



**LINE HILL MOUND, REIGART ROAD and VOICE OF AMERICA Practice Fields  
Daily Use Fees and Policy for Non-Tournament Play**

MetroParks of Butler County ("MetroParks") is committed to providing clean, well maintained and safe facilities for the general use of its customer/owners. This requires balancing the high demand for use by special interest groups. Therefore, this policy will ensure equitable access to park facilities while promoting a diverse range of organized activities which are compatible with MetroParks mission, its responsibilities and its contractual obligations.

This policy will establish specific guidelines that will be used to evaluate the feasibility of and the issuance of licenses for Athletic play at the Rentschler Forest MetroPark, Line Hill Mound, Reigart Road and Voice of America Practice Fields ("Fields"). It is intended to ensure safety and balance the needs of general park users, Athletic play Organizers ("Licensee"), event participants, and the communities surrounding the parks. Athletic play requests submitted to MetroParks for approval must be compatible with MetroParks Rules and Regulations.

The Fields, which consists of 4 multi-purpose natural turf fields at the Line Hill Mound area, 5 multi-purpose natural turf fields at the Reigart Road area, 5 multi-purpose natural turf fields at Voice of America and 2 multi-purpose synthetic fields at Voice of America are reservable. On the practice fields at the above noted locations MetroParks accepts reservations for Daily use and One Time Use. MetroParks defines Daily Use as two or more field rentals per month per organization for one or more hours per rental. Rentals may not exceed 5 consecutive hours per field per day. MetroParks defines One Time Use as one field rental per month per organization for one or more hours per rental. Rentals may not exceed 5 consecutive hours per field per day. See Athletic Field Complex Policy and Fees Voice of America MetroPark for tournament rates and the conditions of use. MetroParks defines tournament play as two or more consecutive days of play organized by a single organization utilizing two or more fields for six or more hours per day, in which the organizer charges a pay to play fee.

All use of the Practice Fields and use of most of the parking lots surrounding the Fields (as indicated by signage on site) require an official and approved reservation issued by MetroParks to ensure the quality of the fields and to provide for a positive park experience for all. Unscheduled and/or unauthorized use of the Fields is NOT PERMITTED. Some areas of the MetroPark are open for unscheduled use by small groups and individuals and are marked onsite as such. These areas are not reservable and are not available for organized team play.

MetroParks intends to provide players and coaches with a positive playing experience. In order for MetroParks to provide a clean, well-maintained and safe playing environment at the most affordable cost, the following fees and use policies have been adopted.

**General Information:**

1. MetroParks Management reserves the right to:
  - o Fill all open fields and time slots with multiple parties and sports; and
  - o Move scheduled play to fields other than those first assigned in order to protect field quality and accommodate the needs of all visitors/users.
2. MetroParks reserves the right to deny Practice Field Use Applications.\* If after preliminary review, the proposed play is denied or special conditions of use will be required, the organizer will be notified. MetroParks also reserves the right to cancel review of a proposed event if the pending Licensee or Licensee does not submit accurate, complete or timely information or remit all fees as required in this policy.

\*Practice Field Use Application denials may be based on conflicts with other prescheduled events or activities, or requests from an organization which in the past, failed to follow play contract provisions, knowingly submitted incomplete or inaccurate information, failed to provide MetroParks with timely information regarding changes to an event, scheduled play activities or the number of expected attendees, caused MetroParks or other park users reasonably preventable damages or loss, and/or failed in the sole judgment of MetroParks to operate on park property in a safe, professional and organized fashion.

3. In general, the natural turf fields are open for reservations and use from April 15<sup>th</sup> through June 30<sup>th</sup> and August 15<sup>th</sup> through October 31<sup>st</sup>. The turf-growing season for natural turf fields is extremely limited, therefore, use prior outside the established dates is limited to ensure field quality. Exceptions for play outside of the established seasons must be specifically approved by MetroParks Executive Director or his/her designee in advance. Synthetic fields are open year-round.

