates they will be made available on a first-come, first-served basis.

Heartland Park Field Rental Rates

ARTIFICIAL TURF	Resident		Non-Resident	
Full Field (1 hour)	\$ 125.00		\$ 175.00	
1/2 Field (1 hour)	\$ 75.00		\$ 100.00	
1/4 Field (1 hour)	\$ 45.00		\$ 60.00	
Full Day (Open to Close)	\$ 800.00		\$ 1,000.00	
Field Manager (per hour)	\$ 40.00		\$ 40.00	
Field Marking (alternate field setup)	\$ 125.00		\$ 125.00	
Sound System/Score Board (per hour)	\$ 15.00		\$ 15.00	
Lights (per hour)	\$ 20.00		\$ 20.00	
Custodial (per hour)	\$ 40.00		\$ 40.00	
Outside Vendors Fee	\$ 100.00		\$ 100.00	
GRASS	Resident		Non-Resident	
Full Field (1 hour)	\$ 50.00		\$ 75.00	
1/2 Field (1 hour)	\$ 25.00		\$ 45.00	
1/4 Field (1 hour)	\$ 15.00		\$ 30.00	
Full Day (Open to Close)	\$ 500.00		\$ 700.00	
Other Fees				
Field Manager (per hour)	\$ 40.00		\$ 40.00	
Game Setup Football	\$ 200.00		\$ 200.00	
Game Setup Soccer	\$ 100.00		\$ 100.00	
Sound System/Score Board (per hour)	\$ 15.00		\$ 15.00	
Lights (per hour)	\$ 20.00		\$ 20.00	
Custodial (per hour)	\$ 40.00		\$ 40.00	
Outside Vendor Fee	\$ 100.00		\$ 100.00	