

OUTDOOR SPORTS FIELD FACILITIES RULES OF USE

GENERAL GUIDELINES AND CONDITIONS

Permits, Authorized Use and Reservation Terms

- **Permit Required.** The permit holder must have a printed or electronic copy of the approved receipt/permit available during use. The permit serves as a group use permit pursuant to Articles 11-05 and 11-10 of the Municipal Code.
- **Permit Validity and Authorized Use.** A permit is valid only for the approved permit holder, activity, location, dates, times, and anticipated attendance identified in the application and permit. Any change or use outside the approved permit conditions requires prior authorization from LGS Recreation. Setup, activity, cleanup, and removal of equipment must occur within the approved reservation time. Groups may not enter or occupy a reserved field before their scheduled time and must vacate the field when their reservation ends.
- **Authorized Activities Only.** Classes, clinics, camps, tournaments, leagues, private or group lessons, drop-in play, and other organized or commercial activities are not permitted without authorization from LGS Recreation.
- **Exclusive and Non-Transferable Use.** The permit holder has exclusive use of the designated reserved sports facility during the approved rental period. Any adjoining area is included only when specifically identified on the permit. Public areas outside the reserved space remain available to the general public unless otherwise restricted by LGS Recreation or the City of Saratoga. Permits and exclusive-use rights are non-transferable and may not be assigned or subleased to another individual or organization.
- **Permit Cancellation, Suspension, or Revocation.** LGS Recreation and the City of Saratoga reserve the right to suspend, revoke, cancel, relocate, or reschedule any facility permit at any time and for any reason, including violations of facility rules, permit conditions, applicable laws, or staff direction; facility operations, emergencies, safety, maintenance, or protection of public property. Violations may also result in loss of future facility-use privileges. The applicant will be provided as much advance notice as reasonably possible when circumstances permit.
- **No Refunds or Credits.** All outdoor use authorizations are non-refundable. No refunds or credits will be issued for permits suspended, revoked, canceled, relocated, or otherwise terminated by LGS Recreation or the City of Saratoga.
- **Administration.** Facility permits are administered on behalf of the City of Saratoga by LGS Recreation. Correspondence regarding permits and facility use should be directed through LGS Recreation.

Park Conduct and Prohibited Activities

- No personal BBQs, grills, flattop grills, or other electric, propane, or charcoal-powered cooking devices are allowed in the park. Fires are restricted to BBQ pits provided at designated picnic areas.
- No amplified sound is allowed.
- Food trucks are not allowed unless specifically authorized by LGS Recreation or the City of Saratoga.
- Motorized vehicles are not allowed in park areas except where specifically authorized.
- Smoking or use of tobacco products is prohibited in recreational areas and parking areas.
- The use of illegal drugs and carrying of firearms, except by law enforcement, are prohibited.
- Alcohol is not allowed at any sports field without an alcohol permit issued by LGS Recreation.
- Dog owners are responsible for their dogs and must keep dogs on leash in accordance with applicable rules.
- The sale or advertisement of food, beverages, merchandise, or services is prohibited without authorization from LGS Recreation or the City of Saratoga.

- Users must observe and comply with all applicable LGS Recreation policies and all City, County, State, and Federal laws.