**Application Steps:**

1. Practice Field Requests will only be processed when the Application Packet has been submitted to MetroParks by the application deadline. See the Practice Field Application Schedules below for application deadlines.

**Natural Turf Practice Field Application Schedule**

Season of Play:	Application Deadline:	Date of Notification of Field Use:
April 15-May 31	November 30 by 5:00pm	At or before December 15 by 5:00pm
June 1-June 30	February 28 by 5:00pm	At or before March 15 by 5:00pm
August 15-October 31	April 30 by 5:00pm	At or before May 15 by 5:00pm

**Synthetic Practice Field Application Schedule**

Season of Play:	Application Deadline:	Date of Notification of Field Use:
January 1-February 29	October 31 by 5:00pm	At or before November 15 by 5:00pm
March 1-May 31	November 30 by 5:00pm	At or before December 15 by 5:00pm
June 1-July 31	March 31 by 5:00pm	At or before April 15 by 5:00pm
August 1-October 31	May 31 by 5:00pm	At or before June 15 by 5:00pm
November 1-December 31	August 31 by 5:00pm	At or before September 15 by 5:00pm

2. Practice Field Application Packets will only be reviewed after MetroParks receives the following:
  - a. A completed Practice Field Use Request Form;
  - b. A signed Line Hill Mound, Reigart Road and Voice of America Practice Field Daily Use Fees and Policy for Non-Tournament Play; and
  - c. An organizational roster outlining the total number of players at time of application that includes verifiable addresses for each registered player and each player's county of residence\*

*\*MetroParks will not share or release player information to any outside parties, third party organizations or agencies.*

MetroParks cannot further process use requests until the Application Packet is complete and returned to MetroParks' Visitor Services Division by the application deadline. Applications should be submitted by email to [info@yourmetroparks.net](mailto:info@yourmetroparks.net) or by mail to:

Manager of Visitor Services  
 2051 Timberman Road  
 Hamilton, Ohio 45013

3. Any applications received by MetroParks after the application deadlines will be reviewed only after fields have been awarded to those organizations who have met application deadlines. Any remaining fields not allocated after the official notification date will be awarded on a first-come, first-served basis to organizations requesting fields.
4. **If MetroParks receives more applications than available fields, and/or receives multiple applications for the same fields and dates, a lottery will be instituted to fairly award fields. Lottery rankings will be determined by each organization's percentage of Butler County residents, which is outlined below:**
  - 0-24% Butler County Residents: 4th draw
  - 25-49% Butler County Residents: 3<sup>rd</sup> draw
  - 50-74% Butler County Residents: 2<sup>nd</sup> draw
  - 75-100% Butler County Residents: 1<sup>st</sup> draw

5. Field rental is by full field units and in a three-hour minimum time block between the hours of 5:00-8:00pm Monday-Friday.

**Contract and Insurance Requirements:**

1. Practice Field Contract, Reservation, and Use Permit will only be issued when the following are complete:
  - a. Conditional approval has been given by MetroParks; and
  - b. Contract review has been completed by MetroParks and Licensee; and
  - c. the required 50%, non-refundable deposit has been received and paid in full; and
  - d. the required Certificate of Insurance has been received by MetroParks
2. The 50% non-refundable field use deposit must be paid to MetroParks ten (10) business days after notification of field use, or the reservation will be cancelled. For information on acceptable ways to make payment contact MetroParks Administrative Office at (513) 867-5835 during normal business hours of operation, Monday-Friday, 8:30a.m.-5:00p.m.
3. Any checks written to the MetroParks for practice field use fees which is returned to MetroParks will result in a charge of thirty five (\$35.00) dollars. The Licensee will have **three (3) business days** after notification of the returned check to resolve payment and the returned check fee or the event is subject to cancellation. Repayment can be made by cash or credit card, no checks will be accepted to resolve payment.
4. The Licensee shall provide MetroParks **prior to execution of the Sports Field License Agreement & Permit at least Two Million Dollars (\$2,000,000) of comprehensive general liability insurance** per occurrence or any combination of a comprehensive general liability and an umbrella policy totaling Two Million Dollars (\$2,000,000) insurance per occurrence, naming the Licensee as the insured and MetroParks as an additional insured, to fully and adequately protect against claims arising from the use of the park premises. A copy of a certificate of insurance evidencing the existence coverage shall be provided to MetroParks at least 30 days prior to the activity. Further, the Licensee must agree that any subcontractors/vendors authorized by the Licensee (if Licensee has been authorized by MetroParks to arrange for vendors), providing services on the licensed premises, shall have the same minimum coverage with MetroParks also named as an additional insured. The insurance certificates of all subcontractors/vendors, providing services on the Licensed premises, shall also be submitted to MetroParks prior to the execution of the License Agreement and Permit. **Insurance is due to MetroParks ten (10) business days after notification of field use, or the reservation will be cancelled.**

