



City of Sugar Land
Parks & Recreation Department

IPRC Office Hours: Monday - Friday 8 a.m. - 10 p.m.

Reservation Hours: Monday - Friday 8 a.m. - 10p.m.

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ATHLETIC FACILITY USE
POLICIES

JULY 1998
Revised 1/2014

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CITY OF SUGAR LAND POLICY FOR USE OF PARK AND RECREATIONAL FACILITIES

The policy for use of City of Sugar Land Park and Recreational facilities is composed of procedures, regulations, and guidelines designed to ensure that all facilities are utilized in a safe and efficient manner. The City of Sugar Land develops and maintains park and recreational facilities to serve the residents of Sugar Land.

Priority use of athletic facilities is reserved for associations requiring the ongoing, scheduled use of a facility to provide a recreational service or to meet a community recreational need. Sports Association, as defined for the purpose of this document, is a non-profit organization that conducts its own affairs within the framework of policies established by the City of Sugar Land.

Groups other than Sports Associations are encouraged to utilize park facilities. Groups or individuals must be go through a reservation process with the City of Sugar Land Parks and Recreation Department to use any reserved use field space.

CITY OF SUGAR LAND ATHLETIC FACILITY PROCEDURES AND GUIDELINES

RECOGNIZED SPORT ASSOCIATION

A list of the recognized sports associations will be updated at the beginning of each year.

PROCEDURE FOR BECOMING A “RECOGNIZED” SPORTS ASSOCIATION

The following factors will determine a “recognized” sports association:

1. **Historical Presence.** Historical presence for the purpose of this document is defined as “The established ongoing use of a specific City of Sugar Land facility, by a group, during a designated time frame or season that has occurred more than once.” In cases where two groups or organizations have historical presence and each has acquired recognized status at a single facility, the group with the longer duration of presence will be given preference.
2. **Sugar Land Based Organization.** Sports Associations must have non-profit status with the paper work identifying them as a Sugar Land based organization.
3. **Sugar Land Resident Participation.** Sports Associations percentage of resident participation will be considered when determining the number of facilities available for use. If it is determined that a majority of the participants in a given league/organization are not Sugar Land citizens, then their status as a recognized user will thus be reviewed. Rosters reflecting league participant’s mailing address (street, city, state, and zip) must be submitted prior to each and every league season (i.e. spring, summer, fall, winter, or each season per league calendar).
4. **Non-exclusive,** with an emphasis on recreational programming and opportunities as the utmost priority and goal under which the organization operates.

CONDITIONS FOR USE

All Organizations will be required to submit written requests for use of facilities to the Parks and Recreation Department at least thirty (30) days prior to the beginning of any anticipated facility use. **Written requests shall be accompanied by a certificate of insurance naming the City as an additional insured, the latest season's financial statement, a list of the Sports Association's Board of Directors with appropriate addresses and telephone numbers, tournaments, tryouts, practices, game schedules, and a security deposit with a 501©3 non-profit status form. Failure to submit requested information can lead to the loss of “recognized” status and potential loss of priority user status, which could effect field allocation.**

Sports Associations shall designate one (1) person and one (1) alternate person to act as the contacts for their Sports Association and shall submit the persons, name, title, address, e-mail address (if applicable), home, work, cell and fax telephone numbers to the Parks and Recreation Department. Sports Associations are responsible for updating their contact

information as changes occur. The Athletics Coordinator or designee shall act as the City of Sugar Land's liaison to all of the Sports Associations.

Groups or individuals seeking reserved use of city athletic facilities may do so under the following conditions:

1. Individual making the application can be a resident or non-resident.
2. Times and dates do not conflict with sports association use.
3. Reservations are subject to the approval of the Parks & Recreation Department, may be denied at any time, and may be no longer than two (2) consecutive days.
4. Payment is required ten (10) working days before requested date(s).
(See Page 14 for Fees and Deposits).
5. Application is made no more than thirty (30) days in advance and no less than seven (7) working days before requested date.
6. Facilities will be rented "as is". Other arrangements (chalking and lining, dragging fields, nets, flags, bases, etc.) will be made by the applicant and at their expense.
7. Applicant must make arrangements to leave the facility in condition it was found. If an applicant does not leave the facility in the condition in which it was found (i.e. if, upon arrival, lines were chalked and infields dug at a baseball facility, etc.), then they are subject to forfeiting future usage of City of Sugar Land Athletic Facilities.
8. The City will be responsible for turning lights on/off for the applicant.
9. A signed contract will be given to the user once the process is complete.
10. Conditions/playability of fields will be determined by the Athletics Coordinator or designee.