Field Care, Equipment, Violations and Enforcement

- **Facility Care.** All trash must be placed in provided receptacles, and users should bring additional trash bags when needed.
- **Field Condition, Preparation and Restoration.** Permit holders must leave all fields in the same condition in which they were received. This includes preserving any field preparation, layout, lining, bases, equipment placement, or other setup completed by LGS Recreation or City of Saratoga Parks staff. Users may not modify, remove, relocate, or otherwise disturb field preparation or equipment unless specifically authorized. When a permitted group's use requires field preparation, maintenance, or setup by City of Saratoga Parks staff, the organization is required to complete annual training with designated City staff before performing any field setup, breakdown, maintenance, or restoration activities. The permit holder is responsible for ensuring that authorized representatives understand and follow the required procedures.
- **Alterations and Equipment.** Users may not remove, reposition, replace, move, adjust, or otherwise disturb LGS Recreation or City of Saratoga equipment or property without authorization. No physical changes may be made to facilities, buildings, fields, or grounds. Temporary or permanent structures requiring stakes, anchors, nails, poles, or other objects that penetrate grass or ground are prohibited without authorization. Goals, bases, nets, field-lining equipment, irrigation equipment, and similar equipment may not be moved or altered without permission.
- **Access and Safety.** Users must maintain clear emergency access, gates, fire lanes, accessible routes, and safe exit pathways at all times.
- **Equipment Storage.** No equipment, supplies, or other materials may be stored at a facility without prior authorization from LGS Recreation or the City of Saratoga. All approved equipment must be securely stored in the designated location and locked when not in use. Equipment may not be left on fields, courts, walkways, or other facility areas when not in use. If LGS Recreation or City of Saratoga staff are required to move, secure, or store equipment left out by a permitted group, the permit holder may be charged for applicable staff time and related costs. Repeated or significant violations may result in loss of storage privileges, suspension or cancellation of facility permits, and/or loss of future facility-use privileges.
- **Reporting and Damage Responsibility.** Users must immediately report damage, unsafe conditions, or significant maintenance problems discovered or caused during use. Users are financially responsible for damage to or theft of LGS Recreation or City of Saratoga property resulting from their use and for applicable repair or restoration costs.
- **Violations and Enforcement.** Failure to comply with facility rules, permit conditions, staff direction, or applicable laws may result in a verbal or written warning; direction to stop an activity or vacate the facility; additional fees, penalties, staff time, repair or restoration costs; suspension, cancellation, or denial of current or future reservations or facility-use privileges; and/or contact with law enforcement when appropriate.
- **Unauthorized Use.** Individuals or groups using a reserved field without authorization must vacate when directed by LGS Recreation staff, City staff, or law enforcement. Unauthorized use may result in penalties, responsibility for damage or related costs, and suspension or loss of facility-use privileges. Failure to pay assessed costs may result in suspension of field-use privileges until payment is made.
- **Immediate Action.** LGS Recreation or the City of Saratoga may immediately suspend or terminate an activity or facility use when reasonably necessary to protect public safety, prevent property damage, address unauthorized use, or respond to a serious violation of facility rules.

Safety and Supervision

- One or more responsible adults must be designated to supervise the permitted group throughout the entire period of use.
- Minors must be reasonably supervised by a responsible adult associated with the permitted organization.
- Users are responsible for the conduct and control of participants and patrons and must take reasonable steps to ensure compliance with facility rules and applicable laws.
- Users may not tamper with or adjust security, fire-protection, or safety equipment.
- Users must stop any activity that creates an unsafe condition or when directed by authorized staff.

Lightning, Weather, and Field Closures

- Users of outdoor facilities must cease activities and take appropriate shelter in available buildings and/or vehicles if lightning is seen, thunder is heard, or LGS Recreation or its facility partners direct users to do so.
- Activities may resume only after dangerous weather conditions have cleared in accordance with LGS Recreation or facility-partner direction.
- Users may not enter, use, or continue using a field that LGS Recreation or the City of Saratoga has closed or determined to be unplayable, regardless of the user's own assessment of field conditions.
- LGS Recreation or the City of Saratoga may close or rest fields when necessary to protect participant safety or the long-term health and condition of the field.
- Field closure information may be communicated through the designated Weather Hotline, posted signage, direct communication, or other methods established by LGS Recreation or the City.
- Permit holders are responsible for communicating field closures and weather policies to their coaches, participants, and other affected individuals.

Snack Shack Use

- **Authorized Use Only.** Use of a snack shack is permitted only with prior authorization from LGS Recreation and only during the dates and times approved on the facility permit. Use of the snack shack does not authorize activities outside the scope of the approved permit.
- **Daily Cleaning and Condition.** The snack shack must be cleaned and left in good order at the end of each day of use, regardless of the length of the permit. Counters, sinks, floors, appliances, and other used surfaces must be cleaned; trash and food waste must be removed; and equipment and supplies must be properly stored. The snack shack must be maintained in a clean, sanitary, and orderly condition throughout the permit period.
- **Food and Sanitation.** Permit holders are responsible for complying with all applicable food handling, health, sanitation, and safety requirements associated with their use of the snack shack.
- **Equipment and Appliances.** Snack shack equipment and appliances must be used only for their intended purpose. Users may not install, remove, move, modify, disconnect, or use unauthorized appliances, cooking equipment, electrical equipment, or other equipment without prior authorization from LGS Recreation or the City of Saratoga.
- **Storage.** Food, beverages, equipment, supplies, or other materials may not be stored in the snack shack unless authorized by LGS Recreation. Approved items must be stored securely and only in designated locations. LGS Recreation and the City of Saratoga are not responsible for lost, stolen, damaged, or spoiled items.
- **Security and Access.** The permit holder is responsible for securing the snack shack at the conclusion of each day's use. Doors, windows, cabinets, storage areas, and other secured areas must be properly closed and locked. Keys, access codes, or other means of facility access may not be duplicated or shared with unauthorized individuals.

