

RESOLUTION 15-02

A RESOLUTION CHANGING THE PARK FACILITIES RESERVATION POLICIES AND THE LIBRARY MEETING ROOM RESERVATION POLICIES IN NORTH LOGAN CITY

WHEREAS, North Logan City has established fees and policies for using city park facilities and library facilities on a reserved basis; and

WHEREAS, the City Council has determined there is a need to amend the city's policy regulating fees and reservations.

NOW, THEREFORE, be it resolved by the City Council of North Logan, Utah, that the policies pertaining to use of park facilities and library meeting room shall be changed to read as follows (highlighted portion added, crossed through items deleted):

Park Facilities Reservation Policies

All Reservations are subject to the North Logan City Reservation Policy Rules and Regulations.

The facilities which may be reserved are the Lion's Building, both Elk Ridge Park pavilions, King Nature Park pavilion, and the Meadow View Park pavilion. Reservations must be made at least one week in advance. Reservation may be made for any day, including holidays, but not Thanksgiving Day, Christmas Day, or New Year's Day. North Logan residents or North Logan property owners may make a reservation up to six months prior to the date of the requested reservation. All multipurpose fields are subject to the Athletic Field Use Policy. Non-residents may make a reservation up to two months prior to the date of the requested reservation.

Fees for use of park facilities are set by resolution by the City Council. See the Master Fee Schedule for current fees.

Reservations are established by the payment of all applicable fees. All fees are due the time the reservation is made. No reservation is established until the fees are paid. A Use Fee will be charged for the use of any facility on a reserved basis. ~~The use fee is in addition to the reservation fee.~~ The use fee must be paid before the facility is reserved. The use fee, ~~except for \$10,~~ may be refunded if the reservation is cancelled ~~by the user~~ at least two-weeks before the reserved day, after that time ~~50% of the use reservation fee~~ is non-refundable.

(Remaining Paragraphs unchanged).

RESOLUTION 15-02

A RESOLUTION CHANGING THE PARK FACILITIES RESERVATION POLICIES AND THE LIBRARY MEETING ROOM RESERVATION POLICIES IN NORTH LOGAN CITY

Library Meeting Room Reservation Policies

The Library Meeting room may be used on a reservation basis only and in accordance with the established fee schedule. Reservations must be made at least one week in advance. Reservations may be made for any day, excluding: New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day, and New Years Eve. The Library Meeting Room may be reserved for times between 9:00 am and 9:00 pm Mondays through Saturdays and between 10:00 am and 7:00 pm on Sundays. North Logan residents or North Logan property owners may make a reservation up to six months prior to the date of the requested reservation. Non-residents/non North Logan property owners may make a reservation up to two months prior to the date of the requested reservation. No more than one library meeting room reservation is allowed per household per quarter, unless approved by the Parks and Recreation Director.

Fees for use of the Library Meeting Room are set by resolution by the City Council. See the Master Fee Schedule for current fees.

Reservations are established by the payment of all applicable fees. All fees are due the time the reservation is made. No reservation is established until the fees are paid. A Use Fee will be charged for the use of any facility on a reserved basis. The use fee is in addition to the reservation fee. The use fee must be paid before the facility is reserved. The use fee, except for \$10, may be refunded if the reservation is cancelled by the user at least two-weeks before the reserved day, after that time 50% of the use reservation fee is non-refundable.

The City may deny or rescind any reservation or request for use of the facility. Any use of the Library Meeting Room with activities extending outside of the normally open times for the room, or activities involving more than 105-125 persons must be approved by Parks and Recreation Director prior to reservation being approved. If for some reason a reservation is made and thereafter rescinded by the city, all fees paid will be refunded. All or part of the above mentioned fees may be refunded or reduced at the discretion of the City Administrator. Users whose fees are typically refunded or reduced are city sponsored groups or activities or community service groups. City sponsored activities may render the meeting room unavailable for use on a reserved basis. These dates should be placed on the calendar well in advance by the city.

(Remaining Paragraphs unchanged).

