

CITY OF PALM BEACH GARDENS
SPORTS DEPARTMENT



**Facility Use Policies &
Procedures Manual**

Table of Contents

General Rules.....	3
Purpose	3
Anti-Discrimination Policy.....	3
Facility Inventory	4
Facility Hours of Operation.....	4
Insurance Requirements	5
Background Screening.....	5
Concussion Policy	5
Lightning Alert	6
User Types	6
Recognized User Group.....	6
Informal Play	7
Private Instructors.....	7
Facility Uses.....	8
Priority	8
Permits.....	8
Permit Types.....	8
Special Events and Tournaments.....	9
Camps and Clinics	10
Fees	10
Maintenance.....	10
Facility Standards	10
Facility Maintenance	12
Facility Improvements.....	13
Miscellaneous Facility Practices.....	13
Sponsorships.....	13
Storage.....	14
Vending and Concessions.....	14
Meeting Rooms.....	14
Keys and Locks	15
Agreement of Understanding	15

General Rules

Purpose

This manual is a reference for Palm Beach Gardens Youth Athletic Association (PBGYAA) Presidents and recognized user groups that are permitted by the City of Palm Beach Gardens to utilize City athletic facilities. This manual will explain how to request fields, the priority of field use, the expectations the City has of its facility users and the roles played by the City and permit holder.

Each individual or organization receiving a block or special event permit will be required to complete a Field Allocation Form or a contract agreeing to the policies and procedures established by the City.

The contents of this policy are subject to change to reflect any changes in the sports landscape and best practices in the field. If you have any questions regarding material in this manual, please contact the Recreation Division at 561-630-1100.

Facility Utilization

City facilities are to be used for their intended use unless authorized by the City. This includes use of court facilities, sports turf and clay fields. Any request to use a facility other than for its intended purpose should be noted on the Facility Request Form. Each permit holder will be restricted to three (3) participations per week (defined Monday to Sunday). Participations will be maximum two (2) hours in length. Additional weekly participations may be requested and will be reviewed on a case-by-case basis.

Note: Due to a high volume of facility requests, organizations may be required to have multiple practice slots per date as well as have teams share practice space. These stacked uses will allow the City to maximize facility use and efficiency.

The City reserves the right to move any current permit holder. If this situation occurs an effort will be made to find a facility for the permit holder. Permit holders are restricted to the area(s) listed on the permit and must use facilities for their intended use only. Any permit holder using a facility for activity other than its intended use will be subject to having the permit revoked. Permit holders may not sublet facilities. All third-party permit requests must be coordinated through the City of Palm Beach Gardens. The City of Palm Beach Gardens permit philosophy is to limit mixing youth and adult play on facilities at the same time. The City reserves this right when allocating facility space.

Anti-Discrimination Policy

The City shall not discriminate against any individual on the basis of their race, color, national origin, religion, ancestry, sex, age, marital status, familiar status, sexual orientation, gender identity or expression, disability, or genetic information, with respect to any activity occurring at City facilities.

Facility Inventory

Facility	Address	Playing Surfaces
Burns Road Community Center	4404 Burns Rd, 33410	Two full-size basketball/volleyball courts
Gardens Park Baseball Fields	4301 Burns Rd, 33410	Field 1: 60' mound, 90' bases, 300' fence Field 2: 60' mound, 90' bases, 300' fence OR 54' mound, 80' bases, 300' fence Fields 3&4: 50' mound, 70' bases, 200'-230' fence Fields 5-8: 45' mound, 60' bases, 200'-230' fence Two concession stands
Gardens Park Soccer Complex	4301 Burns Rd, 33410	Up to 9 soccer/multipurpose fields (2 full-size fields and a mix of other field sizes) One concession stand and meeting room
Joseph R. Russo Athletic Complex at City Park*	5070 117 th Ct N 33418	Two full-size soccer/multipurpose fields Six outdoor pickleball courts, four hard-court tennis courts One concession stand
Lake Catherine Softball Complex	9470 MacArthur Blvd, 33410	Four youth softball fields One concession stand and meeting room
Lilac Park	4175 Lilac St, 33410	One full-size soccer/multipurpose field One baseball field (60' mound, 90' bases, 325'-400' fence) One concession stand
Mirasol Park	12385 N Jog Rd, 33418	Two full-size soccer/multipurpose fields One adult softball field (55' mound, 70' bases, 300' fence) One concession stand
North County District Park* *Opening Spring 2019	5101 117 th Ct N, 33418	Five full-size soccer/multipurpose fields One concession stand and meeting room
PGA National Park	1 Ryder Cup Dr, 33418	Three full-size soccer/multipurpose fields Two adult softball fields Disc golf course
Plant Drive Park	10113 Plant Dr, 33410	One softball field (43' mound, 60' bases, 230' fence) Six outdoor pickleball courts Two basketball courts Skatepark

