

VOICE OF AMERICA METROPARK ATHLETIC COMPLEX USAGE GUIDELINES

MetroParks of Butler County ("MetroParks") is committed to providing clean, well-maintained, and safe facilities. MetroParks intends to provide an exceptional playing experience while balancing the high demand for use. It also is intended to consider the needs of general park users, athletic event organizers ("Licensee"), event participants, and the community.

General Requirements

- **Request Form** – Each Licensee requesting use shall submit a request form at least 90 days in advance of the proposed event. Requests received less than 90 days will incur an additional rush fee and are subject to approval.
- **Insurance** – Prior to execution of the Athletic Field License Contract, Licensee shall provide MetroParks a certificate of coverage for comprehensive general liability insurance of at least **Two Million Dollars (\$2,000,000)** per occurrence or any combination of a comprehensive general liability and an umbrella policy totaling Two Million Dollars (\$2,000,000) per occurrence. Licensee must be named as the insured and MetroParks as an additional insured. Neither party extends to any other person or organization indemnification or protection from liability arising from use of the premises. Additional Insured should be listed as: MetroParks of Butler County, 2051 Timberman Road, Hamilton, OH 45013
- **Final Field Layouts/Specifications** shall be submitted at least 14 days prior to each licensed use. A late penalty of \$250 will be applied for any field layouts received less than 14 days prior to use.
- **Athletic Field License Contract.** MetroParks will provide the Licensee a contract for review which should be signed within five (5) business days of receipt.
- **MetroParks Reserves the Right** to fill unscheduled fields and time slots with multiple parties/sports. It also reserves the right to move scheduled play to fields other than those first assigned.
- **Pre-event Planning Meeting** will be held at least 30 days prior to each licensed use. Throughout the approval process and the completion of the event the Licensee shall immediately communicate any changes of original plan to MetroParks so necessary modifications and arrangements can be considered.

General Information

- All use of the playing fields and most of the parking lots surrounding the complex require an official reservation and contract issued by MetroParks. **Unscheduled and/or unauthorized use of the Complex is NOT PERMITTED.**
- The natural grass turf fields are open from April 15 - June 30 and August 15 - October 31. Use is limited to ensure field quality. The synthetic turf fields are open for reservations year-round.
- MetroParks and/or its licensed contractors or permit holders are the sole concession providers. All food vendors must apply through MetroParks. A Licensee requesting to bring in a food vendor must pay a fee per vendor per day, pending approval. No sale of any other items or donations may occur unless disclosed in the pre-planning meeting and included in the Contract. Licensees must provide a list of all items, goods, or services that will be for sale within the park at the pre-event planning meeting. Vendor applications and additional information, including fees and policies can be found at <https://www.cognitoforms.com/MetroParksOfButlerCounty/TournamentFoodVendorApplicationForm>
- All areas of the park close at dark unless otherwise authorized in advance by MetroParks. If requested, MetroParks can arrange for overnight security. MetroParks reserves the right to require overnight security based upon elevated security concerns. Sworn peace officers will provide security, which shall be coordinated by the MetroParks Division of Police.
- Licensee agrees to require each participant at the permitted event to waive all claims against MetroParks.

- Licensee and all other Licensed Parties understand and agree that they are prohibited from driving off-road vehicles, including golf carts, within the park unless otherwise authorized by MetroParks. Motor vehicles shall not be driven off a designated park roadway.
- It is the responsibility of the Licensee that all persons in attendance at any event or activity under their control shall always comply with MetroParks Rules and Regulations and Voice of America MetroPark Athletic Complex Usage Guidelines. See MetroParks website at <http://yourmetroparks.net/about/policies-rules> for a complete list of MetroParks Rules and Regulations.
- Only the Licensee whose name is on the rental application or other person duly authorized by the Licensee can submit changes to the proposed use. Changes must be submitted in writing and if agreeable to MetroParks, approval in writing will be provided by MetroParks. MetroParks staff will determine if additional fees are necessary.
- Licensed use time periods for natural grass fields are Sunday through Saturday from sunrise to dusk, and no later than 9:00 p.m.
- Licensed use time periods for synthetic turf fields are 6:00 am to 11:00 pm. Field lighting is required for use prior to dawn and after dusk.
- Reservation and rental times are reserved in one-hour time blocks and include **ALL** set-up, warm-up, and take-down/clean-up time. Rental times will be rounded to the nearest hour for billing purposes.
- Subletting of park space and/or assigning license contract rights to others (either partial or entire field) is prohibited.
- Field licensed use is reserved in full field units and one-hour time blocks. Each reserved field unit will be set with two goals within the appropriate area of the goal box. Goals are not to be moved by Licensee.
- No more than two teams or the equivalent may use a field simultaneously within each block of reserved time. No more than a maximum of 23 players per team, 46 players per field.
- Exceptions to rules must be specifically approved by MetroParks.