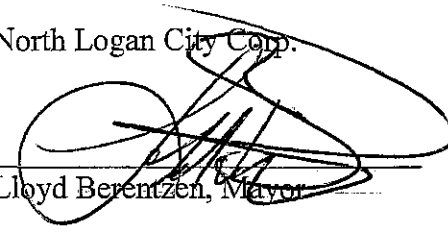
RESOLUTION 15-02

**A RESOLUTION CHANGING THE PARK FACILITIES RESERVATION POLICIES
AND THE LIBRARY MEETING ROOM RESERVATION POLICIES
IN NORTH LOGAN CITY**


PASSED AND APPROVED by the City Council of North Logan, Utah, this 25th
day of February, 2015.

North Logan City Corp.

By:


Lloyd Berentzen, Mayor

ATTEST:


Scott Bennett, City Recorder

RESOLUTION 15-03

**A RESOLUTION EXSTABLISHING AN ATHLETIC FIELD USE POLICY
FOR NORTH LOGAN CITY**

WHEREAS, the City of North Logan, Utah has completed the construction of several new Athletic Fields; and

WHEREAS, the City Council has determined there is a need to establish an Athletic Field Use Policy to regulate all athletic fields of the city.

NOW, THEREFORE, be it resolved by the City Council of North Logan, Utah, as follows:

1. The attached Athletic Field Use Policy is hereby adopted.
2. This Athletic Field Use Policy shall be effective immediately upon passage of this resolution.

PASSED AND APPROVED by the City Council of North Logan, Utah, this 25th day of February, 2015.

ATTEST:


Scott Bennett, City Recorder

By:

North Logan City Corp.


Lloyd Berentzen, Mayor

North Logan Parks and Recreation

ATHLETIC FIELD USE POLICY

Policy: ATHLETIC FIELD USE

Purpose: This Athletic Field Use Policy was developed to manage North Logan Parks and Recreation athletic fields in a manner that ensures equitable distribution and maximum use of facilities by the public. Further, these policies are intended to promote the open enjoyment by the public and encourage use for general recreational play.

Parks and Recreation Mission Statement

Provide and maintain quality in parks, recreation programs and activities, open spaces, cemetery, and buildings for the benefit and use of our community.

Objectives

Maintain and implement the Parks and Recreation Master Plan, increasing City-owned properties, programs and resources as planned.

Provide affordable, challenging, and fulfilling recreation opportunities to all residents of North Logan City to enhance their quality of life.

Serve the youth of North Logan City by keeping in mind the true attitude of recreational sports. Pass on to coaches and parents their obligation to promote sportsmanship.

Follow contemporary and innovative landscape, field maintenance, custodial practices and procedures by well-trained staff using proper and well cared for equipment and materials.

Provide an efficient cemetery with sound record keeping, cost effective perpetual maintenance, and well cared for interments.

Promote active City-wide volunteer participation (i.e., Community Events, Eagle Scout service projects, group work projects, coaching, etc.) for the benefit of City properties and programs.

Work to the benefit of all City departments through the cooperative use of employees, volunteers, equipment and other City resources.

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Policy Requirements:

Section 1. Overview

This Athletic Field Use Comprehensive Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures and policies.
2. Managing the limited number of athletic fields in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use.
4. Identifying available fields and dates of usage.
5. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long term field conditions.

Section 2. Scheduling Procedures and Requirements (league, tournaments, camps, games, and practices)

1) Application Dates

- a) Spring and Summer Season (Games April 15th - June 30th) - Due by 5 pm on the 2nd Friday in February. Applications can be turned in six (6) months in advance at the earliest.
- b) Fall Season (Games July 1 - November 30) - Due by 5 pm on the 2nd Friday in June. Applications can be turned in six (6) months in advance at the earliest.
- c) Winter Season (Astroturf Fields Only) (Games December 1st - April 14th) - Due by 5pm on the 2nd Friday in October. Applications can be turned in six (6) months in advance at the earliest. City crews will not clear snow from the Astroturf fields, and any snow removal on the Astroturf fields must be approved by the Parks and Recreation Director or Designee.
- d) Applications received after these dates will be considered on a first-come first-served basis and in accordance with other procedures outlined in this policy and may be subject to additional late fees.