Facility Hours of Operation

Unless otherwise granted, permit hours are 3:30pm to 10pm Monday through Friday and 8am to 8pm Saturday and Sunday. Permit requests for time periods outside of these ranges will be at the discretion of the City of Palm Beach Gardens. Any requested change to these hours should be noted on the Facility Request Form. Events requiring staff coverage on Saturday, Sunday, or holidays will require Parks Staffing Support as set by the Fee and Charges Policy. Permit hours will be from 8am to 5pm on City-recognized holidays unless otherwise noted. The City reserves the right to close on additional days. Facility hours of operation will be posted on the City website www.pbgfl.com and by linking to the Athletics page.

Rainouts/Temporary Field Closure

All attempts will be made to have parks open for play unless facilities are deemed unplayable due to weather conditions or unforeseen circumstances. Only City staff has the authority to open City facilities if conditions change. Continuous play on a wet sports field can often have a long-term negative affect that results in future closing or extended repair needs. Criteria used in making a daily closing decision:

- Standing water is present on any portion of the turf grass or clay playing surface.
- Turf grass or clay playing surface is saturated and water is displaced when walking.
- Any other condition that is deemed unsafe or would create unacceptable damage to athletic facilities exists.
- City deems fields are unplayable.

Insurance Requirements

Recognized groups, block permit holders and those having special events or tournaments on City facilities shall provide a Certificate of Participant and General Liability insurance policy listing the City of Palm Beach Gardens, 10500 North Military Trail, Palm Beach Gardens, Florida 33410 as additional insured in the amount of \$1 million. Any organization or group storing equipment or property inside a City-owned building is responsible for providing the City a copy of its contents and equipment policy. Electric or gas powered golf carts or utility vehicles must be approved and owner must provide a copy of their insurance policy with inland marine coverage. Any organization or group serving food must inform the City and provide a minimum \$1 million product/completions and general liability certificate of insurance listing the City as additional insured.

Background Screening

Per Florida State Statute and City of Palm Beach Gardens policy, organizations providing youth programming will be required to be background checked. Coaches, assistant coaches, trainers, board members and volunteers ages 16 and over who work with children are **REQUIRED** to be background screened annually. The screening process takes approximately 5 days to complete. Please go to the City website for the list of criteria that will keep an individual from volunteering on City property. The cost of background screenings is due upon submitting of background screen application by the volunteer.

Concussion Policy

As a result of Florida Statute 943.0438 each recognized user group must adopt guidelines to educate coaches, officials, administrators, athletes and their parents or guardians as to the nature and risk of concussion and head injury.

Each sport division shall adopt by-laws or guidelines that require the parent or guardian of a youth who is participating in athletic competition or who is a candidate for an athletic team to sign and return an informed consent that explains the nature and risk of concussion and head injury, including the risk of continuing play after concussion or head injury, each year before participating in athletic competition or engaging in any practice, tryout, work out or other physical activity associated with the youth's candidacy for an athletic team.

Establish bylaws or policies that require each youth athlete who is suspected of sustaining a concussion or head injury in a practice or competition to be immediately removed from the activity. A youth athlete who has been removed from an activity may not return to practice or completion until the youth athlete submits to the athletic coach a written medical clearance to return stating that the youth athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion or other head injury. Medical clearance must be authorized by the appropriate health care practitioner trained in the diagnosis, evaluation and management of concussions as defined

by the Sports Medicine Advisory Committee of the Florida High School Athletic Association.