Additional Insured should be indicated as:

**MetroParks of Butler County  
2051 Timberman Road  
Hamilton, Ohio 45013**

5. **Good communication is imperative when utilizing MetroParks facilities for sports activities which have been licensed for group use.** Throughout the approval process and through the completion of the activity the Licensee shall communicate any additions, changes, etc. in original plan to MetroParks immediately so necessary modifications and arrangements can be considered, approved and accommodated to ensure those with planned activities on sports fields and all general park visitors have a positive experience.
6. A Practice Field License Agreement and Permit will be drafted by MetroParks for review by the Licensee no later than thirty (30) days prior to the scheduled play. All requirements listed in the Contract and Insurance Requirements, Section 1 of this document must be met prior to receiving Practice Field License Agreement and Permit. Under normal circumstances, when no rush fee has been paid or scheduling deadlines have been waived by MetroParks, the Organizer (potential Licensee) shall execute and return the contract to MetroParks within five (5) business days of receipt of the contract. The final signed contract shall be sent to the Organizer no later than five (5) business days prior to the activity.
7. The Licensee shall ensure that the License Agreement requirements are fulfilled and submitted to MetroParks by the deadline dates specified in the License Agreement, or the reservation or activity may be cancelled at

the sole discretion of MetroParks. The License Agreement may only be amended by a written agreement signed by the authorized representatives of MetroParks and the Licensee.

8. All areas of the park close at dark or as posted onsite unless otherwise specifically authorized in advance by the MetroParks.
9. Only the Licensee whose name is on the sports field license application or other person duly authorized by the Licensed party can submit changes to the proposed use of park property. Changes must be submitted in writing and if agreeable to MetroParks, approval in writing by MetroParks staff will be provided. In this case, MetroParks staff will determine if additional fees or refunds are necessary, according to established applicable policy.
10. Due to the nature of sports use of the licensed fields, Licensee agrees to complete and cause each participant in the event or activity permitted by this Agreement to sign the MetroParks Participant Waiver of Responsibility Form. The Executive Director of MetroParks, in his or her sole discretion, may authorize alternative language or waive this requirement in writing.
11. Licensees without a valid special permit are prohibited from driving off-road vehicles, ATVs, APVs, utility vehicles, gators, golf carts, etc. within the Park, and no motor vehicle shall be driven off a designated Park roadway without prior approval from the Executive Director of MetroParks or his/her designee as evidenced by a valid permit issued by MetroParks.
12. All motor vehicles entering the park must **display a valid Motor Vehicle Permit ("MVP")**. All motor vehicles must park on hard surfaces or in designated parking locations only. No motor vehicles are permitted on sports fields, pathways or trails without prior permission from MetroParks.
  - a. Butler County residents may receive a free annual MVP. Residents are encouraged to apply for an MVP in person in advance of the athletic season of use.
  - b. Non-Butler County Residents may purchase MVP's for \$5/daily or \$10/annual. Individual MVP's are available at the MetroParks Administrative Office: (513)867-5835, Voice of America Welcome Center: (513)755-4402, River Center at Bicentennial Commons (513)867-5835 or on-line at [www.YourMetroParks.net](http://www.YourMetroParks.net). Non-residents are encouraged to purchase an MVP in advance of their visit to avoid delays when entering the park.
13. **In the case of inclement weather**, any organization scheduled to play on the practice fields must contact MetroParks Administrative Office or the MetroParks website if there is any chance the fields may be closed to prevent injuries and surface damage. MetroParks will use the following criteria for closing any natural grass practice field(s): standing water, saturated fields and any unsafe playing conditions unless directed to cease play by at MetroParks staff member due to public safety concerns. If inclement weather occurs during a rental period, teams must use their own best judgment to continue or cancel during that rental period. Any Licensee that used fields that have been closed by MetroParks will be assessed a \$500.00 per field fine. Notice of practice field closures due to inclement weather will take place no later than 4:00p.m. on weekdays and 8:00a.m. on Saturdays, Sundays and legal holidays. The Licensee and/or team may be notified of closings by posted signs, and the MetroParks website. MetroParks reserves the right to close any area of the park for the reasons of public safety and/or to prevent damage to park property.
14. It is the responsibility of the Licensee that all person in attendance at any event or activity under he/her/their control shall comply with MetroParks Rules and Regulations and Practice Field License Agreement & Permit provisions at all times. See MetroParks website at <http://yourmetroparks.net/rules.pdf> for specific information at MetroParks Rules and Regulations.
15. Only the Licensee whose name is on the practice field license application or other person duly authorized by the Licensed party can submit changes to the proposed use of park property. Changes must be submitted in writing and if agreeable to MetroParks, approval in writing by MetroParks staff will be provided. In this case,