- **Inspections.** LGS Recreation and the City of Saratoga reserve the right to enter and inspect the snack shack at any time to verify compliance with facility rules, address maintenance or safety concerns, or conduct facility operations.
- **Damage, Cleaning, and Abandoned Property.** The permit holder is responsible for damage, excessive cleaning, removal of trash or abandoned property, or other costs resulting from its use of the snack shack. The permit holder may be charged for applicable cleaning, repair, replacement, disposal, and staff costs.
- **Alterations.** No alterations or modifications may be made to the snack shack. Fixtures, shelving, locks, signs, appliances, equipment, or other items may not be installed, removed, or modified without prior authorization from LGS Recreation or the City of Saratoga.
- **Sales.** The sale of food, beverages, merchandise, or other items is permitted only when authorized by LGS Recreation and must comply with all applicable permit and regulatory requirements.
- **Violations.** Failure to comply with snack shack requirements may result in immediate loss of snack shack privileges and may result in suspension or cancellation of the associated facility permit and/or loss of future facility-use privileges.

Sports Use Permit Conditions - Municipal Code

- The permit holder must have one or more adults who agree to be responsible for the group during the entire period of use.
- The number of people in the group may not exceed seventy-five percent (75%) of the capacity of the park or applicable area, and LGS Recreation or the City of Saratoga may establish a lower limit as a condition of the permit.
- LGS Recreation or the City of Saratoga may impose conditions necessary or appropriate to protect public health, safety, or welfare, including restrictions on activities or hours; requirements for park attendants, crowd-control personnel, or law-enforcement support at the applicant's expense; additional restroom facilities; and cleanup/damage deposits.

Kevin Moran Park - Ordinance 11-10.012

- The park may be used for practice only. Games are not permitted.
- No use is allowed on Sundays.
- Use is limited to 3:00 p.m. to 7:00 p.m. or dusk, whichever occurs first.
- No more than three teams may use the park at one time.
- No more than two user groups may hold sports use permits at the park at one time.
- User groups may use Kevin Moran Park on no more than six Saturdays per year according to a schedule established by LGS Recreation or the City of Saratoga.

Congress Springs Park - Sign Posting - Ordinance 11-05.053

Sign and Banner Maintenance. Any group authorized to place a sign, banner, or poster is responsible for keeping it in good condition for the entire posting period. Signs, banners, and posters that become faded, torn, damaged, weathered, illegible, or otherwise unsightly must be repaired or removed promptly by the user. LGS Recreation or the City of Saratoga may require immediate removal of any sign, banner, or poster that is not properly maintained.

- Signs, banners, and posters may be posted only in locations and in the manner authorized by Municipal Code Section 11-05.053.
- Permitted locations include specified dugout, bleacher, batting-cage and backstop fencing; the concession-stand wall subject to size limitations; authorized temporary structures; and up to three approved temporary sign structures that do not damage turf.



- No sign may be placed where its printing is clearly visible from Glen Brae Drive.
- No sign, banner, or poster may exceed twenty (20) square feet.

Applicant Acknowledgment

By submitting, accepting, or using a facility reservation, the applicant acknowledges that they have read, understand, and agree to comply with these Outdoor Sports Field Facilities Rules of Use and Reservation Terms and Conditions. The applicant is responsible for communicating applicable rules to their organization, coaches, participants, spectators, parents, guests, and affiliated individuals.

Park-specific permit conditions, Municipal Code requirements, and additional conditions imposed by LGS Recreation or the City of Saratoga remain applicable even if not repeated in this document.