



# Rules & Standards

## RULES & REGULATIONS

Parks & Recreation Advisory Board > **APPROVED 02.23.2007**  
Parks & Recreation Advisory Board > **APPROVED 01.27.2016**  
Parks & Recreation Advisory Board > **APPROVED 6.28.2017**

### GENERAL

- A. It is the intent of the City Commission that all athletic fields be used primarily to accommodate sports events
- B. Hours are from 8 a.m. to 10 p.m. as approved by the Parks and Recreation Commission and / or City Commission with the following exceptions.
  - a. Ward Fields 1-8 are unavailable before 12 noon on Sundays.
  - b. Showalter East Field at Ward Park is unavailable before 5:30 p.m. on weekdays during the school year.
- C. Applications are available on-line at [www.cityofwinterpark.org/departments/parks-recreation/administration/forms-resources/](http://www.cityofwinterpark.org/departments/parks-recreation/administration/forms-resources/) or you can pick one up from our main office at 721 W New England Avenue inside the Winter Park Community Center. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397. They can be submitted in person or via email at [recreation@cityofwinterpark.org](mailto:recreation@cityofwinterpark.org) or by fax 407-599-3454.
- D. Fields are located in the following parks: Martin Luther King, Jr. Park, Ward Park and Cady Way Park.
- E. Pets must remain on leash at all times and are not permitted on athletic fields, restrooms, pavilions. (Please refer to city of Winter Park animal ordinances )
- F. Alcohol is prohibited in all parks.
- G. Organized sports require rental of the fields. Definitions: organize teams or league participants, 15 or more participants, uniform, officials, coaches.  
Pick up-recreational play is welcome with no charge in designated areas.
- H. Rental fees are subject to change and are listed in the most current City of Winter Park Fee schedule, available on the City's Website.

### FIELD USE APPLICATION DATES:

Winter/Spring Season (January – June)

Priority Users – Application Submittal Period September 1st – September 15<sup>th</sup>

Open Application (Non-Priority Users) – September 29<sup>th</sup>

**2018 Priority Users – Application Submittal Period: October 8<sup>th</sup> – October 22<sup>nd</sup> 2018**

**2018 Open Application (Non-Priority Users) – November 5<sup>th</sup> 2018**

Summer/Fall Season (July – December)

Priority Users – Application Submittal Period by April 15<sup>th</sup> – April 29<sup>th</sup>

Open Application (Non-Priority Users) - May 13<sup>th</sup>

### State, Regional, or National Tournaments or Camps (Multipurpose Fields)

Tournaments, Camps or other field events that have participants coming from outside of the Greater Orlando and Central Florida area may submit a request up to one calendar year in advance of the event date. Tournament/ Camp organizer will need to complete a tournament application and submit it to the Parks and Recreation Department for review. Please allow up to 10 businesses days from date of application submittal for approval. Local Tournaments and Camps will not be eligible under the Tournament/Camp Application.

## **BOOKING PROCESS**

The Parks and Recreation Department books fields on a season to season basis with two seasons occurring each year. The application periods for each season are listed in the previous section. Priority User is defined below.

Applications will need to be completed and submitted by the application deadline posted above to the Parks and Recreation Department by email, fax, or in person. **Priority Users** submitting an application will receive contract and payment instruction within two weeks of the closing of the priority use deadline. Standard or 'Open" applications will receive a contract within 3 business days of submitting request.

Applications for in season bookings will be accepted on a first come, first served basis dependent upon availability. Application must be submitted no later than (3) business days prior to the rental date.

Applications will not be accepted if the requestor's organization has an outstanding balance.

Once you receive a contract from the Parks and Recreation Department based on a preseason request you will have 10 business days to complete the following:

- a. Submit valid proof of liability insurance
- b. Sign contract
- c. Pay 50% of fees, other 50% due before season begins.

## **PRIORITY USER**

Priority User is defined as Youth Athletic Leagues or Youth Organizations that have a WP residency rate of over 66% and 501C3 status. All participants must be 17 years of age or under in order for an organization or team to be eligible for Priority User status. Proof of 501C3 status and rosters must be submitted with application. If a current roster for the upcoming season is not available a roster from the previous season may be used with the Parks and Recreation Director's approval.

## **PRIMETIME BOOKING REQUESTS**

In order to best manage the limited amount of fields and practice times available for all user groups during Prime Time the Parks and Recreation Department reserves the right to adjust start and finish time of field request in order to best utilize our limited number of fields. Prime Time is defined as Monday-Thursday 5:00 PM to 10:00 PM, and Saturday 8:00 AM to 5:00 PM.

*Example: Team A requests a practice slot of 6p-8p on a Wednesday evening, but we have another team that needs space as well. In this situation we would require team A to take a 5:00p -7:00p or 7:00p – 9:00p with Team B getting whichever timeslot not chosen by Team A.*

## **FIELD RENTALS**

- I. The scheduling of rentals may be limited based upon the condition and the projected impact on the park turf and landscaping, the impact on the neighborhood and adjacent facilities.
- J. Considerations may be made for other events in specific areas of the park or on specific fields.
- K. Field rental will not be confirmed until contract is signed, insurance is provided and payment is made.
- L. Athletic Field Banner policy complies for all field rentals.
- M. Personal training and boot camp must be approved by Parks Recreation department and comply with the Parks Open Space business permit policy.
- N. All Open Space business permit on athletic fields require field rental.
- O. Rain policy: field status based on inclement weather will be determined at 4 pm for all activities after 5 pm on weekdays. Activities prior 5 pm, field condition will be determined two hour prior to the rental time or at the request of the customer. Weekend rental field condition will be determined at 7 am for morning activities. All others inclement field condition will be determined two hour prior to rental time or at the request of customer.
  - Field will be closed as the result of the inclement weathers if a field is deem to be unsafe for the participants or will result in significant damage to the field.
  - Inclement weather that consists of lightning will result in field closure.
  - Credits/Refunds/Reschedules for inclement weather activities must be by the next business day in writing.