MetroParks staff will determine if additional fees or refunds are necessary, according to established applicable policy.

**License Rental Fees:**

Type of Use	Use Definitions	Payment Information
Daily Use	Two or more field rentals per month per organization for one or more hours per rental. Rentals may not exceed 5 consecutive hours per field per day.	<i>50% non-refundable deposit due ten (10) business days after approval. Deposit will be applied to outstanding balance for specific reserved times and dates. Outstanding balance to be billed monthly.</i>
One Time Use	One field rental per month per organization for one or more hours per rental. Rentals may not exceed 5 consecutive hours per field per day.	<i>No deposit required. Complete payment due upon approval</i>

Rate per field per hour- Natural Turf Fields	Rate per field per hour- Synthetic Fields	Light Fees (Synthetic Fields ONLY)
\$30.00	\$70.00	\$35.00

- Licensed use time periods for natural turf practice fields are Saturday through Friday 8:00 a.m. to dusk, and no later than 9:00 p.m. Licensed use time periods for synthetic practice fields are Saturday through Friday, 8:00am to 11:00pm. Any exception to these hours must be specifically approved by MetroParks Executive Director, Deputy Director or Assistant Director in writing. The field lighting option is required for use prior to dawn and after dusk.
- Field rental is by full field units and in a three-hour minimum time block between the hours of 5:00-8:00pm, Monday-Friday.
- A \$40 rush fee will be applied to any proposed practice field use request received less than 72 hours in advance of the play use time.
- For Daily use only, between the dates of August 15 to May 15, Monday – Friday and hours 8:00 a.m.- 5:00 p.m. there will be a 25% discount on the usage of the Synthetic Turf field applied for users. The 25% discount does not apply to natural turf fields.
- Reservation and rental times shall include ALL set-up, warm-up; and take-down/clean-up time as a complete time block.
- Subletting of rental space (either partial or entire field) is prohibited unless approved in advance by MetroParks Executive Director, Deputy Director or Assistant Director in writing.
- No more than two teams or the equivalent may use a field at one time within each block of reserved time. Exceptions must be specifically approved by MetroParks Executive Director, Deputy Director, or Assistant Director in writing.
- Licensee acknowledges that he/she/they are aware the park facility may be rendered unusable or otherwise unavailable due to circumstances beyond anyone’s control, including but not limited to: flooding, fire, natural disaster, other acts of God, criminal acts, or acts of war or terrorism. In the event that the park facility should become unavailable due to any of these circumstances, MetroParks will refund any fees received from renter less the 50% non-refundable deposit. The 50% deposit made for Daily Use will be applied to the total balance that is billed to the Licensee per license rental fees chart on page 5 of the Practice Field Daily Use Fees and Policy for Non-Tournament Play. If the park facility is rendered unusable or unavailable as previously indicated, MetroParks shall not be liable for Licensee’s consequential damages, including but not limited to, other costs incurred in connection with Licensee’s event, lost profits and lost business opportunities.

