



Sport Field User Handbook

Spring/Summer 2020



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Emergencies

Call 911

Non-Emergency situations:

Contact staff, or

Contact Pima County Sherriff's
Dispatch

520-351-4900

INTRODUCTION

This Sport Field User Handbook has been developed as a guide for users of sport fields at properties owned and/or managed by the Pima County Natural Resources, Parks and Recreation Department (NRPR), including athletic leagues, clubs, organizations, businesses and individual users. The Handbook provides information on field maintenance standards, requirements, and responsibilities, as well as information on field scheduling and reservation protocols. Park operations maintenance staff are responsible for issues related to maintenance and infrastructure at the parks, and recreation staff are responsible for scheduling, permitting, and invoicing.

Your first point of contact for most issues will be the Field Coordinator, and he will refer you to other staff as needed. To ensure clarity, leagues and other users must identify a single point of contact to communicate with county staff – typically the league president.

Generally, special requests for changes to field assignments, light extensions past 10:00 p.m., or minor facility infrastructure changes should be submitted 30 days in advance of the proposed activity or change, if possible. Intensive facility infrastructure changes, such as changes to lighting, concession stands, baselines, etc. should be submitted 30 to 90 days before the beginning of the season, so that if approved, there is sufficient time available to perform the requested work before the beginning of play.

Diamond Field Sports:

Baseball fields have a pitching mound, grass infields, base paths, and pitching rubbers. T-Ball fields only have a backstop.

Softball fields have skinned infields and no pitching mound.

Rectangle Field Sports:

“Multi-Use Fields” are stand-alone rectangular fields that can be used for football, soccer, lacrosse, etc.

“Multi-Use Seasonal Fields” are rectangular fields that are in the outfield of one or more diamond sport fields and are only set up and available as Multi-Use Fields in the fall/winter season.

FIELD MAINTENANCE GUIDELINES

Initial preparation of ball fields will be the responsibility of the Operations Maintenance Division. Prior to the start of each new season, the ball fields will be prepared as follows:

1. Turf will be mowed and policed for litter throughout the growing season.
2. Pitching mounds will be rebuilt and infield running paths cut out.
3. Multi-Use and Multi-Use Seasonal rectangular fields (football, lacrosse, and soccer) will be laid out, lined and re-stripped as needed. Due to budget, personnel limitations and turf maintenance only one size of field dimension will be laid out for the season.
4. Permanent goals and/or sleeves will be installed for the season. Permanent goals may only be moved by department personnel.
5. Bleachers may be relocated upon request, at the department’s discretion. Movement of the bleachers may only be performed by department personnel.
6. Turf will be checked for holes, safety hazards and other unsafe conditions. Park staff shall make necessary repairs.
7. Pitching rubbers, home plates and base pins will be replaced as necessary.

Field Users are responsible for the following:

Baseball/Softball:

1. Water infields prior to use. After use, fill in any holes at home plate, around bases and base paths, and any holes in front of the pitching rubber. Tamp any loose material. Users must provide their own quick-coupler key and hose.

2. When dragging infields, **DO NOT** drag infield mix into turf areas. Volunteers and coaches need to take **special care** when operating an ATV or golf cart when dragging the skinned area of the infield. Operators should be 18 years old and have a valid driver's license. The drag should be positioned so that it should stay at least 12 inches from the edge of the grass.
3. When dragging infields with an ATV or golf cart, the best results are obtained by operating them **slowly** around the field. Operating an ATV or golf cart too fast can result in the drag sliding into the turf areas, causing damage to the turf or moving the infield mix on to the turf area causing an uneven crowing effect on the edge of the infield.
4. NRPR does not provide bases for diamond shaped fields. Field user groups must provide their own bases. NRPR Operations Division installs standard size base pin sleeves at all diamond shape fields at Pima County NRPR parks.

All Sports:

5. After each game, practice, or use, User shall police area of all litter and debris.
6. During and after use of fields, User may police bathroom facilities and replace toilet paper with supplies provided by NRPR.
7. Any equipment (example: storage boxes, L Screens, batting cage turtles, blocking sleds, portable goals, bases, etc.) other than which is normally provided by NRPR are the User's responsibility and must be secured or removed from premises when User leaves the park. Storage boxes placed on NRPR park property require a permit from NRPR.
8. User shall request approval from NRPR prior to driving vehicles into restricted Park property such as turf areas and/or any areas located inside fences or post and cable.
9. **Excessive Noise Levels** will not be tolerated. Many Pima County Parks are adjacent to residential neighborhoods, and it is advised to adjust Public Address systems and portable megaphones to a low setting. Noise violations may result in loss of public address system privileges.
10. Report all vandalism and other incidents as soon as possible on the form provided by NRPR. Call staff to report any urgent issues. Call 911 for emergencies.
11. **INCLEMENT WEATHER.** If Pima County NRPR determines that fields are unplayable, NRPR will notify league representatives via e-mail and we will post the closure notification on the Pima County NRPR main website www.pima.gov/nrpr as well as the Pima County and Pima County NRPR Facebook pages. Fields shall not be used when saturated due to rain or malfunctioning irrigation systems. Failure to comply with this procedure may force NRPR to close turf areas for repair and may result in the loss of field use privileges.
12. **LIGHTNING POLICY.** If lightning is within 5 miles (25 seconds from flash to boom) field practice/play should be suspended for a 30 minute standby and then reassessed.
13. **Homeless Individuals in the Park.** All are welcome on park property unless they are breaking park rules. If homeless individuals remain on property after park hours, then they are in violation of the rules, and law enforcement can cite/remove. If you or anybody in your organization experiences threatening behavior, observe a criminal/lewd act or have a concern for safety, 911 should be called! Any observed vandalism or theft, please complete the Pima County Department of Finance & Risk Management – Theft/Vandalism Incident Form (last page of this handbook) and forward to NRPR.
14. **Parking.** Leagues and teams are responsible for ensuring, to the extent practical, that participants and spectators comply with parking regulations and signage.