## **LIABILTY INSURANCE & BACKGROUND CHECKS**

- A. The Parks and Recreation Department requires all field users to carry liability insurance in the minimum amount of \$1,000,000 general aggregate and \$500,000 each occurrence. Insurance certificate must list the City of Winter Park 401 S. Park Avenue Winter Park, FL 32789 as an additionally insured party. If insurance for an individual team is being provided by an umbrella organization the organization is required to list the individual teams on their insurance certificate. Insurance must be submitted via the insurance company.

- B. In order to ensure the safety and security of the youth athletics participants at our facilities following State Statute 330.41 we require all youth organizations renting fields to provide proof that all coaches have been recently background screened through F.D.L.E. Level 2 Background check. Documentation must be submitted with application. Failure to submit background check documentation will result in denial of application.

## **ROUTINE FIELD CLOSURES**

The date ranges below indicate our field maintenance closures. During this time no play will be scheduled on the fields. Additionally, the Parks and Recreation Department enforces a cap on the number of hours a field can be booked each season in order to prevent severe damage to the turf and ensure reasonable field conditions. 400 hrs. Per field per season (based on 2 seasons occurring each year) is the City of Winter Park's playable hour's capacity. Once a specific field reaches its maximum number of booking hours the City reserves the right to suspend future bookings and/or re-locate secured bookings until proper rest and maintenance can be completed. The City also reserves the right to suspend play on fields if conditions/wear creates unsafe conditions for users.

### **Spring (March-April)**

High Impact Fields 2-3 weeks

Low Impact Fields 2-3 weeks

### **Summer (May-August)**

High Impact Fields 4-6 weeks

Low Impact Fields 4-6 weeks

### **Fall (November-December)**

High Impact Fields 2-3 weeks

Low Impact Fields 2-3 weeks

## **FIELD TYPES AND RESTRICTIONS**

The City of Winter Park has designated fields for both high and low impact sports. As well as fields that are reserved solely for games and tournaments.

### **A. High Impact Fields**

Our high impact sports fields are reserved for the following types of play. Due to the type of play on our high impact practice fields conditions can vary greatly throughout the year. Teams may be required to rotate goal areas in order to minimize turf damage from repetitive use (goal areas). Game conditions are not guaranteed. The following sports are considered High Impact:

- Adult Soccer Cross Play (Limit of two fields per standard field)
- Lacrosse (grades 7 and up limit of two fields per standard field)
- Rugby (Limit of two fields per standard field)
- Adult Flag Football (Limit of two fields per standard field)
- Youth Tackle Football Practices

- Youth Flag Football, Lacrosse, Soccer, or any other athletic event requesting more than two cross play fields per standard field with no more than 3 fields allowed on a standard field.

### **B. Low Impact Fields**

Our low impact fields are reserved for the following types of play. Game conditions are not guaranteed. The following sports are considered Low Impact:

- Adult Soccer (No cross-play)
- Adult Flag Football (No cross-play)
- Youth Soccer (no more than 2 small side fields per standard field)
- Youth Flag Football ( no more than 2 small side fields per standard field)
- Youth Tackle Football (Grade 6 and under, No cross-play)

### **C. Adult Athletic Programs**

The City of Winter Park limits the amount of field space allotted to adult athletic program to ensure that our youth residents have adequate field conditions and availability. The following guidelines are applied to adult bookings:

- No more than 25% of prime time booking hours (Monday – Thursday 5p-10p and Sat 8a-5p) can be rented for the purpose of adult recreation
- Adult sports are limited to a maximum of two modified fields per standard field

The Parks and Recreation Department reserves the right to make exceptions to the above guidelines. Adult programs with a Winter Park residency rate of 75% or more may request an exemption through the Parks and Recreation Department.

## **FOOD AND BEVERAGE SALES**

- A. Food and beverage sales shall not compete with the event or disturb the participants or persons using the park.
- B. Food and beverages to be sold shall be approved by the Parks & Recreation Department.
- C. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- D. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.

## **AMPLIFIED SOUND**

- A. Amplified sound is allowed only between 8am and dusk during hours of operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.
- B. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with

stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

**OTHER**

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. A parking site plan must be submitted.
- D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- E. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
- F. Tent larger than 10x10 must comply with city of Winter Park tent policy.
- G. All Orange County Public Schools has priority on field use for parking.
- H. No subcontracting of multipurpose fields is permitted.
- I. Winter Park Youth Baseball must comply with current agreement between the city of Winter Park and WPYB.
- J. Any and all subcontracting of baseball fields must be approved by Parks & Recreations department (WPYB).

I have read and understand all of the above Rules and Regulations. I agree to abide by all of the above and those on proceeding pages.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