Each recognized youth sports provider shall provide a copy of their by-laws that meet the statute as well as a written policy of how they have met the statute for informed consent of each individual legal guardian/parent.

Lightning Alert

When sky to ground directional lightning is seen or thunder is heard, fields should be cleared and cover taken in a permanent building or hard top vehicles. A minimum of 30 minutes should pass after the last seen lightning strike or thunder is heard prior to returning to play. It is recommended that each permit holder develop an internal communication policy with their participants regarding when it is clear to come back to a facility. A copy of the City's Lightning Policy is available on the City website. City staff has the right to close any outdoor facility at their discretion in the case of lightning.

User Types

Recognized User Group

A recognized user group is able to request and receive a block permit. A recognized user group may be either a youth or adult group. The two types of recognized user groups are:

1. Recreation organization (program is open to the public, program has a mandatory play rule for all participants, intramural by definition, team selection not based on skill level). NOTE: programs that meet all criteria except playing in a league requiring travel to other locations will be considered a Recreation Organization.
2. Non-recreation organization (travel based program, team selection based upon skill level and competence, participates in tournaments and/or extramural league)

Non-recreation programs with a ratio of less than 50% Residents will be required to pay the fee and charges rate for permit space.

Recognized user groups must provide the following information to the City's Sports Department:

- Signed last page of the Facility Policies & Procedures Manual, with the understanding that you agree to abide by the contents of the manual.
- List of players, coaches (head and assistant), trainers, board members or any people that will be around the youth, including contractors utilized by the program. List must be sent at least 10 days prior to the start of the permit.
- Completed online permit application or Field Allocation Form.
- Affidavit confirming that your group or organization has a process in place for all coaches, parents, and participants in regards to concussion education.
- Certificate of Liability Insurance as spelled out previously in this manual and any additional insurance endorsements as required within this policy.
- Practice schedules at least 10 days prior to the first practice.

- Game schedules at least 7 days prior to the first game.
- Participation roster within 10 days of the first participation. The roster shall include first name, last name, street address, city and zip.

Palm Beach Gardens Youth Athletic Association (PBGYAA)

Recreation programs that participate in an extramural league thru their sanctioning body or their designation will be treated as recreation programs. This includes Pop Warner Football and Cheerleading and the PBGYAA Lacrosse Program.

PBGYAA Travel Programs will be provided five (5) months of non-reimbursable facility permit space provided that it falls within the City’s Sports Turf Rejuvenation Schedule and allocated facility(ies) are deemed playable for use.

Allocated months of exempt permit fees for PBGYAA use are as follows:

- Soccer (January thru May 31)
- Baseball (August thru December 31)
- Softball (April thru August 31)
- Basketball (February to July 31)

Informal Play

Informal play is constituted as a small group of friends or family that wish to utilize City facilities for the purpose of recreation. The Sports Department will attempt to schedule informal play opportunity for the general public. During informal play, individuals will be allowed to use a sports facility without requesting a permit. Dates, times, and locations for informal play may be requested through the Sports Department at 561-630-1100.

Coaches, private instructors, and other individuals or groups who charge money for their professional instruction must obtain the proper permits or license through the Sports Department. See “Private Instructors” section below for further information.

Batting Cages and Practice Areas

Batting cages and designated practice areas are open to the general public daily except during block permitted league play. Cages and practice areas are not intended for the use of for-profit instruction unless authorized in writing by the City. For-profit instruction even during off peak time requires that person(s) to have an instructor permit.

Private Instructors

Instruction on City facilities is allowed if the instructor has met the following guidelines:

- Completed Instructor Application and paid the annual fee
- Completed background screening
- Has a valid Business Tax License

Those instructors that have completed the guidelines will be issued a badge that includes their name and expiration date. This badge should be kept on site while providing the instruction on a

city facility. City staff members may request proof of valid instructor permit. Private Instructors should not interfere with the public's use of sports facilities.

