



Town of Kingston Springs
Parks and Recreation Department
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ATHLETIC FIELD USE POLICY

The Town of Kingston Springs Parks & Recreation Department is dedicated to providing quality recreation facilities, programs, and services to enhance the quality of life for the residents of Kingston Springs.

PURPOSE

The purpose of the Kingston Springs Parks & Recreation Department Field Reservation and Use Policy is to provide facilities for the use and enjoyment of residents of Kingston Springs. It is the goal of the Kingston Springs Parks and Recreation Department to make the parks and recreation facilities available for use by organizations and individuals for non-profit recreational purposes.

Use of the non-posted playing fields in the parks and open space for leisure does not require a reservation / permit. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, a permit is required to assure facility availability.

RESERVATION PROCEDURES

Parties interested in reserving a park field facility must complete a Field Reservation Request Form at the Parks & Recreation office. Requests will be classified and handled on an availability basis with the following priorities and requirements:

- 1. Town of Kingston Springs**
City use for events, activities, tournaments, and leagues sponsored by the Town of Kingston Springs.
- 2. Non-Profit Organizations with Reciprocal Use Agreement**
Any groups/organizations that have a reciprocal use agreement to provide facilities for the Kingston Springs Parks & Recreation Department. The organization shall possess a non-profit status as defined by the Internal Revenue (501C3).
- 3. Non-Profit Organization without Reciprocal Use Agreement**
Any non-profit group that provide services for Kingston Springs residents. The organization shall possess a non-profit status as defined by the Internal Revenue (501C3).

The Parks & Recreation Department will collect all fees and necessary paperwork **PRIOR** to field use. Failure to pay fees or submit required paperwork will result in the request being denied. The Parks and Recreation Department reserves the right to cancel reservations. If this occurs the rental group will receive a full refund. The Director of Parks & Recreation will approve or deny all facility requests.

LEAGUE FEE SCHEDULE-REQUIRES FIELD USE AGREEMENT

Field Description	Fee Amount	Notes
Softball Field at City Park	\$300.00 flat fee per season	Example: If a league reserves Tuesday and Thursday, \$600.00 for the season is charged. Which includes 4 hours per night for the entire 4-month season. This is good until the end of the league season or for 4 months of usage whichever comes first.
Lights at City Park	\$100.00 per night for the season	Example: If a league reserves Tuesday and Thursdays, \$200 for the season is charged; 3 nights per week- \$300; and 6 nights - \$600
Lighting Deposit Fee	\$50.00 per season (4 months)	Once per season refundable at end of season.
Deposit	\$250.00 per season (4 months)	Refundable upon completion of season if no other fees are incurred.
Lining Fees	\$20.00 per field	Per field
Cleaning Fees	\$50.00 per incident	Will be deducted from deposit if the reserving party fails to thoroughly police and clean areas after use.

CERTIFICATE OF INSURANCE

Groups must carry a minimum of \$1,000,000 general liability insurance coverage which names the Town of Kingston Springs its employees and officers as an additional insured. Proof of insurance must be provided in writing before play begins.

BANNERS / SIGNS

Banners and signs may be approved for display with permission of the Town of Kingston Springs by written request only. Banners and signs will only be allowed in those locations, which have been pre-approved by the Parks & Recreation Department. Team signs may be permitted during the game time only and cannot exceed 2' by 8'.

INCLEMENT WEATHER FIELD USE POLICY:

Field closings are the responsibility of the Kingston Springs Parks and Recreation Department. Regardless of whether the field is officially closed or not, a practice or a game should not commence or continue on a field if:

- ❑ The field is saturated with water. Saturation is when you step on the field and water seeps up to footprint, like a sponge. By playing on the field, the players are or would be damaging the field beyond normal wear and tear (i.e. tearing up the turf, creating muddy areas, etc.).
- ❑ Lightning is present. There is no exception to this rule.

On rain days, our staff will check field conditions and make a decision on use for the day by 3:00pm Monday thru Friday and by 8:00am on Saturday and Sunday. You should call the Parks & Recreation Office at (615) 952-2110 ext. 22 to confirm field status. The rain message will be updated as conditions change.

CLOSED FOR SEASONAL MAINTENANCE

On occasion, a field may be closed for seasonal maintenance. During this time, outdoor facilities are subject to turf maintenance practices, including field over seeding, aeration, irrigation and fertilization. Use of a particular sports field during seasonal or spot maintenance will be posted as off-limits.

All organized, league or team play is prohibited on all athletic fields during the following period: December 1 – February 28. This period is established to allow for rest and seasonal maintenance for all fields.

FIELD APPRECIATION

All teams are expected to follow guidelines for use on all fields at all times. This includes staying off of areas of the field that are damaged or muddy and practicing at another location on the field to minimize the wear and tear on the goal areas. Abuse of fields may result in REVOCATION OF FUTURE FIELD PRIVILIGES! Playing on a muddy field can be damaging and is considered to be abuse of the field. Your decision to play in a wet area has long lasting negative effects for weeks and months with substantial cost to repair. Be respectful of the field and people using the field after you.

THE TOWN OF KINGSTON SPRINGSRESERVES THE RIGHT TO MODIFY THE FIELD POLICIES AS
NEEDS ARISE

Lighting Fee:

This fee is inclusive of the entire league season:

\$100 per reserved night of the week for a maximum of \$600 per season.

(Ex: If a league reserves Tuesday and Thursdays, \$200 for the season is charged; 3 nights per week- \$300; and 6 nights - \$600.)

(1) Infraction – Trash cans left full in open areas, are subject to animals. We ask that any full trash can be emptied and trash should be placed in fenced dugout area to prevent animal access. Cups, cans and other items left under bleachers, in dugouts, along fences or on playground should be removed. Restroom doors left unlocked. Note: The City recognizes that other citizens use the parks and are negligent. Leagues will not be held responsible for miscellaneous or occasional trash or trash that occurs on days not reserved.

Charges

Reservation Fee: \$5.00/\$10.00 hr. x ____ hour = \$ _____
Lighting Fee: \$15.00 a day = \$ _____
Lock Deposit: \$25 = \$ _____
League Fees: \$300 Flat rate = \$ _____
\$250 Deposit = \$ _____
\$100 lighting fee x ____ days = \$ _____

(Ex: If a league reserves Tuesday and Thursdays, \$200 for the season is charged; 3 nights per week- \$300; and 6 nights - \$600.)

I, agree that the league/ citizen group requesting the usage of the park athletic field/court has read and understood above requirements. By signing this form it states that the league/ citizen group has agreed fully to abide by all the rules and policies set forth by Kingston Springs Parks and Recreation Department (KSPRD).

Signature of Responsible Party

_____/_____/_____
Date

Contact #

If you have any question or problems please feel free to contact the Kingston Springs Parks and Recreation Department at:

Office- 615-952-2110 ex.22

E-mail- parksk@comcast.net