

Facility Rental Policy – Sport Fields and Outdoor Facilities

Policy Number: _____

Date Approved: _____

Department Responsible: Yarmouth Recreation

Revision Date: _____

Review Date: _____

Status: Active

Policy Statement:

It is the policy of the Municipality of the District of Yarmouth / Town of Yarmouth (hereby referenced as “MODY/TOY”) that Sport Fields and Outdoor Facilities owned and/or operated by the MODY/TOY and being rented to an external group should be effectively regulated to ensure proper asset management and fair allocation and use distribution.

Purpose:

It is recognized that the MODY/TOY has a responsibility to provide Sport Fields and Outdoor Facilities to meet the diverse needs of the community. It is further recognized that these needs vary between organizations and that a system should be established to determine the best utilization of these assets. Usage should represent a balance of activities, which may change as trends and demands for other activities develop in the community. This policy will clearly define and communicate how Sport Fields and Outdoor Facilities will be used, managed, allocated and distributed. This will also serve as a guide for the allocation process conducted by the MODY/TOY, as well as serve as a guideline for rental groups.

This policy will also serve as a clause to the contract of the user of the Sport Fields and Outdoor Facilities available for community use. The user group shall be charged with reading, understanding and abiding by the policy put forth by the MODY/TOY as outlined within this document, as part of a binding document to the contract agreement.

Scope:

This policy applies to all requests made by users, user groups, organizations and individuals for access to use Sport Fields and Outdoor Facilities owned and/or operated by the MODY/TOY.

Charging rental fees for Sport Fields and Outdoor Facilities helps balance accessibility with fiscal responsibility. These fees contribute to maintenance, improvements, and operational costs, ensuring facilities remain safe and well-maintained for all users. At the same time, pricing structures can be designed to keep access affordable, especially for community groups and youth programs. This approach ensures long-term sustainability while supporting broad public use.

Definitions:

User/User Group shall be defined as:

- Any individual, organization, committee, event, membership or other designation that has been approved to use MODY/TOY owned and operated Sport Fields and Outdoor Facilities.
- Any group, as outlined above, that engages in a contract with the MODY/TOY for use of Sport Fields and Outdoor Facilities.

Executive refers to:

- A President, Vice-President, Scheduler, Treasurer, Organizer or other member of a User Group that is responsible for the development and delivery of the organization or;
- Any person that sits on a Board of Directors or other Committee and is responsible for a Community Organization / Minor Sports Groups

Municipal Programs shall be defined as:

- Programs offered by the MODY/TOY including, but not limited to, day camp programs, activities and special events.

Maintenance refers to:

- Regular maintenance of Sport Fields and Outdoor Facilities
- Scheduled and unscheduled repairs or replacement of Sport Fields and Outdoor Facilities
- Any other tasks to enhance or adjust the quality of Sport Fields and Outdoor Facilities
- Adult Leagues shall be defined as:
 - Any groups, leagues or individuals whose participants consist of persons aged 16 years and above.

Sport Fields and Outdoor Facilities refer to:

- Hebron Recreation Complex ballfields 1,2,& 3 (softball/baseball)

- Broadbrook Recreation Park ballfields Travellers, Mariners and Veterans (softball/baseball)
- Janet Smith Soccer Field
- Maple Grove Soccer Field
- Meadowfields Soccer Field
- Overton ballfield (softball/baseball)
- Gateway Park (baseball)
- St.Ambrose ballfield (baseball)
- Yarmouth Elementary School Soccer field
- Yarmouth High School Soccer field
- Milton ballfield (Coronation Park) (softball/baseball)
- Those areas owned and/or operated by the MODY/TOY that have been deemed suitable for recreational and sport use and have been appropriately designated as such.
- Those areas owned and operated by the MODY/TOY which require a rental permit, contract, payment and other supporting documentation prior to use.