When a PARK MAINTENANCE EMERGENCY occurs, the department needs your help. If park personnel are not on duty, call the Sheriff's Dispatch Unit (351-4900). Be prepared to give the following information:

NAME & PHONE NUMBER
PARK NAME & LOCATION OF EMERGENCY
NATURE OF EMERGENCY
(For example: Light Failure – Ramada No. 1
Water line break – Northwest end, etc.)

The Dispatcher will contact the appropriate park personnel on duty. Routine park maintenance problems should be directed to the Parks and Recreation Administrative Office (724-5000). Likewise, theft and vandalism should be reported to the appropriate staff and the Pima County Department of Finance & Risk Management-Theft/Vandalism Incident Form (page 18) must be completed.

THANK YOU FOR CARING ABOUT YOUR PARK SYSTEM!

FIELD CHANGES & IMPROVEMENTS

- If User desires a change to the size or sport designation of a ball field already laid out for the season, the User must submit a request in writing a minimum of thirty-days (30) in advance to NRPR. NRPR will make a determination as to whether the changes are appropriate, and User will be responsible for paying the maintenance costs associated with making the changes, including staff time and materials. NRPR will establish one size of field dimensions for Diamond shaped fields and Rectangle shaped fields. This includes one pitching distance and a standard base pin distance for Diamond shaped fields. NRPR will line out one standard distance for Rectangle shaped fields. **Users are not permitted to move goals or alter baselines. Temporary short-sided fields overlaid on a rectangle field must use cones or pre-approved line marking equipment/materials.**
- Requests for improvements to ball fields, snack bars and playground areas or permanent changes, such as the addition of scoreboards, batting cages, fencing and picnic tables to NRPR facilities must be submitted in writing to NRPR. This includes the addition of new base pins and permanent pitching rubbers. NRPR will make a determination as to whether the changes are appropriate, and User will be responsible for paying the maintenance costs associated with making the changes, including staff time and materials.
- Operations maintenance personnel will determine bleacher and picnic table placement based on need and availability. **Park Users are not permitted to move bleachers or picnic tables at any time.**
- The permanent erection of any type of advertisement such as billboards or sponsorship signage is prohibited in or on NRPR property without an approved advertising permit. Please see the next section for more information.
- NRPR must approve donated or sponsored items such as concession facilities and scoreboards prior to installation.
- Scoreboards are not available for public use. Use of scoreboards requires an approved field use permit for organized sports.
- Users are responsible for all costs associated with the installation of scoreboards including the cost to run power to the scoreboard and the cost for the actual installation of the scoreboard and its upright posts.
- NRPR will pay for the monthly electric costs for all scoreboards on NRPR property.

- All requests to build, erect or locate permanent structures such as storage containers and batting cages must be submitted in writing to NRPR. The request will be reviewed and a written response will be provided indicating if it is approved or denied and if there are any stipulations.

BATTING CAGES

- NRPR shall maintain all exteriors of Batting Cage facilities, including all exterior fencing. Assigned leagues shall be responsible for proper installation of netting on the interior of Batting Cage and for maintaining the interior grounds. User may be assessed cleaning fees if the Batting Cage interior is not properly maintained.
- Leagues are responsible for locking the Batting Cage and the Batting Cage must be locked at all times when not in use. NRPR is not responsible for any loss or damage to equipment or individuals in the interior of the Batting Cage if it is left unlocked.
- Leagues are solely responsible for the safe operation of the Batting Cage.
- Leagues must ensure that all equipment inside the Batting Cage is maintained properly and utilized as intended.
- **Leagues must not sublet the use of the Batting Cage to other organizations.**
- Leagues must submit a written request to place portable batting cage turtles within an NRPR park. The request should include information on how and where they will be stored.