Facility Uses

Priority

Recreational programs, both youth and adult, receive priority when it comes to facility use in the City of Palm Beach Gardens. The established priority list goes as follows:

1. City of Palm Beach Gardens youth and adult programs
2. Palm Beach Gardens Youth Athletic Association (PBGYAA) recreation based programs
3. PBGYAA travel teams and tournaments
4. Palm Beach County Sports Commission sponsored events*
5. PBGYAA camps, clinics, and special events
6. Palm Beach Gardens public schools
7. Recognized youth organizations or groups
8. Recognized adult organizations or groups

*Reference Palm Beach Gardens North District Park section for more information

Permits

Permits must be requested using the City's online Facility Request Form completed and submitted to the City of Palm Beach Gardens. Incomplete request forms will not be accepted. The Facility Request Form can be found at www.pbgreg.com and by following the links to Field & Facility Rentals.

If the space requested is available and the applicant has met the permit requirements, the applicant will be notified of the day, date, time and specific area granted for use. *A permit is not confirmed until the reservation has been paid in full.* This receipt received upon payment will serve as the official permit issued to a user. Users are required to have the permit with them when accessing City of Palm Beach Gardens sports facilities. It is the responsibility of the permit holder to have a copy of their permit or be subject to removal from the facility.

Accident/Incident Reporting

City facility users shall notify City staff of all accidents/incidents that require medical attention or when public safety personnel are called to assist with the situation. City staff should be notified as soon as the emergency allows by calling the Parks Hotline at 561-248-7341.

Permit Types

Facility use is through permit only unless informal open play is authorized by the Sports Department. Types of permits issued by the City are:

Daily Permit: A permit entitling user to a one-day use of a park or sports facility. This type of permit will be considered for groups gathering for a one (1) time play. Any individual or group may request a permit. Examples include practice, informal gathering, and/or game.

Block Permit: A permit to utilize a sports facility multiple days over a period of time. Groups

must complete a Field Allocation Form in order to qualify for a season permit.

Recognized users may apply for and be granted a block permit. This includes PBGYAA Recreation and Travel programs, public schools, City programming and recognized groups or individuals. Groups may be required to submit a Special Event Permit with their request. A Field Allocation Form must be completed no less than 1 month before registration begins and filled out as accurately as possible based on trends from past seasons.

Upon review of each Field Allocation Form, City staff will contact the requesting group and meet to discuss specifics about field availability and scheduling for the desired program. Block permit requests will be fulfilled based on a number of variables including, but not limited to, the sport, number of participants, age, available space and time frame of the program. Furthermore, space will be allocated in units of time and space.

Upon completion of registration or the start of a season, groups shall provide a copy of their roster listing name, street address, city and zip to prove their need for the space requested. If the space allocated is too much, the City reserves the right to take back unutilized space. Participants will be required to pay resident, non-resident participant fees and facility permit fees as approved in the fee and charges policy. Permit holders utilizing compensated coaches and trainers will be responsible for individual(s) or business(es) having the Instructor License.

Block permit holders are recommended to have all volunteer coaches trained through a coach's certification program. This certification can be through the National Alliance for Youth Sports (www.nays.org) or through another association where coaches can complete the certification on-line or through a sit-down course.

Special Events and Tournaments

Special Events

Any event, including any deviation from a facility's regular operating use, may require a City of Palm Beach Gardens Special Event Permit as deemed necessary by the City. This includes bringing blow up games and vendors to a site to supplement the normal operating activity of the facility. This includes tents for vendors to sell merchandise, bounce houses, obstacle courses, etc. The City reserves the right to deny requests if there is reason it may harm the sports turf or provide a safety concern.

The process for obtaining a permit would be to complete the Facility Request Form and submit to the Sports Department. If it is determined a Special Event Permit is required, City staff will assist potential applicants with the process.

Tournaments

Requests for tournaments to be hosted on City facilities must fit into the City's Turf Rejuvenation Program schedule. Tournament requests should be completed a minimum of 90 days in advance of the request date and completed and submitted on the City's online permit application form.

The City reserves the right to deny, suspend or terminate any tournament based on facility condition, inclement weather or failure to comply with City code, rules and regulations set forth

in this manual. Tournament fees and charges will be set in the Fee and Charges Policy.

