

Brisbane Parks & Recreation Department Field Use Permit Policy

A. GENERAL POLICY

It is the general policy of the City of Brisbane that groups or individuals are encouraged to use the Mission Blue Park Field, Lipman Middle School Field and Brisbane Elementary School Fields for recreational, educational, cultural and other worthwhile purposes which are available to all persons regardless of age, gender, race, religion or national origin. This policy does not preclude any persons from using any of these fields without a reservation in accordance with the adopted City of Brisbane policies and ordinances pertaining to such use.

Please see Guidelines document for additional use requirements

B. FACILITIES DEFINED

This policy pertains to fields located at Mission Blue Park, Lipman Middle School and Brisbane Elementary School. Any of these fields may be reserved utilizing this Use Permit policy. Lipman Middle School and Brisbane Elementary School Fields may be reserved for use **only** during non-school hours.

C. GROUP PRIORITIZATION

Reservations to use areas at Mission Blue Park, Lipman Middle School and Brisbane Elementary School Fields will be issued per the following priority basis:

- | | |
|------------------|---|
| <u>Group I</u> | Programs and activities administered, sponsored or co-sponsored by the City of Brisbane. |
| <u>Group II</u> | Brisbane School District activities, programs or special events. |
| <u>Group III</u> | Activities, programs or special events open to the general public offered by local, non-profit groups, clubs or organizations. Group III users must, upon request, provide a membership roster demonstrating 51% or more Brisbane residents and provide copy of a State or Federal form/letter proving non-profit status. |
| <u>Group IV</u> | Activities, programs or meetings offered by non-local schools, government agencies and non-profit recreational or community service organizations. Group IV users must provide a copy of a State or Federal form/letter proving non-profit status. |
| <u>Group V</u> | Private usage, commercial, business and profit making organizations not open to the public. |

D. USER CONSIDERATIONS AND TIMELINE FOR APPLICATION

1. Applications for the following users may be filed up to six (6) months in advance for residents and three (3) months in advance for non-residents.

- | | |
|--------------------|---|
| <u>Group I Use</u> | The City of Brisbane reserves the right to schedule exclusive use at any time for City or City sponsored functions of the entire or any part of the following: Mission Blue Park, Lipman Middle School Field or Brisbane Elementary School Field. The City reserves the right to cancel any permit if use conflicts with a City sponsored or co-sponsored activity. |
|--------------------|---|

One Time Use Permit applications will be considered on a first-come, first-served basis for one time use, such as company gatherings, athletic practice, athletic camps and clinics and small events.

Multiple Use Permit applications will be considered based on multiple use requested in accordance with prioritization as prescribed in Section C of this policy. Includes groups or individuals desiring facility use on a regular basis.

2. Major Community Event Use: Permit applications for City sponsored or co-sponsored events open to the general public may be submitted up to twelve (12) months in advance.

E. OTHER CONSIDERATIONS

1. The permit holder shall indemnify and defend the City against any claims, liabilities, costs or expenses, including attorney's fees, for any injury or damage to persons or property resulting from use of the facility by the permit holder. **The City requires proof of liability insurance coverage listing the City as additional or co-insured at a City-approved limit of coverage as evidenced by the issuance of a certificate of insurance.** A copy of the certificate of insurance must be submitted to the Parks & Recreation Department at least fifteen (15) working days in advance of the event. **The event sponsor is required to provide liability insurance in an amount no less than \$1,000,000.**

2. No ball games, practices, tournaments or similar activities shall be regularly played by any group, organized or otherwise, except by a permit issued by the City of Brisbane.

3. The City of Brisbane is the sole authority pertaining to the playability of the Mission Blue Park, Lipman Middle School and Brisbane Elementary School Fields in inclement weather. The School District will be the sole authority on the condition of the Lipman Middle School and Brisbane Elementary School Fields during school hours.

4. No permits will be issued for activities considered dangerous to persons or property, such as golf.

5. No dogs are allowed on Lipman School or Brisbane Elementary School Fields per Brisbane Elementary School District rules and regulations.

6. A fee will be charged for reservation of City facilities in accordance with the attached fee chart. Checks must be made payable to the Brisbane Parks & Recreation Department and must be submitted to the Parks & Recreation Department at least fifteen (15) working days in advance of the rental date. Payment of fees is due at the time of the reservation application. Reservations are not valid until fees are paid in full.

F. GROUP APPLICATION PROCESS

The application approval process is designed to allow for consideration of group applications (less than 100 persons) by the Brisbane Parks & Recreation Department staff. Staff reserves the right to have the Parks, Beaches and Recreation Commission review any application. Group applications of more than 100 persons must be approved by the Brisbane City Council. Applications will be reviewed to assure that each recreational and community facility is safely maintained and the public's best interest is protected.

G. TIME PERIODS FOR GROUPS TO UTILIZE FACILITIES

Use Permits are valid for hour increments. Hours may be expanded with advance approval by the City, depending on the type of event and fees may be adjusted appropriately.