DETERMINING FACILITY USE

Recognized Sports Associations will be granted priority use of a facility by the City of Sugar Land on a per season basis: however, facilities will remain open for public use when use does not interfere with the associations scheduled activities.

Use by the public of designated "open play areas" will be on a first come first serve basis. The City of Sugar Land reserves the right to program facilities during times when facilities are not being utilized. All scheduled use of facilities will be determined by the City of Sugar Land.

SPECIAL USE OF FACILITIES

The City of Sugar Land reserves the right to host athletic leagues, special events, and programs at all public park facilities. Sports Associations will be notified in advance of any special events or programs that may conflict with their scheduled use. The City will make every effort to schedule special events during non-use time periods.

The Parks and Recreation Department must be informed before any Sports Association enters into arrangements with other organizations for use of public facilities. Organizations wishing to host clinics, workshops, and/or programs that are performed by agencies other than the Sports Associations are required to schedule such programs with the City at least thirty (30) days prior to the beginning of the program. The Sports Association will be required to name the agency as an additional insured on their insurance policy.

HOURS AVAILABLE FOR USE

City Parks are opened from sunrise to sunset, excluding lighted facilities which are opened in accordance with the Park Facility Lighting Policy. See attachment on Page 15.

CONCESSION/STORAGE BUILDINGS

Scheduled use of concession/storage buildings will be on a per season basis with use determined by the recognized/historical presence of a Sports Association at a specific facility. Only one Sports Association per season will be granted priority use of a specific building. If another Sports Association requests use of that building during the same time frame, the Sports Association with priority use of the building may choose to share use, contingent upon the City's approval. The City may use the concession and storage areas during city-sponsored activities. The City also reserves the right to enter into contracts with private companies for concession operation services.

All Sports Associations are required to furnish whatever equipment and supplies are necessary to operate the concession area and maintain in a sanitary manner, all restrooms, concession and storage facilities. An ice machine is the only equipment that the City will provide inside a concession area. Associations agree to abide by any and all health code requirements for food service including all appropriate permits.

The addition of new storage facilities may be added with the review and permission of the City. All equipment stored at a concession/storage building must be removed at the end of the Sports Association's season, unless otherwise approved by the City. The City will inspect facilities at least once a quarter to determine if flammable, hazardous, or toxic substances/materials are being stored and handled properly. Sports Associations must not block access to facility equipment such as air conditioners, heaters, ice machines, breaker panels, circuit panels, etc.

The City of Sugar Land shall be responsible for repairs and upkeep of city owned concession/storage buildings that are the result of normal wear and tear and aging. Sports Associations will be responsible for repairs stemming from damages incurred by the facility due to the Sports Association's negligent or irresponsible use. All facilities conditioned with air should maintain temperatures, especially those with ice machines, within the range of 76 - 80° F.

MAINTENANCE OF PARK AND RECREATIONAL FACILITIES

The City of Sugar Land will provide a level of maintenance service to all park and recreation facilities that ensure the safe and efficient use of facilities by the Sports Association and the general public. The Sports Associations are responsible for correcting hazardous conditions related to the association's activities. Failure to address the hazardous conditions within 24 hours could result in the suspension of having a recognized league status. The City of Sugar Land will not provide maintenance or upkeep to property or facilities that are not owned by the City of Sugar Land but retains the right to remove the property.

Sports Associations and other organizations will be responsible for and bear all costs associated with the operation and maintenance of any and all league, season, or sport specific upkeep to the facility (i.e., chalking foul/boundary lines, dragging infields, screening, overall field maintenance upkeep, etc.). The leagues will bear the cost for repairs to city property caused by the leagues (i.e. irrigation, landscape, facility damages.) The Sports Association and other organizations shall furnish and maintain their own equipment, materials, and/or supplies for operating their games and events (i.e., starting blocks, bases, soccer goals, public address systems, nets, scoreboards, etc.).