Tournaments approved by the City will require a staff fee in order to provide field maintenance, custodial and site supervision. That fee will be set in the Fee and Charges policy. Approved PBGYAA tournaments may qualify for an exemption of field permit fees.

Camps and Clinics

Requests to host a for profit sports camp or clinic shall be submitted thru the City's Recreation Letter of Interest (RLI) program. This program may be found on the www.pbgfl.com website under the Purchasing page where you can find a link to "Open/Active Solicitations." Instructions and requirements are included in the description. A camp/clinic is defined as any instructional program with a compensated coach/trainer or one that is hosted by a permit holder with a participation fee charged to the user.

All submitted RLI's will be reviewed by the City's Program Review Committee. The City reserves the right to deny any sports camp or clinic that is determined to be competing with a City program.

Fees

The City provides programs and facility access to all residents of Palm Beach County on a first come first served basis regardless of residency, with no preference given to Palm Beach Gardens residents.

Permits

The fee schedule for permits, maintenance and supervisory staff and participation will be set by the City's annual Fee and Charges Policy. The number of supervisory or maintenance staff needed to facilitate a permit use will be determined by the volume of use, type of activity and impact the activity provides on the facility. The Fee and Charges Policy is a City Council-approved document that sets fees for use of City of Palm Beach Gardens facilities and services.

Programs

The City may assess and collect a non-resident surcharge to non-City residents to help offset the City's cost to maintain, program, operate, and staff the park.

Maintenance

Facility Standards

The City recognizes industry practices and research conducted by organizations including Sports Turf Manager's Association (STMA) and the Florida Recreation and Parks Association's (FRPA) Suggested Minimum Standards for Youth Sports in Florida.

1. City staff will perform maintenance tasks based on industry standards.
2. Any maintenance that is required beyond the routine service and industry standard for any

play, tournament, or special event is considered a “billable” expense to the user group, as overtime expenses are incurred by the Parks Division.

3. Requests for overtime or “billable” maintenance must be coordinated through the Sports Department at the time of permitting or as soon as additional needs become known. Parks Division staff will provide field maintenance, clean restrooms, and empty garbage containers. Please allow a minimum of two weeks notification of needs as work orders must be processed and maintenance schedules must be modified to accommodate the requests.

Clay Infield Preparation

Infield dragging will be done prior to the start of each night of league or practice play. If rain occurs after the fields have been dragged the facility may be closed unless Parks Division staff determines the fields are safe for play.

Baseball/softball fields will only be chalked for regular season or tournament play. Practice games or “friendly” games that do not count in league or tournament standings will only be chalked if the service is paid by the permit holder.

Weeknight play receives one dragging prior to the start of play, additional dragging will be charged per the Fee and Charges Policy. The standard for weekend play will be after the second game for youth play and the third game for adult league play.

Field Painting

Requests for the set up and field painting should be noted on the permit request. The City reserves the right to set up and paint fields 10 days prior to the first scheduled game or tournament. Athletic fields will be painted one time per week in-season, weather permitting. Any special painting or increased frequency will be billed to the recognized user and performed at the discretion of the Parks Division.

Mowing

Mowing frequency and height will be determined by the Parks Division and in accordance with industry standards.

Custodial

Restroom facilities will be stocked with supplies and cleaned daily. In case of emergency situations please call the Parks Division hotline at 561-248-7341. Each recognized user group may be given access to supplies for restocking. Dugouts and team bench areas are the responsibility of the user group to dispose of cups, bottles, trash and wrappers. Failure to comply with this responsibility may result in billing of staff time to complete the task.

Sports Lighting

Sports lighting controls will be the responsibility of the City. Most facilities have an automated sports lighting system, however, not all facilities are equipped with this technology. In an effort to maintain energy efficiency and meet conservation standards sports lighting will be set to come on at sunset and will be programmed to turn off 15 minutes after the permit ending time. Sport Divisions will be provided a phone number with a user name and password in order to contact our sports lighting provider to have the lights turned off if use ends prior to the scheduled time. From

June 1 to September 1 the City participates in an energy saving program thru FPL that will not allow sports lights to be turned on prior to 6pm.