2) Application Requirements

- a) Facility use applicants shall submit a Facility/Field Request Form, Certificate of Insurance (attached to request), and game schedule request to the Recreation Director.
- b) Applicants must provide residency percentage for each team requesting fields.
- c) Applications made for an organization must be made by league president or designated representative. Applications made for individual teams must be made by the head coach.
- d) All organizations and leagues shall secure and maintain, at no expense to North Logan Parks and Recreation, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah.
- e) Tournament or camp requests must be in writing and accompanied with a Facility/Field Request Form and Certificate of Insurance. Insurance requirements are defined above (attached to request).
- f) The City Administrator may waive insurance requirements when he or she determines that the risk to the City is limited.

3) Limitations

- a) Reservations are not accepted less than 7 days from desired reservation date.
- b) No reservations will be accepted more than six months prior to activity date.
- c) Reservations are considered void if no one from the reserving organization is on site within the first 15 minutes of the scheduled reservation time. No refund will be given for reservations that have been considered void due to late arrival.
- d) North Logan Parks and Recreation reserves the right to limit the amount of play permitted on athletic fields.
- e) No more than 2 reservation blocks, (a block may last up to 2 hours), may be made by one organization consecutively on one field.(Games are exempt from this limitation). Each field will have at least one hour of open use time (with no reservations except for individual games) each day during prime use time (4pm - 8pm). This policy is applicable April 15 - June 1st and August 15 - November 15.
- f) North Logan Parks and Recreation reserves the right to limit facilities/fields to game only locations.
- g) Scheduled games shall have priority for use of the facility/field over practice or scrimmage. Makeup games can displace practices. Scheduled league play has priority over a later tournament/camp application. North Logan Parks and Recreation reserves the right to make the final decision on all reserved/scheduled usage of the fields.
- h) North Logan Parks and Recreation also reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to athletic surfaces. 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) Safety of General Public

4) Notices

- a) North Logan Parks and Recreation Director, or designee, will assign game locations and times in conjunction with submitted requests. Users must meet requirements as outlined within this document. Allocations for games are based on the total number of requests received, availability, and priority outlines. Assignments accepted may be charged to the league, whether the fields are used or not used. When possible, openings will be offered to other leagues on a priority basis as defined within the Priority definitions of each park locations' policies or at discretion of the Parks and Recreation Director.
- b) All user representatives (league presidents, designated representatives, schedulers, etc) are required to return a signed reservation policy, acknowledging their understanding and compliance, when the first reservation is made each calendar year. Failure to do so will result in the loss of field use for that team or organization for the upcoming season.
- c) North Logan Parks and Recreation will not assign practice times or "home fields". Practices are prohibited on those locations that are classified as game only.
- d) When possible, confirmation of facility/field use will be delivered one week prior to league start date.
- e) Additional facility/field requests, and reschedules, associated with leagues, organized play, and community requests will be considered based upon facility/field availability. North Logan Parks and Recreation shall have the authority to approve, deny, or rescind any requests.
- f) Facility/field users shall provide North Logan Parks and Recreation with a printed schedule of their league activities and contact names, numbers, and email addresses.
- g) Team or organization schedulers are required to give 7 day notice when requesting in-season changes in a request for facility/field usage time. Deletion of scheduled games/events must be made within 10 days so to allow for others to have an opportunity to book the facility/field.

Section 3. Priorities

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age), marital status, or the presence of any sensory, mental, or physical handicap.

North Logan Parks and Recreation will consider the primary and secondary designed uses for facilities/fields when considering assignment of priorities for use of it facilities/fields. The following are the priority for use categories:

1. North Logan Parks and Recreation sponsored programs and events
2. North Logan Parks and Recreation Co-sponsored programs and events
3. Cache School District Programs
4. Resident Non-Team Based Reservations
5. Resident Based League or Programs
6. Non-Resident Non-Team Based Reservations
7. Non-Resident Base League or Programs
8. Competing Recreation Programs*

DEFINITIONS

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, appropriate use of Park Athletic Facilities.