The Parks and Recreation Department has established a Service Request / Work Order System. This system follows the below listed procedure: (Priorities determined by City of Sugar Land staff)

<u>Priority</u>	<u>Priority Description</u>	<u>Notes</u>
1.	Emergency	Respond within 24 hours
2.	Urgent	Respond within 72 hours
3.	General	Respond within 10 days
4.	Routine	Respond within 2-3 Weeks
SE	Special Events	Completed by date required

The purpose of the system is to provide park maintenance personnel with documentation in order to better serve and track facility repairs, maintenance activities, and service requests. Its intent is to provide a better means of communication between persons requesting service and park maintenance personnel concerning park facilities.

Attached to this document is a copy of the maintenance / service request form. Requests can be completed on the form and turned in to the Parks and Recreation Department in order to schedule necessary inspections and / or repairs. The form can be brought to the main office, faxed, or emailed. Emergency requests can be made in person. After business hours or on weekends contact the Park Ambassador. Verbal requests should be followed up with written requests to insure completion of request. Email is the preferred method of requesting maintenance assistance. *See a list of contacts on Pg. 17.*

VANDALISM

Sports Associations with access to facilities will secure all doors, windows, or any other points from which a person could enter. The City will share in the responsibility of deterrence by providing sufficient lighting, frequent police patrols, overall security assessment, and other measures upon the review and permission of the Director.

Repairs to facilities caused by vandalism will be the responsibility of the City. The City will repair or replace due to vandalism as necessary, the following equipment: ice machines, air conditioners' / heaters, electrical and lighting systems, telephone systems, plumbing systems, or others upon review and permission of the Director. The Sports Associations will be responsible for replacing or repairing items vandalized which the Association owns.

LITTER CONTROL

All sports associations; organizations and individuals will remove trash daily from dugouts, around concession stands, playing fields the facilities/buildings, parking areas and common areas for trash, debris, and litter associated with their activities. All trash, debris, and litter can be deposited in the trash receptacles or dumpster on the park grounds.

The City will share the responsibility to keep all facilities clean of trash, debris, and litter. Currently the City collects trash from the trash receptacles twice a week at community parks and once a week for neighborhood parks. Litter and debris collection is completed before scheduled mornings and as needed.

SECURITY

City parks are patrolled regularly by the Sugar Land Police Department. The Parks and Recreation Department provides Park Ambassadors to patrol the parks during evenings and weekends, they can be contacted at 281-725-7003. The Parks Ambassadors' role is to serve as park advocates, educate the public on park rules and ordinances, conduct daily visits and inspections, and report any problems to the Parks and Recreation Department and/or Police Department.

As such, it is neither the responsibility nor the right of persons other than those representing the City of Sugar Land Parks and Recreation Department to enforce park rules and regulations. If you are a witness to a violation of those rules or actions inconsistent with expectations of a public setting, please contact a City of Sugar Land Parks & Recreation employee or for reporting after-hours incidents (6:00p.m.-8:00a.m., weekends, holidays), contact the Parks & Recreation on-call service via the Parks & Recreation Department's main number (281-275-2885).

ENHANCEMENTS

Sports Associations will not install build or perform any type of facility or property improvements without the express written consent of the City of Sugar Land. These enhancements could include but not limited to, enlarging ball fields, establishing new fields, batting cages, cutting trees, extra landscaping, and modifying irrigation systems. Requests for improvements must be submitted in writing to the Parks and Recreation Director at least thirty (30) days prior to the desired date of performing the improvement. All requests require approval of the Director of Parks & Recreation. See attached Facility Enhancement Form on Pg. 18.

RESTROOM FACILITIES

Restroom facilities or portable toilets are available at all City owned facilities. The cleaning of restrooms and provision of necessary supplies is the joint responsibility of the City and Sports Associations. The City will clean the concession stand restrooms twice a week. The Sports Associations will be responsible for supplemental cleaning of the concession stand restrooms. The Sports Associations may contract with outside contractors for supplemental cleaning of the restrooms. The City expects assistance in meeting the health and safety needs of our park patrons. The City does not encourage the use of restroom facilities at private or semi-public facilities located adjacent to city owned parks.