Scoreboards and Scoreboard Control Boxes

City staff will make every effort to ensure that scoreboards are in working condition prior to recreation league play and any major special events. During the course of the season if scoreboards become inoperable this should be reported to the Sports Supervisor. The City cannot guarantee scoreboards will be operable during your scheduled play. Control boxes are checked out to the permit holder and must be returned in working condition. Replacement control boxes are the responsibility of the permit holder. It is the responsibility of the permit holder to maintain service and repair of the control box/consoles that are used for programming scoreboards. Power switches to scoreboards should be turned off when not in use. Any damage caused by neglect will be billed to the organization.

Field Equipment

In the event any piece of field equipment becomes damaged or unsafe during use please notify the City of Palm Beach Gardens Parks Division hotline at 561-248-7341 immediately.

Soccer goals should be anchored with sand bags. User groups found to be moving soccer goals may result in having their permit suspended. Notify the Parks Division hotline if sand bags are missing.

L screens, cages and other field equipment should be moved off the athletic turf upon conclusion of use. If tarps are used they should be removed and folded up not left on athletic turf. Replacement screening/netting on non-city owned equipment such as "L" screens, screens and practice goals are the responsibility of the equipment owner. Any equipment presenting a hazard will be subject to removal by City staff until it is repaired.

Please note that the general public has daily access to our facilities and equipment left at the site may be used by the public. City staff will only move the equipment that is presented as a threat to welfare of the facility or another person.

Facility Maintenance

City facilities are maintained by the Public Services Department. Any alterations or modifications to the facilities shall come through this department. Any permit holder found performing maintenance tasks on a facility without written authorization from the City of Palm Beach Gardens will be subject to having their permit terminated.

Facility Inspection and Damages

The City inspects facilities on a daily basis to ensure participant safety, however, it is imperative that users also do a pre-use inspection. Immediately notify the Parks Division hotline at 561-248-7341 and the Recreation Division at 561-630-1100 if there is a facility issue.

Failure to abide by City-listed facility rules and regulations that result in damage to City property which may include, but not limited to (clay, turf, batting cages, field equipment or utilizing spiked shoes on artificial turf) may result in disciplinary action ranging from termination of permit access

to permit holder being billed for the replacement and repair costs associated with returning facility back to its original state.

Turf Rejuvenation Program and Facility Renovation Schedule

All athletic fields require rest and repair. The City of Palm Beach Gardens will produce an annual Turf Rejuvenation Program and Facility Renovation Schedule that will serve as the dates where turf athletic fields will be closed for maintenance. The primary purpose for the closures is to perform maintenance tasks on athletic turf and infield clay.

Scheduled closings have been set using past programming requests, historical programming of league play and special events. Any request to change the existing calendar must be provided in writing to the City. The City reserves the right to deny any request. The schedule is subject to change based on external factors including safety, weather, product availability and facility conditions. The Facility Renovation Schedule is placed on the City's website, www.pbgrec.com. City maintenance staff reserves the right to adjust the closing length based on providing a safe playing and healthy playing surface. Functions completed during these closures include, but are not limited to: aeration, verticutting, resodding, herbicide, grading, irrigation, drainage, topdressing and providing the turf a chance to recover from constant play. Consideration will be given to participant safety, type of activity programmed and general facility condition when determining if additional maintenance periods shall be added. All facility maintenance performed on a City field is solely the responsibility of the City and its maintenance staff. The City reserves the right to close or temporarily suspend activities on its athletic fields due to inclement weather, unsafe playing/field conditions or lack of compliance with Departmental policies regarding field use.

Facility Improvements

Any request for the construction of storage buildings, additional fields, concession stands, batting cages or other structures or facility modifications must be submitted in writing to the City.

1. All approved construction projects must be permitted through the appropriate City of Palm Beach Gardens departments prior to the start of construction.
2. It is possible to enter into construction partnership projects with the City of Palm Beach Gardens. As resources are available, assistance with materials and/or labor may be possible, but the requesting parties are responsible for securing all permits and must complete all construction work within the time frame specified by the City.
3. If any facilities are determined by the Parks Division to be in an unsafe condition or in violation of Parks Division standards, a letter will be sent to the user group requesting corrective action. If conditions are not brought up to standards in a timely manner, they will be repaired or removed by Parks Division staff and the user group will be billed for all applicable materials and labor.