MOBILE STORAGE UNITS

NRPR may allow Users with a valid field use permit to place a Mobile storage facility/unit at a park under the following conditions:

- A written request must be submitted to NRPR requesting permission to place a mobile storage unit within a County Park. NRPR will review and approve or deny these requests based on availability of space, aesthetics, and other factors.
- NRPR shall not be held liable for any damage or loss of the mobile storage unit or its contents.
- NRPR shall not be held liable for any injuries that may occur as a result of this facility/unit being placed in the park. Leagues will provide a current certificate of insurance naming Pima County as an additional insured and held harmless from any liability. Minimum insurance limits will include Commercial General Liability Insurance, including personal injury coverage, in the amount of \$2,000,000 Bodily Injury and Property Damage.
- Pima County shall not be liable for any charges associated with leagues lease of the facility/unit from any Mobile storage company.
- The dimensions of the Mobile storage unit will be either 8' x 20' or 8' x10'. The Mobile storage unit must be tan in color.
- NRPR will determine the location of the Mobile storage unit (if possible) prior to the delivery of the Mobile storage unit.
- User is responsible for maintaining the appearance of each mobile storage unit. NRPR staff will inform User of any needed repairs or vandalism. User will be responsible for removing or covering any graffiti within 48 hours of being informed. The paint covering the graffiti must be uniform in color on the entire

unit. If vandalism is not addressed within the agreed upon time frame, NRPR staff will make the necessary repairs and User will be charged for any materials and labor cost.

- NRPR reserves the right to terminate the Mobile Storage Unit agreement and have the storage facility/unit removed at league's expense, if at any time it is determined that the storage facility/unit poses problems that cannot be jointly remedied, or if it is determined to cause a hazardous situation that cannot be mitigated.
- The agreement is good for up to one (1) year, including playoff and tournament games if applicable, and will be evaluated at the end of the season to determine if an agreement of a longer term will be offered or renewed.

CONCESSION STANDS

- A Concession Stand Permit is required to provide concession sales in Pima County Parks. Users must have a valid field use permit and are required to pay **\$35.00 per month.**
- Users must submit a copy of a valid Pima County health permit to the Field Coordinator prior to the first day of operation of any concession stand.
- **Users are prohibited from selling or distributing chewing gum of any kind or sunflower seeds.**
- Non-profit organizations sponsoring youth programs or Special Events at NRPR facilities may request concession privileges by submitting a letter of request to the Field Coordinator.
- Selling concession items and making profits is a privilege and **shall not be subcontracted to any other operator, private or public, without the expressed written consent of NRPR.**
- All permanent structures erected on Pima County property, regardless of whether or not they have been financed by County or User shall become property of Pima County. Permanent improvement requests must be submitted in writing to NRPR. Improvements cannot be started until NRPR provides a written approval to proceed. All necessary building and health permits must be obtained.
- Portable concession trailers and/or vehicles shall not enter Pima County Park property without first obtaining an executed agreement between the County and Operator/User of the concession trailer and/or vehicles.
- NRPR shall maintain all exteriors of concession facilities, including cooling units and roofs. Users shall be responsible for routine maintenance of the interior of concession facilities and the rental and/or purchase of equipment required in concession operation. Please report any Concession Stand problems to NRPR.
- **User will be held responsible for any damages, unauthorized modifications to the concession facility, or misuse of the concession facilities that require NRPR to facilitate repairs.** This includes the plumbing system (no food or grease in the drains) unattended water leaks, interior walls, ceiling, and doors. User will ensure the safe operation of all equipment within the concession facility, and User will remove any equipment with frayed wiring or any equipment deemed unsafe by Risk Management. **The use of extension cords or power strips in the concession facility is prohibited.**
- **User must not store propane tanks inside the Concession Stand building. Propane tanks must be stored in an approved outdoor storage rack or enclosure.**
- NRPR may provide electric, water and sewer connections to the concession facilities.
- Vehicles delivering concession supplies must return to designated parking areas immediately after unloading supplies. Users are responsible for any damage to turf or irrigation that may occur during deliveries.

- Concession Operators are responsible for transfer of full trashcan liners from concession area into the main dumpster, discarding empty food boxes and other containers into the main dumpster, and policing areas adjacent to the Concession Stand as well as areas adjacent to ball fields. Please contact the Field Coordinator to acquire a dumpster key if needed.
- Concession Stands must be vacated and cleaned by the last day of the Concession Stand Agreement. User may be assessed additional monthly fees and/or cleaning fees if the Concession Stand is not vacated and cleaned in a timely fashion.
- Regular inspections of Concession Stands will be conducted by the Field Coordinator and Risk Management. Risk Management will compile any violations and facility deficiencies, per requirements of the Occupational Safety and Health Administration (OSHA), and forward their inspection reports to NRPR for review. NRPR will provide a copy of the Risk Management inspection report to User. **NRPR will correct all deficiencies in areas that are NRPR's responsibility, and User will have 30 days to correct all deficiencies that are User's responsibility.**
- Users are responsible for pest control within the interior of the Concession Stand. If access points for rodents are discovered, please notify NRPR to address the required repair.