FACILITY KEYS

Where applicable, keys will be provided to the concession/storage buildings, gates, and lighting boxes. Keys may be limited to a maximum of six (6) keys issued for each facility. Sports Associations/ Applicants will be assessed a deposit. At the end of each season all keys must be returned to the Parks Department before issuance of new keys for the next season. Key deposits will be refunded upon return of issued keys. Sports Associations will provide a list of all Association Members names and telephone numbers in possession of facility keys.

UTILITIES

Per city ordinance effective January 1, 2005, leagues are now responsible for 50% of the light bills at their facilities. However, through the investment that Sugar Land organizations have committed themselves to, Youth Sports Associations are allowed to “buy down” the portion of the light bill, resulting in the organization being responsible for up to 25%.

Documentation in the form of invoices, receipts, contracts or other detailed documents must explicitly detail expenses incurred by leagues during a given quarter, detailing a leagues expenditures dedicated towards general maintenance of facilities, equipment for maintenance of facilities, materials purchased for maintenance of facilities, or personnel employed by a Sports Association for the sole purpose of supplemental maintenance at a city of Sugar Land athletic facility.

For organizational investments that match or exceed 25% of the light bill total for the given quarter, leagues will be able to “buy down from 50% of the light bill responsibility to 25%. (NOTE: leagues will only be able to buy down 25% of the total in a given quarter. EXAMPLE: \$10,000 total bill, \$5,000 league responsibility, receipts and /or invoices reflecting \$2,500+ worth of investment into the maintenance of facilities = \$2,500 responsibility towards the light bill by leagues.)

However, if an organization’s investment exceeds 25% in a quarter that excess is then rolled over towards dedication to the following quarter’s “buy down” process. (EXAMPLE: \$10,000 total bill, \$5,000 league responsibility, receipts and/or invoices reflecting \$3,500+ worth of investment into the maintenance of facilities = \$1,000 responsibility towards the light bill by leagues will be dedicated towards the following quarter’s portion of responsibility.)

In the event that a league’s investment does not meet the 25% necessary to “buy down” their portion of responsibility of the facility’s light bill, the “buy down” percentage will be taken into account, not to exceed 25% of the light bill. (EXAMPLE: \$10,000 total bill, \$5,000 league responsibility, receipts and/or invoices reflecting \$1,500+ worth of investment into maintenance of facilities = \$3,500 responsibility towards the light bill by leagues.)

Voluntary man hours dedicated to the preservation, preparation, repair and upkeep of a City of Sugar Land park or facility are not quantifiable and, therefore, not considered in the calculation of “investment” when buying down an organization’s portion of responsibility for the light bill.

PARKING

Sports Associations, organizations and individuals are entitled to use parking areas located at each park. All users are required to obey all traffic laws and regulations when utilizing park roadways. "No Parking" areas, as designated by posted signs, will be strictly enforced. Reserving of parking areas and charging for parking will not be allowed. Provisions can be made to reserve parking spaces for Emergency Vehicles. Handicapped parking spaces are available at each established parking area. No motorized vehicles will be allowed in the parks except in parking areas, the exception being emergency vehicles assisting an accident or injury, or the delivery of equipment, supplies and/or materials.

SIGNAGE

Sponsorship signs are allowed at facilities as long as they meet the specifications below. The City recognizes three types of sponsorship signs: sponsorship signs attached to concession buildings or other buildings, sponsorship signs attached to ball field fence work, and sponsorship signs which are free standing. The City must approve the design

and placement of sponsorship signs attached to buildings before installing or removing. Sponsorship signs attached to fence work must be 1' 4" tall, at least ¼" thick, and 8' long painted dark green or black with white lettering. These signs may be attached to the ball field fences as long as they are legible from the ball field viewing area, are well painted and maintained and are all placed at the same height from the ground. Sponsorship signs, which are free standing, must be 4' tall, 8' long, at least ½" thick on 4' x 4' wooden posts, 12"-18" from the ground to bottom of sign, and painted dark green or black with white lettering. The City before installation must approve the exact placement of the sign.

Requests to place signs on facilities that have not previously had signs will require the advance approval of the City. Written request must be submitted to the Parks and Recreation Director or designee prior to the desired date of installation.

