



LONG-TERM FACILITY ALLOCATION PACKET

Long-Term Allocation

Glendale Parks and Recreation Department schedules the long-term use of Facilities for youth practices or games. You will find all the necessary paperwork enclosed to begin the allocation process.

Who is eligible for Long term allocations? Adult & Youth organizations with at least a minimum of 100 participants.

Who is eligible for Short term reservations? Individuals with teams who want to schedule practices. Individuals can reserve up to 5 dates for practices before booking another date. Information pertaining to this can be found under **field rentals** on the parks and recreation website. Short-term reservations do not need to go through the allocation process. Field priority will go to the long term allocations.

All organizations are considered non-resident until a roster of participants can be produced showing that 90% of the total participants in their organization are Glendale residents.

If your athletic organization is interested in the long-term use of these facilities, please follow these steps below:

STEP 1 Complete the Facility Allocation Packet

STEP 2 Print information and return completed packet to:

Glendale Parks and Recreation

Attn: Matt Godfrey

5970 W Brown St.

Glendale, AZ 85302

Or email: mgodfrey@glendaleaz.com

STEP 3 Prior to the start of your activity, submit to the Glendale Parks and Recreation Allocation Coordinator the following:

1. Copy of liability insurance

Liability insurance must name the Glendale Parks and Recreation Department as additionally or also insured. Minimum liability amount of \$1,000,000 per occurrence. Our information for the “additional insured” area on the insurance form is:

- a. City of Glendale
5850 W. Glendale Avenue
Glendale AZ 85301

2. Fee Deposit

50% of total allocation use fees are due August 1st.

Remaining balance of allocation fees will be due prior to the end of allocation use period or November 1st, whichever comes first.

- a. **To make payment:**
 - i. **By check:** Glendale Adult Center, 5970 W. Brown St., Glendale AZ 85302

- ii. **Over the phone:** Glendale Adult Center 623-930-2820

Requests made after deadlines will be considered only if space is available.

FACILITY PLAYABILITY HOTLINE: (623) 934-6314

ALLOCATION PROGRAM PURPOSE:

Sports leagues and private organizations needing continuous sports field reservations for practice and games are invited to participate in the facility allocation program, which regulates the use of both lighted and unlighted sports fields during recognized sports seasons. Groups eligible for this program must have [501c3](#) status, insurance and provide documentation. **Individual teams are not eligible for long-term allocations.**

RESERVATION PROCEDURES

All reservations for sports fields must be approved by the Parks and Recreation Director or designee (Facility Allocation Coordinator).

Organizations interested in participating in the allocation program should submit a written request to the Facility Allocation Coordinator prior to the beginning of each allocation period. Requests received after the deadline will be considered on a space-available basis. The allocation coordinator will send an allocation request/letter prior to the allocation cycle.

- August 1 – January 31 (Fall/Winter Allocation Period)
Primary allocations are granted to youth soccer and youth football as this is traditionally their practice and game season. Other allocation groups are permitted to reserve fields during this timeframe as space allows.
- February 1 – July 31 (Spring/Summer Allocation Period)
Primary allocations are granted to youth baseball and youth softball as this is traditionally their practice and game season. Other allocation groups are permitted to reserve fields during this timeframe as space allows.

NOTE: Scheduled Maintenance of sports fields and complexes are due to change on an annual basis. The time that a field is closed down may also be extended beyond the dates that are provided depending on the needs of the crew and weather delays. Field rentals are based on field availability only and is subject to change at any time.

A representative from each organization must attend the allocation meeting scheduled prior to the start of each season in order to be eligible for continuous reservations.

1. A Certificate of Insurance (\$1,000,000 combined single limit), naming the City of Glendale as additional insured, must be provided at least 30 days prior to the beginning of the season. The additionally insured information **MUST** be listed exactly at follows:
City of Glendale
5850 W Glendale Avenue
Glendale, AZ 85301
2. City programs will receive first priority in scheduling, followed by schools, in-season sports with 90% residents, organizations in good standing with city, in-season clinics and tournaments, and non-resident user groups.
3. Reservations may be canceled by the Parks and Recreation Department due to maintenance or inclement weather conditions.

FIELD USAGE FEES

- Premier Facilities: Resident \$17 Non Resident \$25 Commercial \$28
- Non Premier Facilities: Resident \$13 Non Resident \$19 Commercial \$23

Premier Facilities: Foothills Sports Complex, Glendale Youth Sports Complex, Paseo Sports Complex, Sahuaro Ranch Park Sports Complex, Thunderbird Paseo Fields.