LIGHT FEES AND GUIDELINES

- It is the responsibility of the User to become familiar with the field lighting system. The majority of NRPR parks are equipped with the Musco Control Link Lighting System. This system is an internet controlled lighting system.
- **It is the responsibility of each League to turn off field lights not in use and to turn off lights upon completion of evening activities through the Musco Control Link Lighting System. Invoicing for light use is based on actual usage. User is responsible for all fees for light use when the lights are on, regardless of whether the field was used by players or not.**
- The Field Coordinator can establish access to the Musco Control Link Scheduling system for league presidents and their authorized representative(s). Each league will provide the necessary information to add an authorized scheduler (user) to the system.
- Each league that has authorized schedulers through the Musco Control Link Lighting System can access the system online at www.control-link.com or they can call the toll free number at 1-877-347-3319.
- Leagues must abide by the terms of their issued Field Use Permit when scheduling lights under the Musco Control Link Lighting System. Leagues must ensure that their authorized schedulers abide by the terms of their league's issued Field Use Permit. **Once their permit has expired, light scheduler privileges will be suspended on the Musco Control Link scheduling system.** Any additional tournament or extended season light access must be submitted in writing to NRPR at least 2 weeks prior to the effective date of the extension.

- A written request must be submitted to NRPR in order to receive an extension past the department 10:00 p.m. curfew. All extensions must be approved by the NRPR.

Pima County NRPR Parks – Dark Sky Ordinance - Curfews

Park Name	Address	Lighting Area	Curfew
Arthur Pack	9101 N. Thornydale Rd.	E3a	11:00 P.M
Brandi Fenton	3482 E. River Rd.	E3a	11:00 P.M.
Curtis Park	2110 W. Curtis Road	E3	12:00 A.M.
Dan Felix	5790 N. Camino de La Tierra	E3a	11:00 P.M.
Flowing Wells	5510 N. Shannon Rd.	E3	12:00 A.M.
Lawrence	6777 S. Mark Road	E1c	10:00 P.M
Littletown	6465 S. Craycroft	E3	12:00 A.M.
Manzanita	5200 S. Westover	E2	11:00 P.M.
McDonald	4100 N. Harrison	E3a	11:00 P.M.
Mehl-Foothills	4000 E. River Road	E3a	11:00 P.M.
Rillito	4502 N. 1st Ave.	E3a	11:00 P.M.
Three Points	10211 S. Sasabe Rd. Robles Jct.	E1c	10:00 P.M.

- Lawrence Park and Three Points Park will not be allowed an extension due to Dark Sky Ordinance Restrictions. (Curfew requirements: All events shall be scheduled so as to complete all activity before the curfew listed in above table. Illumination of the playing field or court shall be permitted after the curfew only to conclude a scheduled event that was unable to conclude before the curfew due to unusual circumstances.)
- The Light Use Fee is **\$9.00 per hour per field** for non-profit youth leagues, and total **\$19.00 per hour per field** for adult leagues (Adult Field Fee of \$10.00 an hour and \$9.00 an hour for the Light Use Fee).
- The Field Coordinator is responsible for generating the monthly Musco Control Link Light Usage Report for each league. The Field Coordinator will forward the Musco Control Link Light Usage Report and light logs to the Pima County Finance Department in order to generate a Light Use Invoice.
- Invoices are due 30 days from the date of the invoice. Failure to pay light use invoices in a timely manner may result in delay or suspension of future field light use, as well as reduced field priority.
- **Please ensure that the league billing information is accurate, and forward any changes to the Field Coordinator to ensure accurate billing information for your league.** A current copy of the **Customer Contact Form** must be submitted before the season of play. A new **Customer Contact Form** must be resubmitted anytime there is a change of address or change in league board members.
- NRPR will maintain light fixtures on all fields. Please notify the NRPR of any problems with lighting system, fixtures, locks, or timers to ensure repairs in a timely manner.
- Tampering with a light cabinet or breaker box is strictly prohibited and may result in injury, repair costs, and/or loss of field and field light use.
- The Field Coordinator will visit fields during use to ensure proper light use, per agreement. If light use does not correspond with the Field Use Schedule, field privileges may be suspended.

SHORT-TERM FIELD RESERVATIONS

- Short-term field reservation requests are typically for time periods of one to three days, but may be available for longer periods of time, depending on park availability.

- Short-term field reservation requests may be made by businesses, clubs, leagues, groups, organizations, or individual users. Staff rely on Seasonal Field Use Permit holders to relinquish fields that are not in use and/or move activities to another field, if possible, in order to accommodate short-term field reservations.
- Short-term field reservation requests can be made at any time throughout the year. However, they must be submitted at least **five** business days prior to the requested date.
- Requests may be faxed to 724-5078, mailed to 3500 W. River Road, Tucson, AZ 85741, or sent electronically to the Field Coordinator.