Exemptions of this policy should be applied to MODY/TOY owned and operated Sport Fields and Outdoor Facilities that do not require a permit for use and are considered open spaces. These include, but are not limited to:

- Forchu River Trail
- Tkipok Trail
- Play On Ball Hockey Rink
- St. Ambrose Tennis/Pickleball Courts
- Old Central School basketball courts
- Boys and Girls Club Ball Hockey and Basketball Courts
- Hebron Recreation Complex Tennis/Pickleball Courts

It should be noted that the MODY/TOY reserves the right to modify use of the Sport Fields and Outdoor Facilities at any location.

Policy:

I. Allocation of Sport Fields and Outdoor Facilities

i. Time Block Bookings

Sport Fields and Outdoor Facilities will be allocated generally in two (2) hour blocks

ii. Prioritization of Bookings

Sport Fields and Outdoor Facilities allocation will be completed using the following prioritization list:

1. Gateway Park: Senior, Intermediate, Old timers, U22, U18
2. Veterans Field: Senior, Intermediate, Old timers, U22, U18
3. Mariners Field: U15, U13, U11, Softball
4. St. Ambrose Field: U13, U11, U9, U7, T-ball
5. Milton Field: U11, U9, U7, T-ball
7. Travellers Field: U13, U11, U9, U7, T-ball.
8. Hebron Complex #1: Softball, U15, U13, U11
9. Hebron Complex #2: Softball, U15, U13, U11
10. Hebron Complex #3: Softball, U15, U13, U11
11. Overton Field: Softball, U15, U13, U11
12. Janet Smith Soccer Field: Clippers Soccer Club, School Use
13. Maple Grove Soccer Field: School Use, Clippers Soccer Club
14. Meadowfields Soccer Field: School Use, Clippers Soccer Club
15. Yarmouth Elementary School Soccer field: School Use, Clippers Soccer Club
16. Yarmouth High School Soccer field: School Use, Clippers Soccer Club

iii. Consideration of Historical Precedents

It is recognized that it is advantageous to maintain a reasonable amount of consistency

in Sport Fields and Outdoor Facilities scheduling from year to year. Therefore, the MODY/TOY will take due consideration into the allocation based on previous years. Significant changes to Sport Fields and Outdoor Facilities allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

Requests for continued rentals must be received in writing by Yarmouth Recreation by March 31st. Re-allocation of available facilities not confirmed will take place beginning annually on May 1st.

iv. Sport Fields and Outdoor Facilities Allocation for Community Youth/Minor Sport Groups

The following factors will be considered in determining the base allocation of facilities for the existing minor sport groups. It is also recognized that other factors influence the suitability of time hours for certain groups.

- Age of participants
- Game times and practice times
- Best utilization of sports field/facility time
- Total registration for minor sport groups
- Total registration for each minor sport group

Requests for regularly scheduled facility rentals must be received in writing by Yarmouth Recreation by March 31st each year.

v. Sport Fields and Outdoor Facilities Re-Allocation

This section refers to the re-allocation of time that is no longer is required by a seasonal contract rental group. Booking time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria outlined in this policy. All non-contracted time will be booked on a first come first serve basis to any rental category.

vi. Allocation of Tournaments and Special Events

Requests for the allocation of Sport Fields and Outdoor Facilities for tournaments and special events shall only be considered if received in writing from an executive of the requesting group. Requests for tournaments and special events will be considered on an individual basis and shall be submitted by May 1st.

It should be noted that in the event a dispute occurs between users/user-groups over

the allocation of Sport Fields and Outdoor Facilities use in which the settlement is not defined within the confines of this policy, Yarmouth Recreation reserves the right to allocate use to a user/user group as it sees fit. Fair and objective reasoning shall be used to settle the dispute.