Non Premier Facilities: O'Neil Park, Rose Lane Park, and Kachina School.

ALLOCATED FIELD LOCATIONS

Foothills Sports Complex (FSC), 19070 N. 57th Ave. (PREMIER FIELD)

Softball: 2 lighted and fenced (Fences are 300' for #1 N, 280' for #2 E.

Use: Field 1 - adult/youth softball, adult/youth soccer, youth baseball, cricket, football
Field 2 - adult/youth softball, youth baseball and intramurals
Field 3 - baseball (12 and under)

Glendale Youth Sports Complex (GYSC), 6044 N. 91st Ave. (PREMIER FIELD)

Multi-use: 5 lighted multi-use fields (1 of them is a stadium field with bleachers)

Use: youth/adult tournaments, soccer, football or lacrosse

Sahauro Ranch Sports Complex (SRSC), 9895 N. 63rd Ave. (PREMIER FIELD)

Softball: 4 lighted softball fields

Use: youth/adult tournaments

Paseo Sports Complex (PSC), 6228 W. Thunderbird Rd. (PREMIER FIELD)

Softball: 4 lighted and fenced (#1 NE 300' fence, #2 SE 250' fence, #3 SW 250' fence, #4 NW 300' fence)

Use: Fields 1 & 4 - adult/youth softball, youth baseball (15 and under)
Fields 2 - youth soccer, softball or football
Field 3 – youth softball/youth soccer

Sahuaro Ranch Main Soccer Field (SR), 9802 N. 59th Ave. (PREMIER FIELD)

Multi-use: 1 lighted and fenced field

Use: youth and adult soccer or football

Thunderbird Paseo, 59th Ave & Thunderbird Rd (just south of T-Bird) (PREMIER FIELD)

Multi-use: 2 lighted fields

Use: youth and adult soccer, football or lacrosse

Lighted Softball/Baseball Fields:

One field at each location

Rose Lane Park, 51st Ave & Marlette (NON-PREMIER FIELD)

Use: youth baseball & softball/adult softball, youth/adult soccer, adult baseball

Kachina Elementary School, 53rd Ave & Crocus Dr (NON-PREMIER FIELD)

Use (all above): youth softball, baseball, football & soccer

Lighted Multi-Use Fields:

Foothills Sports Complex, Field #1

Paseo Sports Complex, Field #2

O'Neil Park

Use (all above): youth soccer, football, baseball or youth/adult softball

Unlighted Multi-Use Fields

Sahuaro Ranch Park, NE/NW fields, 2 fields for use

Use: youth soccer, football

NOTE: Sports fields located in neighborhood parks not appearing on this list are not available for reservation.

FIELD ALLOCATION USE REGULATIONS

1. Most sports fields are available for reservation and use from 8 a.m.-10 p.m. (day time use, minimum two hour reservations) except Kachina Elementary School which is available after 6pm.
2. The permit and a responsible party (18 years of age or older) must be on site when the field is being used.
3. The permit holder will leave the field in a clean and neat condition. If it is necessary for the city to provide cleaning services following the reserved activity, the permit holder will be charged an hourly fee.
4. Beer permits will not be issued in conjunction with sports fields reserved under the facility allocation program. The permit holder is responsible for ensuring that alcoholic beverages are not on sports field premises, including both play and spectator areas, and during use of the facility by the permit holder. Glass containers of any kind are prohibited on all City of Glendale sports fields, complexes and parks.
5. The reservation is for the sports fields and lights; fields are rented “as is.” Bases are included in the rental at the ball fields. Field use is limited to the activity specified on the permits.
6. No apparatus or equipment may be located on the sports fields unless the use and location of equipment has received prior approval from the Parks and Recreation Department.
7. Unauthorized (non-city) vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
8. In case of rain or inclement weather conditions, permit holders should call the **facility playability hotline at (623) 934-6314 after 3 p.m.** to find out if the reserved field has been canceled.
9. Sports field lights are turned on and off through an automated system. In the event of questions or issues, the on-duty park ranger staff may be contacted at (623) 695-3004 between 4:30 p.m. – 10 p.m.
10. Reservation dates are not transferable without written permission of the Facility Allocation Coordinator. Cancellations must be made 48 hours prior to the reservation to avoid billing.
11. Unless specifically stated on the permit, it is understood that the gathering to be held is not a fundraiser; that no admission is to be charged, that no tickets will be sold or collections taken, and that no items or services will be sold. Groups conducting fund-raising events must have 501c3 status, obtain a Glendale sales tax license, and have liability insurance in the amount of coverage required by the city.
12. User agrees to indemnify, defend, and save harmless the city, its agents, officers, and employees from and against any accident, injury, including death, and/or loss of property, or damage to neighboring property.
13. At no time shall any allocation user charge rental fees for fields allocated to them by the City of Glendale Parks and Recreation Department.
14. Failure to comply with park regulations may forfeit the right to use city facilities in the future. Permits are revocable at any time for violation of rule, ordinance, or state law.