All sponsorship signs that are damaged from weather, vandalism, or normal wear and tear must be repaired or replaced by the Sports Association. Exceptions to the policy may be made only with the approval of the City. If not repaired in a timely manner the signs will be removed at the City's discretion.

All sponsorship signs should be reviewed annually to determine if they should be repaired, updated or removed.

Per city ordinance:

Sec. 4-11. Permit requirements; exemptions.

(a) *Permits generally.* It is unlawful for any person to place, locate, relocate, erect, construct, replace or alter the size or shape of any part of a Freestanding or Wall Sign, including the face or other integral part, or to thereafter make use of a Freestanding or Wall Sign without having first secured a Sign permit from the City, except as otherwise provided in the chapter.

Sec. 4-14. Duration Unless earlier revoked, a Sign permit to construct, erect or place a Freestanding or Wall Sign is valid for 180 days from the date of issuance.

(a) A permit to make use of one of more wind device signs on a premises devoted to a nonresidential use may not exceed a period of use of 28 consecutive days in one calendar year or two periods of use of 14 consecutive days in one calendar year.

(Ord. No. 1251, § 4, 7-18-00)

Sec. 4-26. Stake Signs.

a) *Size and Height.* A Stake Sign may not have an Effective Area in excess of nine square feet or a Height in excess of four feet.

- b) *Prohibited Areas:* A Stake Sign may not be located within the right-of-way of a public street or within a railroad right-of-way.
- c) *Removal.* A Stake Sign that advertises a particular event or happening must be removed within three days after the conclusion of the event by the owner of the premises on which it is located.
- d) On any City property that is used as an election polling place, a person may place a stake sign on the City property in an area designated by the city manager, beginning on the 18th day prior to election, if the stake sign meets all the regulations of this section and contains only noncommercial messages. The City may remove and dispose of any sign that does not comply with these regulations.

(Ord. No. 1251, § 7, 7-18-00; Ord. No. 1340, § 1, 1-15-02)

COMMUNITY BUILDING RESERVATIONS

Community Centers are available for use by the Sports Associations. For information on fees, available dates, and policies contact the Parks and Recreation office at (281) 275-2885 or the Athletics Coordinator (281) 275-2832.

EMERGENCIES AND ACCIDENTS

Sports Associations, organizations and individuals should make every attempt to inform the Parks and Recreation Office of any and all accidents that require medical attention by health care professionals. Accidents involving the condition or maintenance of facilities should be reported to the Parks and Recreation office at the beginning of the first business day following the accident. Emergencies involving maintenance of the facility should be reported immediately by contacting the Park Ambassador at (281) 725-7003. The Park Ambassador will contact the proper on-call staff representative.

CAPITAL IMPROVEMENT PROJECTS

Sports Associations wishing the City to consider funding specific capital improvement projects should submit in writing a detailed description of the type of project for consideration (i.e., two additional youth soccer fields, new overhead lights at pool). Written requests should be submitted to the Parks and Recreation Department, no later than March 1, for consideration in the following fiscal years' program budget. Requests submitted after March 1 will not be considered for the following fiscal years program budget. The City of Sugar Land's fiscal year runs October 1 - September 30. Approval of projects is based on priority need and available funding. See attached the Capital Improvement Project form on Pg. 21.

TOURNAMENTS/ MEETS

1. Any request for tournament play or meets must be made in writing by the sponsoring organization no less than thirty (30) days prior to scheduled tournament or meet. Existing tournaments or meets will receive first consideration.
2. Request for tournament play will be restricted to recognized Sports Associations and Sugar Land residents. (See Fees and Deposits on page 14.)
3. The Parks and Recreation Department may restrict the number, size, dates, and locations of tournaments or meets in order to protect field or facility conditions or to prevent overuse of fields and facilities.
4. Approval of tournament play or meets does not guarantee field or pool condition or availability of parks and recreation personnel or equipment.
5. The Parks and Recreation Department may cancel a tournament or meet at any time in the interest of insuring quality and safety of fields, pool, or participants/ spectators.
6. The decision to cancel tournament or meet shall be made by authorized members from the Parks and Recreation Department.
7. A security deposit will be required for all tournaments/ meets.
8. Additional trash receptacles and/ or trash roll offs may be required. The applicant will incur all costs associated with additional trash receptacles/ roll offs.
9. The applicant will clean all areas associated with the tournament/ meet. This includes parking areas, fields, concessions areas, restrooms, and surrounding fields.
10. If additional clean-up is needed the applicant will be charged a fee, which will be deducted from the security deposit (See Fees and Deposits).
11. Additional restrooms may be required at the associations/ applicants expense.