II. Management of Sport Fields and Outdoor Facilities

i. Outdoor Season

MODY/TOY owned and operated outdoor sport surfaces typically open annually on May 1st and close by October 31st. Other factors such as weather conditions and maintenance may disrupt the typical operating dates.

ii. Maintenance

All maintenance of Sport Fields and Outdoor Facilities will be completed by Yarmouth Recreation.

Users may not make any alteration, change, addition or repair to the sports surfaces, without written consent from Yarmouth Recreation.

Basic Maintenance of Sport Fields and Outdoor Facilities

Yarmouth Recreation will complete the following basic maintenance of baseball/softball fields:

- Infields will be groomed daily including raking and dragging, subject to weather conditions.
- Outfield grass will be cut weekly, subject to weather conditions.
- Infield and Outfield foul lines will be prepared regularly
- Baseball/Softball infields setup shall be :

Pitching rubber (various locations)

Home plate (strike mats not provided)

Bases set as required and noted in the rental agreement (based on division of play)

Infields groomed as required, subject to weather conditions.

During special events and tournaments, additional grooming and baseline chalking may be done. Prior arrangements and approval through Yarmouth Recreation is required.

Basic Maintenance of Soccer Fields

Grass mowing and field lining is performed once a week. Inclement weather may alter maintenance schedules.

Requests for additional lining, field setup or changes to original soccer field layouts for tournaments or other events must be submitted in writing to Yarmouth Recreation two (2) weeks in advance of the booking for approval.

Requests for proposals to modify, improve or increase levels of service to any

MODY/TOY owned and operated Sport Fields and Outdoor Facilities shall be submitted in writing to the Director of Yarmouth Recreation. Requests must be presented to the Yarmouth Recreation Advisory Committee. All requests must be submitted in writing annually by the end of January to be considered for the sport season of the following year. User groups may use Sport Fields and Outdoor Facilities on holidays that fall within their regularly assigned allocation.

Inclement Weather - Poor Field Conditions

The MODY/TOY reserves the right to cancel or suspend games, practices or other uses whenever Sport Fields and Outdoor Facilities conditions could result in damage to the surface or injury to players. Further, it shall be noted that:

- Use is not permitted on Sport Fields and Outdoor Facilities that have been closed. If play does take place, the MODY/TOY may invoice the user for damages.

- During periods of changing, adverse weather conditions where surfaces remain

open, team officials will be responsible for pre-game inspections to determine

field safety and potential for damage. If any of the following criteria are met,

users should stop using a field when:

- o There is a presence of standing water,

- o Water collects around the foot when walking on a field, or

- o when the game has already begun, weather conditions deteriorate and the field is being damaged.

Inclement Weather – Dangerous Field Conditions

In the event of severe weather (high winds, thunder, lightning), user groups are expected to stop play until 30 minutes after the sound of thunder or sighting of lightning. Indoor facilities on site may not be open for shelter. User groups should ensure that all participants are able to leave the premises immediately.

Determining Field Status

To determine if a field is safe and playable, the following factors are considered:

- Evidence of standing or surface water on the playing surface
- Field Saturation (the definition of a saturated field is one where the soil cannot absorb any additional moisture. The method to determine if a field is saturated is to walk on the playing surface. If water is present around the foot, then the field is deemed saturated)
- Required maintenance or repairs
- Safety or liability concerns with the playing surface

Status of the Sport Field/Outdoor Facility will be updated based on the following schedule:

- Morning field use: by 7:30 am Monday through Friday
- Afternoon field use: by 12:00 pm Monday through Friday
- Evening field use: by 3:00 pm Monday through Friday
- Weekend field use: by 7:30 am Saturday and Sunday

Field status will be communicated to user groups and the public through Yarmouth Recreation.

The final decision on a field closure is based on actual conditions at the time of inspection, not forecasted conditions. Only authorized Yarmouth Recreation staff can re-open a previously closed field.

III. Responsibilities of User Groups

i. Contract Details

All Sport Fields and Outdoor Facilities rentals shall require an official booking confirmation from Yarmouth Recreation. All users will be charged rental fees as outlined in this fee schedule:

All practices are free of charge.