FACILITY PLAYABILITY HOTLINE: (623) 934-6314



FALL/WINTER 2020 SPORTS FACILITY REQUESTS

(August 1, 2020 to January 31, 2021)

Glendale Parks and Recreation Department - Sports Division
 5600 W. Union Hill Dr., Glendale, Arizona 85308
 Voice 623-930-4612 Fax 623-780-4866

NOTE: Please check the provided field closure dates when making your requests. If you have a specific field at a complex that you would like to request, please note that.

Group Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Email Address: _____

PASEO & SAHUARO RANCH SPORTS COMPLEX WEEKEND TOURNAMENT USERS NEED NOT FILL OUT THIS SECTION

Service Boundaries: North South East West

Anticipated # of participants:
 Once registration has concluded, please provide the City of Glendale the exact number of registrations

Estimated % of Glendale residents served:
 Note: A league audit may be conducted to verify the percentage of Glendale residents listed. Inaccurate information may jeopardize the number of hours and fields allocated.

Please note: Hours allocated are based on a percentage of youth served by your organization.

Facility	Days	Times	Dates		Comments
			(beginning	and ending date)	
				to	
				to	
				to	
				to	
				to	
				to	
				to	

Please understand that the dates listed above are requests and are **NOT GUARANTEED** to be allocated. In addition, there is now an **HOURLY RATE** for all dates allocated. See attached rate schedule for more information.

Additional Comments or Concerns

CITY OF GLENDALE PARKS AND RECREATION DEPARTMENT

SPORTS FIELD RENTAL CODE OF CONDUCT

The Code of Conduct will be enforced before, during and after all field reservations for practices, games or tournament play. All City of Glendale park rules and regulations in addition to the field rental code of conduct will be strictly enforced. The term "individual" includes the following: league, team, staff, coaches, players, and spectators. Each individual or organization that reserves fields from The City of Glendale will be responsible for the conduct and actions of ALL individuals involved with the rental. Once the rental contract has been made it is to be understood that ALL individuals associated with the rental group have been made aware of all park rules and regulations in addition to the code of conduct. This opportunity is a privilege not a right.

CODE OF CONDUCT

NO INDIVIDUAL SHALL:

1. Be guilty of an abusive verbal attack upon any city staff or individual.
2. At any time lay a hand upon, shove, strike or threaten to strike any person/s involved in a game or practice.
3. Be guilty of objectionable demonstration of unsportsmanlike conduct during games or practices.
4. Be guilty of using unnecessarily rough tactics in the play of games or practices.
5. Use profane, obscene, or vulgar language at any time, on or off the playing field.
6. Appear on the field of play in an intoxicated condition or under the influence of any type of drug which will impinge upon their safety or the safety of others.
7. Be guilty of falsifying information provided to the Recreation Department.
8. Sublease City of Glendale fields to other groups or individuals.

Minimum Penalty: Warned by city staff.

Maximum Penalty: Loss of field rental privileges which may or may not include probationary status. In some cases where physical abuse or illegal activity is involved, charges may be filed.

The severity of the infraction will determine the penalty and penalties can fall between the minimum and maximum. In all situations, individuals or rental groups may be placed on probation or banned from using City of Glendale fields. All penalties should be reported to Parks and Recreation Office. The Parks and Recreation Director or designee will determine the penalty within a reasonable amount of time.

Acknowledgement of Usage Guidelines

I hereby acknowledge receipt of the document titled "Sports Field Rental Code of Conduct: Usage Guidelines" ("Usage Guidelines") and agree to comply with all aspects therein. I further accept responsibility for distributing the appropriate and necessary information found in "Usage Guidelines" to agents that intend to use or be present at the GPRD facilities. I acknowledge ultimate responsibility for actions of all individuals while at the GPRD facilities.

Name

Signature

Date

Title

Organization

Upon receipt, please sign and return this page to:

Matt Godfrey, Recreation Coordinator
Glendale Parks and Recreation
5970 W Brown St, Glendale, AZ 85302
w) 623-930-4612 • e) mgodfrey@glendaleaz.com