PENALTIES

Any sponsoring association, group or person violating any provision of the Athletic Facility Use Policy may be penalized in the following manner:

1. Any sponsoring association, group or person may be notified of the violation in a written notice by the Parks and Recreation staff.
2. Any sponsoring association, group or person, upon written notification, may be provided an opportunity to resolve the violation determined by the Director of Parks and Recreation or designee.
3. Any sponsoring association, group or person violating any of the Policies and Procedures may be refused the scheduled usage of athletic facilities if such action is deemed necessary by the Director of Parks and Recreation upon the review and disposition of the violation.

- Alcohol is PROHIBITED in all City of Sugar Land parks.
- **See Utilities section of Policies on Pages 9-10.**

CITY OF SUGAR LAND FEES AND DEPOSITS CALL 281-275-2885

	Security Deposit	Non-Lighted	Lighted Fields
Leagues	\$61.50	N/A	**
Private Groups Residents	\$61.50	\$21.50 <i>per hour per field</i>	\$32.75 <i>per hour per field</i>
Private Groups Non-Residents	\$61.50	\$26.75 <i>per hour per field</i>	\$43.00 <i>per hour per field</i>

Procedure: 7006-06
 Effective Date: January 1,2012

CITY OF SUGAR LAND
PARKS AND RECREATION DEPARTMENT POLICIES AND
PROCEDURES

TITLE: PARK FACILITY LIGHTING POLICY

APPROVAL SIGNATURE:

DATE

INITIATING

DEPARTMENT: PARKS & RECREATION

DIRECTOR: Jim Browne

A. **PURPOSE**

The following policy is created to establish a uniform procedure to determine the types of park facilities eligible for activity lighting and the hours of operation of activity lighting in park facilities

B. **SCOPE**

It is the intent of this policy to provide clear and specific guidelines for the standards of park facility lighting inclusion and operation.

C. **PROCEDURES**

1. Neighborhood parks, pocket parks, and playground parks will not include activity lighting in their respective park master plans.
2. Community parks and regional parks will include activity lighting in their master plans. The specific degree of activity lighting will determined based on the lighting's potential impact on the community.
3. Activity lighting at park facilities will end no later than 10 p.m. Sunday through Saturday.
4. Exceptions will be allowed to policy #C3:
 - a. Activity lighting at City Park will end no later than 11 p.m. Sunday through Saturday.
 - b. Activity lighting for tournaments and special events that have prior written approval by the Parks and Recreation Director or designee will end no later than 12 a.m. Sunday through Saturday.

5. The Parks and Recreation Department will notify the Sugar Land Police Department of activity lighting that extends beyond established hours of operation.
6. The Parks and Recreation Director or designee can alter the park facility lighting policy due to unforeseen circumstances.

LIST OF CONTACTS

<u>Contact</u>	<u>Phone Number</u>	<u>Email Address</u>
L.R. Heffernan -Athletics Coordinator	281-275-2832	lheffernan@sugarlandtx.gov
Kimberly Terrell -Assistant Director	281-275-2436	kterrell@sugarlandtx.gov
William Hajdik -Assistant Director	281-275-2350	whajdik@sugarlandtx.gov
Heather Bluejacket- Recreation Manager	281-275-2433	hbluejacket@sugarlandtx.gov
Glen Lytle – Parks Superintendent	281-275-2898	glytle@sugarlandtx.gov
Parks & Recreation Main Office	281-275-2885	
Park Ambassadors	281-725-7003	
On Call Service (After Hours)	281-275-2885	
Police Dispatch	281-275-2525	

FACILITY ENHANCEMENT REQUEST FORM

The Sports Associations will not build, install, or perform any type of facility enhancement without the express written consent of the City of Sugar Land. This form is due thirty (30) days prior to the desired date of performing the improvement.