SEASONAL FIELD RESERVATIONS

- Seasonal field reservations are allocated twice each year. The Spring/Summer season is March 1st – July 31st, and the Fall/Winter season is August 1st – February 28th.
- The process to request a seasonal field reservation begins with field scheduling meetings that are held in late spring for the Fall/Winter season and in late fall for the Spring/Summer season. Field Users provide information on league/club enrollment, league/club boundaries, contact information for the User group, future plans, and recurring issues from the customer perspective, and NRPR staff provide information on maintenance standards, scheduling and billing processes, contact information for staff, future park development plans, and recurring issues from the staff perspective.
- Upon receiving information from the User groups, staff allocate fields based on the below factors, as well as regional considerations:

Size/growth or contraction of the User group
 Attendance at Field Scheduling Meetings
 Payment of invoices within 30 days of invoice date
 Proper maintenance of fields/policing of park areas
 Timely requests for schedule changes/non-use
 Timely requests for special events (non-sport)
 General compliance with rules and procedures

- NRPR may cancel agreements with Leagues, Groups, Organizations, or Individual Users who do not comply with the procedures in the Sport Field User Handbook.
- It is NRPR procedure to allow for a field restoration period twice a year between seasons on select fields. Restoration periods are identified by Park Operations Maintenance staff based on the condition of the fields. Only under special circumstances are Field Use Permits issued during this period.
- Seasonal field reservations are subject to additional maintenance needs as determined by NRPR.
- Users requesting a Seasonal Field Use Agreement must furnish a Certificate of Liability Insurance naming **Pima County and its Districts** as an “Additional Insured.” Please refer to the complete insurance requirements for field users on page 15 of this handbook.
- Users are required to relinquish field space no longer being utilized.
- NRPR reserves the right to suspend or terminate a Field Use Permit for public safety purposes with less than 24 hours’ notice. Additionally, NRPR reserves the right to reassign fields at any time in the event of an emergency or mitigating circumstances. NRPR reserves the right to review terms and conditions of the Field Use Permit and make any changes as necessary.

- **Users may not allocate or sublet field space to other organizations, including parent organizations.** User must relinquish the field space they are not using. The organization wishing to use the relinquished field space must submit a Seasonal Sport Field Request Form and furnish a Certificate of Liability Insurance in the amount of **\$2,000,000.00** naming Pima County and its Districts as an “Additional Insured.”

FIELD SCHEDULING PRIORITY USE

- NRPR has established the following guidelines when scheduling fields for Sport Tournaments, Large Special Events, Fee Based Clinics, Regional League playoffs/tournaments, regular season league games and practice.
- The order of Priority shall be:
 1. **Large Special Events, Fee Based Sport Tournaments (up to one year in advance).**
 2. **Large Invitational Showcase games, State Games, Large League Scrimmages/Jamborees, District, Region, Federation Playoff/End of Season Tournaments (No fee).**
 3. **Opening/Closing Day Events, Picture Days, Family Fun Days, Registration Events, Fundraisers and Fee Based Sport Clinics**
 4. **Regular league sanctioned game play.**
 5. **Sports practice.**

NRPR will charge the appropriate field fee and light fees. All events are subject to a non-refundable \$25.00 application fee as indicated on the **NRPR Fee Schedule (Pima County Board of Supervisor – Ordinance 2018-38)**.

YOUTH SPORTS

- NRPR will attempt to schedule field use to non-profit youth sports organizations in their respective “home” boundaries, districts and/or regions.
- Non-profit youth sports organizations will be charged the published field rental and light fees when conducting **Sport clinics** that charge players a fee. The field fee is **\$20.00 an hour per field**; light fees are an additional **\$9.00 per hour per field**.
- Non-profit youth sports organizations will be charged the published field rental and light fees when holding invitational tournaments that charge teams an entry fee. The Non-Profit Tournament Fee is **\$100.00 per day per field** as indicated on the **NRPR Fee Schedule (Pima County Board of Supervisor – Ordinance 2018-38)**.
- Field assignments shall be reflective of league enrollment numbers and park field inventory. Field Use Permits will be issued during recognized seasons of play of the given youth sport organization. Leagues must provide their previous season’s actual enrollment numbers to be considered for NRPR field assignments. Seasons of play for each recognized sport shall be as follows:

Baseball/Softball.....March—November
Lacrosse.....November—April

Football.....August—December
Soccer.....August—April

ADULT SPORTS

- Fields will be assigned based on availability and all published field rental and light fees will apply. A Certificate of Insurance naming Pima County and Its Districts as additional insured shall be required for all organized adult leagues.

SPECIAL EVENTS

- A Special Event is any event, in which the activities are different than the normal sport practice or sanctioned single game play.

Special Event Examples include:

- Opening Day events which include the gathering of all participants, the installation of special equipment such as Jumping Castles or large inflatables, small and large canopies or tents, food vending areas other than the Concession Stand building and fundraising “booths”.
- Large scrimmage type events involving more than 100 people.
- Try-outs for the evaluation and placement of players.
- Any registration event which includes, any outside advertising or sponsorship, food trucks, small and large canopies or tents, the vending of sundries or equipment.
- Any fee based or invitational type sports tournament, showcase or jamboree.
- A Special Use Permit must be obtained at least **30 days** prior to any Special Event held in Pima County Parks. A Special event request must be made in writing to the Recreation Program Manager or Field Coordinator. Field Use Permits do not cover non-sporting types of Special Events, fee based sports tournaments, showcase, jamboree, or fee based sports clinics.
- Published application, field and facility rental rates as per the **NRPR Fee Schedule (Pima County Board of Supervisor – Ordinance 2018-38)** may be applicable to all Special Events. Contact the Program Manager or Field Coordinator for the rates.
- The business, club, group, league, organization, school or individual user sponsoring a Special Event must furnish a Certificate of Insurance, naming Pima County and its District as additional insured. Please refer to page 15 Insurance Requirements for Youth Sports for all coverage amounts.
- In order to serve and/or sell prepared foods in Pima County Parks a permit must be purchased from the County Health Department and a Special Use Permit must be obtained from the Recreation Program Manager.
- Equipment such as amplifiers, canopies, or tents, speakers, gas grills, jumping castles, etc. to be used in conjunction with a Special Event must be approved by NRPR prior to the event.
- A list of **Jumping Castle Vendors** approved to operate in Pima County Parks is available from NRPR. Approved vendors must sign a Park Agreement, furnish a Certificate of Insurance and obtain a monthly permit at a cost of **\$25.00 per month** to operate in NRPR Parks.

