City of Seguin
Parks and Recreation Department
600 River Drive West
Seguin, TX 78155
(830) 401-2480

SPORTS FIELD RESERVATION/ALLOCATION AND USE POLICY

Purpose

To provide quality sports fields for the use and enjoyment of the residents and guests of the City of Seguin as well as establish procedures and criteria for the reservation of sports fields owned by the City. This policy serves to create a standardized approach to sports field allocation and fee assessment for all users. It also describes specific rules and regulations governing the use of sports fields in Seguin.

General Information

All sports field reservations for organized team play must be made through the Parks and Recreation Department. Reservations are accepted during business days (M-F) and hours (8:00 a.m. - 5:00 p.m.) as described in this policy. Fees are required for the reservation of designated game fields. Checks, cash, and credit cards are the only acceptable forms of payment. Effective April 3, 2015, all credit card transactions will be assessed a 2% transaction fee per City of Seguin Ordinance No. 2015-17. Individuals and organizations reserving sports fields must comply with all applicable rules, regulations, City ordinances, policies, and procedures. The Parks and Recreation Department reserves the right to deny or reject reservation requests on any game field that is exhibiting signs of overuse or turf damage. All game fields are subject to availability depending on weather conditions and seasonal maintenance.

- Sports Field conditions can be obtained by calling the City's Rainout Line at (830) 386-2564. This line will be updated by 3:00 p.m. on weekdays and 7:00 a.m. on weekends. If a sports field is determined to be unplayable due to inclement weather conditions including cold temperatures, it is the responsibility of the individual making the reservation to contact the Rainout Line to obtain that information. If a sports field is determined to be unplayable, staff will lock the field (if that capability exists) and the lights will not activate (if lighted sports field).

- Limited Game Field reservations for baseball and softball fields are available. Organizations that have agreements with the City are granted block times for scheduling in accordance with the terms of their agreement. This may limit time slots available for public game field reservations. In addition, time slots available may be limited due to wear and tear on the fields and turf maintenance procedures. Game field reservations are subject to cancellation due to possible league scheduling of makeup games for rainouts, etc. All game fields may be closed for reservations for turf maintenance procedures at any time. Fees are required for game field reservations. Games and tournaments are required to provide general liability insurance of at least $1,000,000 naming the City of Seguin as an additional insured and a deposit may be required. Reservations are for a

minimum of one hour. Designated game fields available for baseball and softball reservations include:

- Max Starcke Park Little League Fields, 1115 South Austin Street (lighted, youth)
  - Field #1 ($20 per hour or $75 per day)
  - Field #2 ($20 per hour or $75 per day)
  - Field #3 ($20 per hour or $75 per day)
  - Field #4 ($20 per hour or $75 per day)
  - Field #5 ($20 per hour or $75 per day)
  - Field #6 ($20 per hour or $75 per day)
- Softball 4-Plex, 833 Nelda Street (lighted, youth and adult)
  - Field #1 ($20 per hour or $75 per day)
  - Field #2 ($20 per hour or $75 per day)
  - Field #3 ($20 per hour or $75 per day)
  - Field #4 ($20 per hour or $75 per day)
  - Entire Complex ($275 for the first day, $175 for the second day, and $125 for the third day)
- Fairgrounds Ballpark 637 Midway (lighted, high school and adult)
  - "Smokey" Joe Williams Field ($100 per game)

- Limited Game Field reservations for soccer/athletic fields are available. Organizations that have agreements with the City are granted block times for scheduling activities in accordance with the terms of their agreement. This may limit time slots available for game field reservations. In addition, time slot availability may be limited due to wear and tear on the fields and turf maintenance procedures. Game field reservations made are subject to cancellation due to possible league scheduling of makeup games for rainouts, etc. All game fields may be closed for reservations for turf maintenance procedures at any time. Fees are required for game field reservations. Games and tournaments are required to provide general liability insurance of at least $1,000,000 naming the City of Seguin as an additional insured and a deposit may be required. Reservations are for a minimum of one hour. Designated game fields available for soccer, football, etc. reservations include:
  - Park West, 601 North Vaughan Avenue (youth and adult)
    - Field #1 ($30 per hour or $100 per day)
    - Field #2 ($30 per hour or $100 per day)
    - Field #3 ($30 per hour or $100 per day)
    - Entire Complex ($275 for the first day, $175 for the second day, and $125 for the third day)

Rules and Regulations

- It shall be unlawful for any person to deface, tear down, remove, destroy or injure in any manner whatsoever or to cause to be defaced, torn down, damage, destroyed or injured in any manner whatsoever any fence, building, furniture, seat, sign, structure, excavation, post, bracket, lamp, awning, fireplug, hydrant, water pipe, tree, turf, shrub, plant, flower, railing, bridge, backstop, goalpost, coin meter, asphalt, culvert or any other property whatsoever belonging to the city in, at or upon any of the parks, trails, parking lots, pavilions, athletic fields, equipment, amenities, or recreation facilities owned or controlled by the city.

- Sports field use should not extend outside the hours of the approved reservation/allocation request.

- Use of ball field complexes and/or athletic fields for organized team practices or play is by reservation only through the Parks and Recreation Department. Organized team play means scheduled and/or planned athletic practices and games with a coach, participants, referees, etc.

- It shall be unlawful for any operator to drive any motor-driven vehicle into, along, or across any grassy area of a public park, playground, trail system or public recreation area which is owned, operated, or maintained by the City, except upon public roadways and parking lots maintained by the city for the operation of such vehicles. No motor driven vehicle shall be driven upon any hike-bike trail, sidewalk, footpath or footbridge spanning a creek or stream located therein. For the purposes of this section wheel chairs and motorized bicycles and scooters with motors smaller than 3 H.P. shall not be considered as a motor driven vehicle. It is unlawful for any operator of a motor vehicle to park or drive within or upon any part of a park except in designated roadways.

- To sell or offer for sale any merchandise, article, goods, services or thing without the express written permission of the City is prohibited.

- To prevent, disrupt, interfere with or obstruct in any manner any authorized, permissible, and/or organized activities, programs or uses in any public park are prohibited.

- To directly or indirectly be responsible for disruptive, destructive, or violent conduct in a city park, park facility, skatepark, splash pad, playground, or pool, which endangers public property, health or safety is prohibited.

- To use any ball field complexes, athletic fields, golf courses, skateparks, basketball courts, playgrounds, trails, or tennis courts for any sport or activity other than its intended use (that could be considered destructive to the park and/or facility and park amenities) is prohibited.

- To fail to obey any other rules, either temporary or permanent, that are posted on signs duly erected on any city-owned property is prohibited.

- It shall be unlawful for anyone to exhibit, use, carry or dispose of glass beverage containers in all city parks, playgrounds, MTR Skatepark, trail systems, and at all ball field and/or athletic fields.

- It shall be unlawful for any person to possess, use or consume any alcoholic beverage or intoxicating liquor, or possess an open container of intoxicating liquor or alcoholic beverage, as defined by the Alcoholic Beverage Code, as amended, within the boundaries of the public parks and trails within the city limits maintained by the city except in designated areas by permit only obtained from the Parks and Recreation Department.

- Tobacco products and E-cigarettes are prohibited where children typically gather and play.