Miscellaneous Facility Practices

Sponsorships

Sponsor signage placed at the park must be coordinated through the City's Sports Department.

Storage

Limited storage space is available and use must be coordinated thru the Sports Supervisor. Proper insurance coverage and certificates must be provided prior to storing equipment in City facilities.

Vending and Concessions

The sale of any items on City property without authorization is prohibited by City Ordinance. Permitted field users may be authorized to operate their own food concession during permitted times for their activity according to the following requirements:

1. All requests must be noted on the permit.
2. All concessions must be licensed and operated according to the State of Florida and Palm Beach County regulations and codes.
3. Proper certificates of insurance shall be in place with the City.
4. It is the responsibility of the user group to maintain a clean and safe concession. This includes trailer concessions. Concession facilities are subject to inspection by City staff to ensure standards of cleanliness and compliance with all Fire regulations. Concession stands are not meant to be used as storage facilities.
5. Trailer concession use and placement must be authorized by the Sports Director and approved prior to arrival on site. In the event of a hurricane, it is the responsibility of the permitted user to remove concession trailers from the parks.
6. Natural gas shall not be stored inside concession trailers or buildings when not in use.
7. Vehicles are not permitted to be parked at press boxes or concession trailers except prior to participant and spectator arrival for delivery purpose only.
8. Due to safety concerns, concession deliveries should occur during times when activity is not taking place. Access to playing fields must remain free of congestion to allow access for emergency service vehicles.
9. Concessionaires are responsible for breaking down all cardboard boxes and disposing of them in the cardboard containers located on site. Gardens Park does not have an on-site trash dumpster so please make arrangement with the Parks staff by calling the Parks Division hotline at 561-248-7341. Litter from concession items is a major concern and concessionaires should encourage users to dispose trash in proper containers.
10. Permit holders may request authorization for an additional vendor(s) on a temporary basis. The request must be made in writing to the Sports Supervisor a minimum of 2 weeks prior to the starting/requested date. The written request will contain the name of the vendor, date(s) and time(s) products will be offered, specific location in the facility where vending will take place, a list of specific products to be offered for sale, a copy of the vendor's \$1 million general or product liability (for food items) insurance certificate with the City of Palm Beach Gardens listed as additional insured.
11. Vending machines located on City property must be approved by the City prior to installation. This can be done by sending a written request to the Sports Supervisor.

Meeting Rooms

The City may provide meeting room space if available for a permitted use. The facility permit application should be completed in order to request meeting room space. Groups with direct meeting room access at their facilities shall make every opportunity to keep the meeting rooms in a clean and debris-free order. Meeting rooms are the property of the City and may be included with permits issued to user groups.

Keys and Locks

The City of Palm Beach Gardens may provide user groups key access to storage rooms, concession stands and equipment areas. PBGYAA has been provided with an initial box of blank keys and they will be responsible to distribute and manage keys.

Additional key blanks, replacement cost, materials, supplies and labor due to negligence or misused of the key locks may be the responsibility of the user group. Request to change a cylinder lock will have to be approved by the Public Facilities division. If approved, the user group requesting the change will be responsible for all associated cost.

All locks on park gates will be city issued locks. No user group shall put their own lock on a gate unless written authorization is provided by the City. No keys will be issued or given to any user groups unless approved by the City.

Agreement of Understanding

I understand that as the designated representative of the sports program/sport organization/sport division that has been granted use of a City of Palm Beach Gardens sports facility I assume responsibility for the receipt and sharing of these policies, procedures and guidelines with the members of my organization including board members, coaches, spectators and participants. These guidelines are in place to ensure fair and equitable facility use and play. I understand that any non-compliance may result in the revocation of existing permits or the loss of permits in the future. I also understand that non-compliance may result in the revocation of field privileges and/or a fee assessment for damages.

Name of Organization

Date City Staff Reviewed Policies

Printed Name of Organization Representative/Title

Signature of Organization Representative

City of Palm Beach Gardens

Date

Date

Organization Tax Identification #

Organization Business Tax Receipt #