- Dunk Tanks, Giant Slides, Jousting, Obstacle Course, Rock Climbing Walls, Sumo Wrestling, Mechanical Bull and Mazes of any kind are not allowed. Any large inflatable or other type of amusement equipment that will be used in the Special Event will require written requests to the Recreation Division Manager. The Recreation Division Manager and Pima County Risk Management Department will determine if the inflatable or other amusement will be permitted and if there are any special insurance requirements.
- Ramada reservations can be obtained for a Special Event. All Ramada Reservations are obtained via the online registration system.
- Please go to: http://webcms.pima.gov/government/natural_resources_parks_and_recreation/ and register in order to reserve ramadas. Online reservations are subject to a convenience fee.
- The Ramada reservation fees are **\$25.00 per day** and are subject to availability.

ADVERTISING POLICY

- Adult and Youth Sports Leagues, Clubs and Little Leagues, with a valid field use permit may be permitted to place signs on both permanent outfield and sideline fences, and temporary fences, per a license agreement with Pima County. A written request must be submitted to the Field Coordinator for review by our department. A request for an Advertising permit can also indicated on the Seasonal Sport Field Request Form.
- Please consult with Park Operations Division staff to determine placement of banners so as not to interfere with irrigation or create a visual distraction for batters.
- Banners, signage and respective support structures that obstruct irrigation patterns shall be removed at the end of each day by the team or league to ensure that no turf area, its irrigation system and spray pattern are negatively impacted.
- All signs, sponsorships and banners shall be family friendly in context and content, in the reasonable opinion of County and shall comply with all applicable rules of Little League International and local District and Regional Leagues. No advertisement, including fence signs, may include direct references to alcohol or tobacco products. Licensee must carefully choose sponsors, avoiding those which may, according to local community standards, be offensive.
- All Signs shall be made of high-quality polypropylene twin-wall profile corrugated plastic sheeting with wind slits or heavy-duty mesh banners that are light and ideal when wind conditions are a consideration. Signs must be equipped with reinforced grommet holes.
- The Signs shall be 4 ft. x 8 ft.; 2 ft. x 8 ft.; 2 ft. x 4 ft.; or 2 ft. x 2ft., or approved equal, and shall be made by commercial sign companies.
- Signs shall ONLY be displayed during the assigned season pursuant to the Permits.
- League shall maintain all Signs at all times in a good, clean, safe and sanitary condition, at its sole cost and expense, including making any necessary repairs or replacements. No storage on-site.
- Graffiti shall be removed from Signs within forty-eight (48) hours by the League.

FEE-BASED CLINICS

- Leagues or individuals wishing to conduct a fee-based sports clinic must submit their request in writing to our department 30 days prior to the sports clinic date. The request must have the dates and times of the clinic and the park they wish to conduct the clinic and the number of fields.

- Fee Based Clinic reservations are subject to additional maintenance needs as determined by NRPR.
- The clinician once approved, must furnish a Certificate of Liability naming Pima County and its Districts as an “Additional Insured.” Leagues who utilize a clinician independent from their league must provide Certificate of Liability Insurance. The insurance is required to cover both the league and Pima County and its Districts. Please refer to page 15 **Insurance Requirements for Youth Sports** for the list of required insurance coverages.
- The League or individual operating the clinic must pay the clinic fee for use of the field. The Clinic Fee is **\$20.00 per hour per field** as indicated on the **NRPR Fee Schedule (Pima County Board of Supervisor – Ordinance 2018-38)**. Light use fees are an additional **\$9.00 per hour per field**.
- Clinician must provide a head count of participants at least 24 hours prior to the event or immediately following the event.