Minor Sport Organizations and School Groups games and practices are free of charge.

*Schools must be in the Town of Yarmouth or Municipality of the District of Yarmouth.

Adult Groups and League fees are \$17.25 (HST Incl) per game or \$115.00 (HST Incl) per tournament.

Light fees are applied at Mariners Field (\$11.50 per hr HST Incl) and Veterans Field (\$15.00 per hr HST Incl)

Full payment of rental fees must be provided to Yarmouth Recreation before the first scheduled date or access to the surface may be denied.

Cancellation Policy

Rental cancellations of Sport Fields and Outdoor Facilities will be permitted provided that the user/user-group provides notice by 12:00pm the day of the rental to the Yarmouth Recreation office.

Rental Rates

Rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to Council for approval through the budgeting process.

Breach of Contract

The MODY/TOY will make meaningful attempts to resolve conflict with users and user-groups without immediately resorting to termination of contract. Progressive measures will be used to resolve conflict including regular meetings, notices and discussions.

Failure to abide by this policy may result in loss of use of the Sport Field or Outdoor Facility. The MODY/TOY reserves the right to appropriately invoice users who damage or misplace MODY/TOY property.

After-Hours Contacts

The MODY/TOY recognizes the need to supply users and user groups with contacts for assistance in dealing with after-hours emergencies, concerns and general support.

Contact details shall be provided to users and user groups and updated on an ongoing basis, or as needed.

As a general guideline, the following contacts should be used (in order of contacting):

- Facilities Coordinator
- Director of Yarmouth Recreation
- Community Engagement Officer

ii. Sub-Letting of Sports Field Time

No group or individual may sub-let Sport Fields and Outdoor Facilities.

iii. Waste Separation

The waste receptacles that are onsite are emptied regularly. User groups must ensure that all waste is properly separated after field use.

iv. Outdoor Washrooms

MODY/TOY owned and operated washrooms typically open annually on the first Monday of May and close October 31st. Exact opening and closing dates will be confirmed each year based on Sport Fields and Outdoor Facilities opening and closing dates. Washrooms will be open daily. The use of cell phones, cameras and other personal electronic devices is prohibited in all MODY/TOY owned and operated restrooms and change rooms.

IV. Adherence to Municipal By-Laws and Policies <<< ??? >>>>

Municipal By-Laws must be adhered to by all users and user-groups. Failure to abide by

Municipal By-Laws may result in the termination of use of Sport Fields and Outdoor Facilities privileges. While all Municipal By-Laws and municipal policies must be adhered to, the following have been recognized as of special importance for users. Municipal policies are available for reference at _____(MODY/TOY websites)

i. Parking

Responsibility shall be trusted upon user groups to inform their participants, opponents and spectators to park in designated parking lots and public parking areas.

ii. Smoking

Smoking is prohibited within MODY/TOY owned and operated Sport Fields and Outdoor Facilities, parks, and playgrounds. This includes any lighted or heated equipment used to smoke or vaporize any tobacco and non-tobacco products and smokeless tobacco.

iii. Alcohol

Alcohol is prohibited at any function or event held at MODY/TOY owned Sport Fields and Outdoor Facilities, without the authority of a Special Occasion Permit from Nova Scotia Alcohol and Gaming. Liability insurance is also required with the permit.

iv. Lottery

No user-group shall operate a lottery without holding a valid license. Lottery licensing is issued by Nova Scotia Alcohol and Gaming. As a measure of risk management, any user group that operates an illegal lottery shall be reported.

v. Signs

No unauthorized signs, marketing, promotional materials, flags, banners or signs shall be posted on MODY/TOY property or attached to MODY/TOY Sport Fields and Outdoor Facilities. The MODY/TOY reserves the right to remove any items that are in violation of this.

Policy Review:

This policy will be reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.