City – North Logan City Parks and Recreation.

North Logan Resident – An individual that lives within the incorporated boundaries of North Logan City.

Non-Resident – Individuals that do not live within the incorporated boundaries of North Logan City.

Sponsored City Programs – Programs directly operated and managed by North Logan Parks and Recreation Department.

Co-sponsored City Programs – Programs not directly operated and managed by North Logan Parks and Recreation but officially co-sponsored with the City.

Cache County School District Programs – These are interscholastic or intramural activities directly managed by the Cache County School District, free of all reservation fees. School Club or PTSA sponsored activities qualify under the definition of non-team based resident reservations.

Non-Team Based Resident Reservation – Any reservation of a field or facility by a resident of North Logan City for the use of a Non-Team based activity.

North Logan City Parks and Recreation

Resident Based League or Program – A resident team or program that is not in direct competition with North Logan Parks and Recreation programs. Classification as "resident" requires at least 51% of participants to live in North Logan City. (Documentation/Roster may be required as support documentation)

Non-Resident Non-Team Based Reservation – Any reservation of a field or facility by a non-resident of North Logan City for the use of a Non-Team based activity. Classification as "non-resident" requires 50% of participants to live outside of North Logan City.

Non-Resident Based League or Program– A non-resident team or program that is not in direct competition with North Logan City Parks and Recreation programs. A non-resident team or program is a program/roster where the expected participation is comprised of less than 50 percent North Logan City residents.

Competing Recreation Programs* – Any Program that is in direct competition for participants and field use with a North Logan City Parks and Recreation department program.
*Higher field use fees (see fee schedule).

Reservation Policy Rules and Regulations

1. *ALCHOLIC BEVERAGES ARE NOT ALLOWED AT ANY PARK OR FACILITIES OWNED OR MAINTAINED BY NORTH LOGAN CITY AT ANY TIME.*
2. All Parks, unless reserved, are considered open for use, as long as use falls within specified reservation policies.
3. Reserved use of parks may be scheduled for use between 9:00 am and 9:00 pm daily except for Thanksgiving Day, Christmas Day, or New Year's Day. All activities occurring before dawn, or after dusk, must be confined to the reserved buildings.
4. Overnight parking and camping are not permitted in city parks.
5. Littering is prohibited in city parks. Park visitors should use garbage bins provided or pack their trash out of the park. Glass containers are discouraged. Park visitors should take care to ensure glass containers do not pose a safety problem in the park and are properly disposed of.
6. All North Logan City Parks and Recreation Facilities are e-cigarette, tobacco, and smoke free.
7. Park and Facility users shall follow the direction of City Staff.
8. North Logan City Parks and Recreation reserves the right to limit the amount of play permitted on sport fields.
9. City fields will be available for use, weather permitting, according to the published availability schedule (All grass athletic fields are closed from December 1st - April 15th).
10. Teams may not use fields for games or scheduled scrimmage unless approved and pre-scheduled.