Legal Compliance

- Renter agrees to adhere to all local, state, and federal laws applicable to the licensed use of the MetroParks facilities and the associated activities including but not limited to health, worker's compensation, discrimination, licensing laws, MetroParks Rules and Regulations and MetroParks Athletic Field Complex Use Policies.

Cancellation of Events

- MetroParks may cancel any event due to inclement weather.
- MetroParks may cancel any event and retain any deposits and fees paid if the renter knowingly makes a false statement of material fact, has knowingly omitted to state a material fact in the field use application, submits incomplete or inaccurate information, fails to submit information in a timely manner, or fails to comply with the Athletic Field Complex Policy.
- Licensee acknowledges that the 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. If the facility should become unavailable due to any circumstances listed, MetroParks will refund any fees received from renter less the 10% non-refundable deposit. 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.
- MetroParks may recover damages/losses from those who have intentionally misled or failed to inform MetroParks 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.
- 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:
 - Cancellation of licensed use shall be in written form by Licensee.

- Notice of cancellation is made more than 60 days prior to the scheduled use date, MetroParks will retain the non-refundable deposit; other fees paid will be refunded to the Licensee.
- Notice of cancellation is made less than 60 days prior to the scheduled use date, no refunds will be granted.
- Deposits paid in advance of entering into a License Agreement are non-refundable. However, the deposit may be applied to another available date and time if approved by MetroParks.
- Upon request and approval by MetroParks, funds eligible for return under this policy may be credited toward a future event or fee.
- The turf must be actively growing for fields to be open for play based off clipping yields from mowing, as judged by MetroParks. If the turf is actively growing and weather issues arise, refer to the Inclement Weather Protocol.

Inclement Weather

MetroParks will work with the Licensee to assess safety and playability. To ensure player safety and protect the playing fields from damage, the following criteria will be used for closing fields:

- Rain, snow, frozen soil, or frost leading up to and during an event will be documented and fields accessed to determine playability. Field saturation, accumulated snowfall, standing water/drainage rate, frozen ground, accumulated frost, field condition when thawed, and the weather forecast will be used in this determination.
- If there is a half-inch of rain, accumulated snow, or a frost within 24 hours of an event, **OR** if the ground is frozen within the week or two (2) inches of rain or snow falls up to three (3) days prior to an event MetroParks will:
 - Contact the event organizer to determine the playability of the fields to ensure a safe playing surface and to protect the quality of the fields.
 - Work with the organizer during an event to determine if conditions are:
 - Playable - rain/snow/frozen soil/frost did not impact the conditions of the fields.
 - Unplayable and Delayed - rain/snow/frozen soil/frost impacted field conditions. Play may be delayed in one-hour increments. MetroParks determines when play may resume.
 - Unplayable and Cancelled - rain/snow/frozen soil/frost severely impacted field conditions and all play will be canceled on that field. The field will be reevaluated after 12 hours.

Playing Field Relocation

To ensure player safety and protect the playing fields from substantial damage, the following protocol will be used when the Athletic Fields are rented for tournaments. This protocol pertains to relocating a field designated for play to another location when field quality affects the playing conditions. MetroParks will work with the event organizer to do safety and playability assessments. MetroParks will inspect fields to determine significant wear in the following areas: goal boxes, referee runs, bench areas, center field.

If the fields are showing significant damage from play before or during an event, MetroParks will:

- Contact the event organizer to determine the playability of the fields to ensure a safe playing surface and to protect the quality of the fields.
- Work with the organizer to relocate play from impacted fields.

MetroParks will relocate play ensuring that field size will be the same, field number sign will be relocated, and that the organizer will be notified of relocation.

Field Limitations

MetroParks intends to provide an exceptional playing experience while balancing the high demand for use. To ensure player safety and protect the playing fields from substantial damage, the following protocol will be used when Athletic Fields are rented for tournaments. This protocol pertains to field limitations per field per day to preserve field quality.

Number of Day Tournament	Field Limitations per field per day
2 Day Tournament	10 hr. per field per day

2 ½ Day Tournament	5 hr. limit per field for the half day and 10 hr. for the following 2 days
3 Day Tournament	9 hr. limit per field per day
4 Day Tournament	9 hr. limit per field for the first three days and 4 hr. limit per field for the fourth day.
5 Day Tournament	8 hr. limit per field per day for the first three days, 6 hr. limit per field for the fourth day, and 4 hr. limit per field for the fifth day
6 Day Tournament	8 hr. limit per field per day for the first three days, 6 hr. limit per field for the forth day, and 4 hr. limit per field for the fifth and sixth day
7 Day Tournament	8 hr. limit per field per day for the first three days, 6 hr. limit per field for the forth day, and 4 hr. limit per field for the fifth, sixth, and seventh day