SUNSET TABLE

DATE	SUNSET CHARGE		DATE	SUNSET CHARGE
Jan. 1—15	5:30 p.m. 5:30 p.m.		July 1—15	7:40 p.m. 7:30 p.m.
Jan. 16—31	5:45 p.m. 5:30 p.m.		July 16—31	7:35 p.m. 7:30 p.m.
Feb. 1—14	5:55 p.m. 5:30 p.m.		Aug. 1—15	7:20 p.m. 7:00 p.m.
Feb. 15—28	6:15 p.m. 6:00 p.m.		Aug. 16—31	7:05 p.m. 7:00 p.m.
Mar. 1—15	6:20 p.m. 6:00 p.m.		Sept. 1—15	6:45 p.m. 6:30 p.m.
Mar. 16—31	6:30 p.m. 6:30 p.m.		Sept. 16—30	6:20 p.m. 6:00 p.m.
Apr. 1—15	6:45 p.m. 6:30 p.m.		Oct. 1—15	6:00 p.m. 6:00 p.m.
Apr. 16—30	7:00 p.m. 6:30 p.m.		Oct. 16—31	5:45 p.m. 5:30 p.m.
May 1—15	7:15 p.m. 7:00 p.m.		Nov. 1—15	5:30 p.m. 5:30 p.m.
May 16—31	7:20 p.m. 7:00 p.m.		Nov. 16—30	5:20 p.m. 5:30 p.m.
Jun 1—15	7:25 p.m. 7:00 p.m.		Dec. 1—15	5:20 p.m. 5:00 p.m.
Jun 16—30	7:40 p.m. 7:30 p.m.		Dec. 16—31	5:25 p.m. 5:00 p.m.



Insurance Requirements for Youth Sports

- I. INSURANCE: Permit Holder shall obtain and maintain, at its own expense, during the entire Term of this agreement the following types and amounts of insurance:

Commercial General Liability (CGL) – Occurrence Form:

Commercial General Liability insurance and, if necessary, Commercial Umbrella or Excess insurance, with a limit of not less than:

• Each Occurrence\$2,000,000
• Sexual Abuse & Molestation Liability\$1,000,000
• Participant Liability\$2,000,000
• Spectator Liability\$2,000,000
• General Aggregate\$2,000,000
• Damage to Rented Property\$50,000

- A. The policies required shall contain a waiver of transfer of the rights of recovery (subrogation) against Pima County and its districts.
- B. The liability insurance policy shall endorse **“Pima County and its districts” as Additional Insured’s**
- C. Pima County will not be responsible for damage to loss of personal property belonging to Permit Holder.
- D. The Permit Holder’s insurance shall be primary insurance and any insurance carried by the Pima County and its district shall be considered non-contributory with respect to all other available sources. And for insurance policies where Pima County and its districts are named as an additional insured, Pima County and its districts shall be an additional insured to the full limits of liability purchased by the Permit Holder even if those limits of liability are in excess of those required by this Agreement.
- E. Permit Holder shall provide Pima County with current Certificates of Insurance prior to the event. With the exception of ten (10) days written notice of cancellation for non-payment of premium, any changes material to compliance with this Agreement in the insurance policies above shall require thirty (30) days written notice to Pima County.
- F. If a policy expires during the life of the Agreement, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

For questions or more information please contact Pima County Risk Management (520) 724-4477.

Zone 1 - Shane Kyzer, Trades Maintenance Supervisor
Office: #724-5181 / Shane.Kyzer@pima.gov

Ann Day Community Fields
7600 N. Mona Lisa Road
Field 1: Youth Softball
Field 2: Youth Softball
Field 3: Youth Multi-Use

Denny Dunn Neighborhood Park
400 W. Massingale
Field 1: Youth Baseball
Field 2: Youth Baseball

Arthur Pack Regional Park
9101 N. Thornydale Road
Field 1: Youth Baseball w/Lights
Field 2: Youth Softball w/Lights
Field 3: Youth Baseball w/Lights
Field 4: Youth Softball w/Lights
Field 5: Adult Baseball/Lights
Field 6: Adult Baseball w/Lights
Field 7 (2 x fields) Adult Multi-Use w/Lights

Richardson Park
3500 W. Green Trees
Field 1: Youth Baseball
Field 2: Tee Ball

Sunset Pointe Park
8535 N. Stargrass Drive
Field 1: Youth Softball

Arthur Pack—Hardy Road Entrance
Field 8: Youth Softball
Field 9: Youth Baseball
Field 10: Youth Baseball

Zone 2 - Chris Doak, Trades Maintenance Supervisor
Office: #724-5176 / Chris.Doak@pima.gov

Canoa Preserve Park
3500 S. Camino de la Canoa
Field 1: Adult Softball
Field 2: Adult Softball

Summit Park
1800 E. Summit Road
Field 1: Youth Baseball

Zone 3 - Roland Duarte, Trades Maintenance Supervisor
Office: 724-5214 / Roland.Duarte@pima.gov

Ebonee Marie Moody /
Cardinal Neighborhood Park
6925 S. Cardinal Avenue
Field 1: Youth Softball

Mission Ridge Park
3121 West Tucker Street
Field 1: Youth Baseball

Lawrence Regional Park
6777 S. Mark Road
Field 1: Youth Baseball w/Lights
Field 2: Youth Baseball w/Lights
Field 3: Adult Baseball w/Lights
Field 4: Youth Softball w/Lights

Picture Rocks Regional Park
5615 N. Sanders Road
Field 1: Youth Baseball
Field 2: Youth Softball

Winston Reynolds/Manzanita Regional Park
5200 S. Westover
Field 1: Adult Softball w/Lights
Field 2: Youth Baseball w/Lights
Field 3: Adult Baseball w/Lights
Field 4: Youth Baseball w/Lights