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11. Individual or small-group walk-in play is not permitted on fields which have been prepared prior to games (Baseball/Softball only).
12. There is to be no scheduled play at North Logan Parks and Recreation athletic facilities prior to 8:00 am. unless approved by the North Logan Parks and Recreation Director.
13. There is to be no use after dusk.
14. No team play, league play, scrimmage, or organized games/practices may be scheduled for Sunday.
15. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of North Logan Parks and Recreation field usage policies regarding field rentals and usage.
16. North Logan Parks and Recreation encourages coaches training in all programs utilizing City facilities.
17. Baseball/Softball Use - Fields for practice sessions *WILL NOT* be lined, but bases will be provided at previously determined distance. **AT NO TIME IS A FIELD USER TO MAKE ANY TYPE OF REPAIRS OR ALTERATIONS TO EXISTING FIELD CONDITIONS OR MARKINGS; NO EXCEPTIONS.**
18. Multiuse Athletic Fields - Fields for practice sessions *WILL NOT* be lined, users are encouraged to rotate practices around fields to alleviate wear patterns. **AT NO TIME IS A FIELD USER TO MAKE ANY TYPES OF REPAIRS OR ALTERATIONS TO EXISTING FIELD CONDITIONS OR MARKINGS; NO EXCEPTIONS.**
19. Maintenance personnel have final say on field playability and safety during inclement weather conditions; **NO EXCEPTIONS.**
20. Warm up is only allowed on the outfield grass while maintenance crew personnel are preparing the infield.
21. The use of fencing or backstops for “pickle”, “pepper”, “soft toss” or batting practice is strictly prohibited.
22. Climbing on fences, backstops, dugouts, or soccer goals/nets is not permitted.
23. **Field Closure/Rainouts** – During periods of inclement weather, field closures may result as determined by North Logan Parks and Recreation personnel. Closures may also result from poor playing conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the field back to a playable condition. It is the user organization’s responsibility to obtain field closure information. Call the North Logan City office for an up-to-date report on field closures.
24. If a field is rained out, no practice, games, or play is allowed; **NO EXCEPTIONS!**
25. **Field Closure/Rescheduling** – It is the organization’s responsibility to contact the City within two (2) working days after a field closure to arrange for rescheduling.

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26. In case of athletic field emergencies (sprinklers coming on, too many teams assigned to one field, etc.) on weekdays before 5 p.m., please contact North Logan City at (435) 752-1310. After 5 p.m. weekdays and all day Saturdays, Sundays, and holidays, please contact the **Parks On Call** number located on the reservation sheet. *These numbers are for emergency use only.*
27. Leagues, Tournament, and Camp Directors are responsible to ensure individual teams clean up their respective dugouts, and ensure scorer's booth is kept clean, garbage containers are provided, and containers emptied at the end of each day.
28. *Leagues, tournament, and camp Directors, and coaches are responsible for the behavior of those participating and observing their events. If a North Logan City Staff member notices behavior from an individual, coach, or team, that is disrespectful, argumentative, confrontational, belligerent, disruptive, threatening, or non-compliant with park rules, that individual or team may be asked to leave the park. Failure to follow direction of City staff may result in expulsion from the park, or arrest.*
29. Vendors must be pre-approved by the Parks and Recreation Director and may be required to fill out a North Logan City vendor agreement.
30. Managers/Coaches are required to carry their approved field usage request to the field for games and reservations for verification.
31. Observe all park rules. When driving through park parking lots, and throughout parks (speed limit – 10 mph), please be especially watchful for children and obey speed limits.
32. North Logan Parks and Recreation is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, lock your car doors, and keep valuables out of sight or at home.
33. *Astroturf Field Use: No Food or Drink, other than water, allowed on astroturf surface. No motorized vehicles are allowed inside the exterior fence. No bikes, skateboards, scooters, rollerblades, etc are allowed inside the exterior fence. Any person or group violating use policy will be fined.
34. Dogs are only allowed in city parks while on leashes. Park visitors with dogs are responsible for cleaning up after their pets. Waste disposal bags are provided at the park entrance signs.
35. Cooking is permitted only in designated areas. Hot items may melt picnic table tops and proper care shall be taken by park visitors to prevent such damage.
36. Cars improperly parked may be towed, or receive a citation. No parking is allowed on any grass areas, cars must park in approved parking areas.
37. Motorized vehicles/recreational equipment are restricted to parking lots and designated roadways. Motorized recreational equipment includes motorized scooters, motorized skateboards and other motorized riding toys. Motorized wheelchairs are permitted.
38. Any activity done in a manner that would endanger others using the park is prohibited. Participating in activities such as golfing, use of radio controlled model aircraft or model rocketry, and skateboarding/longboarding may endanger others and great care should be taken when participating in these types of activities.