### **Cancellation of Events**

1. MetroParks reserves the right to cancel any event or activity and retain any deposits and fees paid if the licensee knowingly makes a false statement of material fact, has knowingly omitted to state a material fact in the licensee application packet, submits incomplete or inaccurate information, fails to submit information in a timely manner, or fails to comply with the Sports Field License Agreement and Permit to meet the fulfillment of licensee's requirements herein.
2. MetroParks also reserves the right to recover damages/losses from those who have intentionally misled or failed to inform MetroParks in a timely manner of changes in schedules, activities or in expected number of attendees which leads to damages or loss on the part of MetroParks and/or other park users.
3. Fees are not refunded for reserved time(s) not used outside of the circumstances and policies herein. Cancellation of a reservation is subject to the following conditions and fees:
  - o Cancellation of Licensed use must be in written form by a person who is duly authorized by the Licensed Party.
  - o Cancellation to MetroParks with more than 30 days' notice of the scheduled use date, MetroParks will retain the 50% non-refundable deposit; any other fees paid will be refunded to the Licensed party.
  - o Cancellation to MetroParks with less than 30 days notice and greater than 5 days notice will result in a credit being issued to the Licensed Party for the scheduled field use.
  - o Cancellation to MetroParks with less than 5 days' notice of the scheduled use date will result in no refunds being granted to the Licensed party regardless of use.
  - o Deposits paid in advance of entering into a License Agreement are non-refundable. However, a deposit may be applied to another available date and time. Rush fees paid are not refundable.
  - o Upon request and approval, funds eligible for return under this policy may be credited toward a future activity, event or fee.

### **Legal Compliance**

1. Licensee agrees to follow and adhere to all local, state, and federal laws applicable to the Licensed use of the MetroParks facilities and the activities emanating there from including but not limited to health, worker's compensation, discrimination, licensing laws, MetroParks Rules and Regulations, and MetroParks Line Hill Mound, Reigart Road and VOA Practice Field Daily Use Fees and Policy for Non-Tournament Play.
2. **In compliance with House Bill 143, Return to Play Law** (ORC Section 3707.511) **Effective 4/26/13** Youth Sports Organizations, Coaches, Referee, Officials, & Instructors are required to follow the guidelines for concussion training, safety, and awareness requirements as presented in House Bill 143, the Return to Play Law. Information regarding the law can be found at <http://www.legislature.state.oh.us/bills>.
3. **In compliance with Senate Bill 252, Lindsay's Law** (ORC Sections 3313.5310, 3707.58, and 3707.59) **Effective 8/1/17** Youth Sports Organizations, Coaches, Referees, Officials, & Instructors are required to follow the guidelines for informing and educating students and youth athletes participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest. Information regarding the law can be found at <https://www.odh.ohio.gov/landing/Lindsays-Law.aspx>.

***I have reviewed and understand the terms and conditions set forth in the Line Hill Mound, Reigart Road and Voice of America Practice Field Daily Use Fees and Policy for Non-Tournament Play. The event License Agreement and MetroParks General Park Rules and Regulations will govern the use of the Line Hill Mound, Reigart Road and Voice of America facilities should I and/or my organization receive a license to use them. I certify that to the best of my knowledge and belief that the above information is accurate and complete.***

**Authorized Representative's Signature:**

**Date:**