Three Points Memorial Park
10211 S. Sasabe
Field 1: Youth Baseball w/Lights
Field 2: Youth Baseball w/Lights
Field 3: Adult Baseball w/Lights

Vesey Neighborhood Park
4999 S. Butts Road
Field 1: Youth Baseball

Zone 4 – Reuben McClain, Trades Maintenance Supervisor
Office: 724-5773 / Rueben.McClain@pima.gov

Brandi Fenton Park
3482 E. River Road
Field 1: Multi-Use
Field 2: Multi-Use w/Lights
Field 3: Multi-Use w/Lights

Rillito Park
4502 N. 1st Avenue
Field 1: Multi-Use w/Lights
Field 2: Multi-Use w/Lights
Field 3: Multi-Use w/Lights
Field 4: Multi-Use w/Lights
Field 5: Multi-Use w/Lights
Field 6: Multi-Use w/Lights
Field 7: Multi-Use w/Lights
Field 8: Multi-Use w/Lights
Field 9: Multi-Use
Field 10: Multi-Use
Field 11: Multi-Use w/Lights

George Mehl—Foothills Park
4001 E. River Road
Field 1: Youth Baseball w/Lights
Field 2: Youth Baseball w/Lights
Field 3: Youth Softball w/Lights
Field 4: Adult Baseball w/Lights
Field 5: Youth Baseball / Tee Ball
Field 6: Multi-Use w/Lights

Zone 5 – Travis Frazier, Trades Maintenance Supervisor
Office: 724-5183 / Travis.Frazier@pima.gov

Augie Acuña Los Niños Park
5432 S. Bryant Avenue
Field 1: Youth Baseball

Thomas Jay-Littletown Regional Park
6465 S. Craycroft
Field 1: Youth Baseball w/Lights
Field 2: Youth Softball w/Lights
Field 3: Adult Baseball w/Lights
Field 4: Youth Baseball / Tee Ball

McDonald Regional Park
4100 N. Harrison Road
Field 1: Youth Softball w/Lights
Field 2: Youth Baseball w/Lights
Field 3: Youth Baseball w/Lights
Field 4: Adult Baseball w/Lights
Field 5: Youth Baseball w/Lights
Field 6: Youth Softball w/Lights

Zone 6 – Juan Ponce, Trades Maintenance Supervisor
Office: 724-5257 / Juan.Ponce@pima.gov

Children’s Memorial Park
4851 N. 15th Place
Field 1: Youth Softball

Dan Felix Memorial Park
5790 N. Camino de la Tierra
Field 1: Multi-Use w/Lights
Field 2: Multi-Use w/Lights
Field 3: Multi-Use w/Lights
Field 4: Multi-Use w/Lights

Curtis Park
2110 West Curtis Road
Field 1: Adult Baseball w/Lights
Field 2: Youth Baseball w/Lights
Field 3: Youth Baseball w/Lights

Meadowbrook Neighborhood Park
2635 W. Sandbrook Lane
Field 1: Youth Baseball

Flowing Wells District Park
4000 N. Shannon Road
Field 1: Youth Softball w/Lights
Field 2: Youth Softball w/Lights

Wildwood Neighborhood Park
6201 N. Parsley Road
Field 1: Youth Softball
Field 2: Tee Ball

**PIMA COUNTY
DEPARTMENT OF FINANCE & RISK MANAGEMENT**

RISK MANAGEMENT DIVISION
130 W. CONGRESS ST., 9TH FLOOR
TUCSON, ARIZONA 85701-1317
(520) 724-4477 FAX (520) 222-1407

Theft/Vandalism Incident Form

(To be completed by Supervisor or Employee who Discovered Damage)

Department:		Division:	
Department Contact:		Phone:	
Date of Incident:		Time of Incident: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Incident Location: (provide complete address)			
Exact Location of Damage:		Type of Damage:	
Item(s) Stolen, Damaged or Destroyed:			
Statement of Incident(Including how incident was discovered):			
Action taken by staff:			
Witness Name:			
Address:		Phone:	
Law Enforcement Agency Notified:		Case No. and Agency: (if applicable)	
Photographs: <input type="checkbox"/> Yes <input type="checkbox"/> No (include with report or to be sent separately)			
Material Damaged by Graffiti/Vandalism: <input type="checkbox"/> Asphalt Block <input type="checkbox"/> Brick Bridges <input type="checkbox"/> Cement <input type="checkbox"/> Concrete <input type="checkbox"/> Culvert <input type="checkbox"/> Drainage <input type="checkbox"/> Plastic <input type="checkbox"/> Sign Soil <input type="checkbox"/> Stucco			
Other(describe):			
Are you going to repair? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Estimated Repair or Replacement Cost:			
Repair Method: <input type="checkbox"/> Chemical <input type="checkbox"/> Graffiti Removal Service <input type="checkbox"/> Paint <input type="checkbox"/> Pressure Wash <input type="checkbox"/> Other:_____			
Repair/Replacement Completion Date:}			
Report Completed By:			Date:
Approved By:			Date:
Deputy Director Signature or Designee (if required):			Date:

Revised 12/30/2013