REQUEST DATE: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ **- PHONE: H()** _____
W() _____

EMAIL ADDRESS: _____

TYPE OF FACILITY: _____

REQUESTED ENHANCEMENT: _____

ESTIMATED START OF ENHANCEMENT: _____

ESTIMATED COMPLETION DATE: _____

**** IF THE CITY IS TO PERFORM ANY DUTIES OR IS EXPECTED TO ASSIST PLEASE LIST IN THE COMMENTS SECTION.**

COMMENTS: _____

REQUEST: DENIED APPROVED

BY: _____ **DATE:** _____
Parks Director

CHECKLIST FOR SPORTS ASSOCIATIONS
USE OF CITY ATHLETIC FACILITIES

- Application submitted at least 30 days before planned use
- Application dates span no more than one season or 6 months duration (i.e., Winter, Spring, Summer, Fall, Jan-June or July-Dec.) whichever is shorter
- City of Sugar Land is named as an additional insured on the certificate of insurance
- Last season's financial statement is enclosed
- List of association's board of directors is enclosed with names and addresses
- Tryout, practice, game schedules and tournaments are enclosed
- Contact person's name, title, address, home and work telephone numbers and fax numbers are included
- Signed statement of athletic facility policy compliance is enclosed
- Signed waiver of liability is enclosed
- Sports Associations will provide a list of all Association Members names and telephone numbers in possession of facility keys.
- Key Deposit
- Security Deposit

STATEMENT OF COMPLIANCE

I, _____, representative for
(SELF) PLEASE PRINT

the _____, have received
(ASSOCIATION/APPLICANT) PLEASE PRINT

and agree to abide by procedures and guidelines as established in the document

City of Sugar Land "Athletic Facility Policies."

SIGNED: _____ DATE: _____

CAPITAL PROJECT REQUEST FORM

Name of Facility: _____

Submitted By: _____

*Project Name and Priority: _____

Estimated Cost of Project: _____

Consequences If Not Funded: _____

Description of Project: _____

Name of Facility: _____

*Project Name and Priority: _____

Estimated Cost of Project: _____

Consequences If Not Funded: _____

Description of Project: _____

*** If there is more than one project that is to be submitted to the City of Sugar Land, each item should be numbered in a prioritized order of preference (1,2,3,4, etc).**

CITY OF SUGAR LAND ATHLETIC FACILITY RESERVATION FORM

Name of Organization: _____ e-mail: _____

Name of Applicant: _____ e-mail: _____

Address: _____ Phone: _____ (H)

_____ (W)

PARK: City Park / Imperial Park / Lost Creek / Eldridge Park / First Colony

NAME OF FIELD: _____

OF TEAM (S): _____ # OF FIELD (S): _____ AGE RANGE: _____

DATE(S) NEEDED FROM: _____ TO _____

DAYS & HOURS NEEDED: (Circle hours of Use) _____

Sun. 5a 6 7 8 9 10 11 12p 1 2 3 4 5 6 7 8 9 10 11p **Mon.** 5a 6 7 8 9 10 11 12p 1 2 3 4 5 6 7 8 9 10 11p

Tues. 5a 6 7 8 9 10 11 12p 1 2 3 4 5 6 7 8 9 10 11p **Wed.** 5a 6 7 8 9 10 11 12p 1 2 3 4 5 6 7 8 9 10 11p

Thurs. 5a 6 7 8 9 10 11 12p 1 2 3 4 5 6 7 8 9 10 11p **Fri.** 5a 6 7 8 9 10 11 12p 1 2 3 4 5 6 7 8 9 10 11p

Sat. 5a 6 7 8 9 10 11 12p 1 2 3 4 5 6 7 8 9 10 11p

WHERE APPLICABLE, WILL LIGHT BE USED? (Circle) YES / NO

NUMBER OF LIGHTED FACILITIES: _____

Comments: _____

RESERVATION: APPROVED / DENIED

BY: _____ DATE: _____

Parks & Recreation Director

CITY OF SUGAR LAND PARK MAINTENANCE
SERVICE REQUEST/ WORK ORDER

Request Date: _____

Name: _____

Address: _____ **Phone: H** (____) _____

City / Zip: _____ **W**(____) _____

REQUEST: _____

Location: _____

Date Required By: _____

Request Completed By: _____

Further Comments or Instructions: _____

Received in Parks: _____

Time: _____ (A/P)