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39. Cutting, picking or destruction of plants, animal life, or historic/cultural artifacts within park property is prohibited. Work projects to clean up parks, trim unwanted plant growth, etc. shall only be done with permission from the North Logan City Parks Department.
40. Disruptive, destructive, hazardous, lewd, or illegal activity is prohibited in city parks. Violators will be subject to warning and/or expulsion from the park, or arrest.

Notes:

Reservations must be made at least (7) seven days in advance. Reservation may be made for any day, including holidays, but not Thanksgiving Day, Christmas Day, or New Year's Day. North Logan residents or North Logan property owners may make a reservation up to six (6) months prior to the date of the requested reservation. Non-residents may make a reservation up to two (2) months prior to the date of the requested reservation.

A Special Event Permit may be required, at the discretion of the Parks and Recreation Director or designee, if any of the parameters below apply:

- Any use of the parks with activities extending outside of dusk to dawn.
- Activities involving more than 150 persons.
- The installation of temporary structures, large equipment, devices, or play equipment/structures.
- Live music or dancing, or loud audio systems.
- If a food handler's permit is required by the Bear River Health Department.
- Selling of goods or services

Reservations are established by the payment of all applicable fees. All fees are due at the time the reservation is made. No reservation is established until the fees are paid. The use fee must be paid before the facility is reserved. The use fee, except for \$10, may be refunded if the reservation is cancelled at least two-weeks before the reserved day, after that time the reservation fee is non-refundable.

These events will be evaluated by the Parks and Recreation Director or City Administrator on a case by case basis.

The City may deny, cancel, or rescind any reservation or request for use of any facility. If for some reason a reservation is made and thereafter rescinded by the city, all fees paid will be refunded. All or part of the above mentioned fees may be refunded or reduced at the discretion of the City Administrator. Users whose fees are typically refunded or reduced are city sponsored groups and activities or community service groups.

FEES AND CHARGES

Fees for use of park facilities are set by resolution by the City Council. See the Master Fee Schedule for current fees.

Miscellaneous fees

Additional fees may apply in the case of extensive field preparation; such as wet fields, in which case renter would assume all costs involved including product and labor.

Staff

If a grounds crew (2 person minimum) is required to prepare fields, re-chalk at intervals, and maintain facility; North Logan Parks and Recreation will provide grounds crew staff at a rate of \$10.00/person/hour.

Please Note:

1. Any unauthorized use of fields 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.
2. League Scheduling fees apply to the reservation of multiple games at different dates by one organization (this fee does not apply to a single tournament/camp that consists of less than four (4) days of consecutive reservation). All leagues, tournament, and camp schedules must be submitted no less than three (3) weeks prior to first game or event. Any schedules received less than three (3) weeks prior to first game will be charged an additional \$50.00 late fee for scheduling.
3. A written application must be submitted and approved through the North Logan City office a minimum of seven (7) days prior to any reserved use.
3. Users are expected to leave facilities clean and in good condition. A charge will be billed to the responsible party for any required cleaning or repair.
4. The deposit may be kept in part, or in full if any of the Park Rules are broken by any participants.
5. After 15 minutes of scheduled reservation time if no one from the scheduling party is present on the field the reservation is void. This policy shall apply to each one (1) hour block of reserved time.
6. All reservation requests must be signed to signify that the party has read and understands the reservation policies.

North Logan City Parks and Recreation

NORTH LOGAN PARKS & RECREATION USE REQUEST

APPLICATION DATE: _____

ORGANIZATION, INDIVIDUAL, OR EVENT: _____

RESIDENCY PERCENTAGE: _____

AUTHORIZED REPRESENTATIVE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

CELL PHONE: _____ OTHER PHONE: _____

FACILITY OR FIELD(S) REQUESTED: _____

ACTIVITY & PRIORITY TYPE: _____

REQUESTED DATE(S)/TIME

- 1 _____
- 2 _____
- 3 _____
- 4 _____
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OFFICE USE ONLY	
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EQUIPMENT (IF APPLICABLE): _____

COMMENTS: _____

SIGNATURE: _____

OFFICE USE	DEPOSIT _____	RECEIPT # _____	By _____
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NOTES: